BUSINESS & PROFESSIONAL DEVELOPMENT DIVISION
ASSIGNMENTS/CORRESPONDENCE

FROM: Vivian O. Walters, Jr.       DATE: January 29, 2014

Request for Approval
☑ Laurie Johnson
☑ Veronica Clark
☑ Gary Hartfield

Signature and Date of Approval
☑ LV 1/29/14  
☑ VC 1/31/14  
☑ GA 1/31/14

COMMENTS

Re: SBE Worksheets – Director’s Signature

Logged out by

Date

(PLEASE RETURN TO VIVIAN O. WALTERS, JR.)
**Project Worksheet**

**Project/Contract Title:** ARBITRAGE REBATE SERVICES

**Funding Source:** USER. DEPT. REVENUES

**Received Date:** 01/21/2014

**Resubmittal Date(s):** 01/24/2013

**Project/Contract No:** RFP 857

**Department:** FINANCE DEPARTMENT

**Estimated Cost of Project/Bid:** $400,000.00

**Description of Project/Bid:** To establish a contract soliciting proposals from qualified consultants to provide arbitrage rebate calculations and related services for existing and future bond issues that are subject to the Internal Revenue Code of 1986, as amended and applicable Treasury regulations.

### Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Factor</td>
<td>SBE</td>
<td></td>
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#### Reasons for Recommendation

This project meets the criteria set forth in L.O. # 3-41.

The thirty-three (33) SBE firms certified in the required Commodity Codes were polled; three (3) responded as not able to satisfy the project requirements.

Reason for resubmittal: Project was not advertised in the required 180 days.

Commodity Code: 91804-Accounting/Auditing/Budget Consulting; 91849-Finance/Economics Consulting

### Small Business Contract Measure Recommendation

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value</th>
<th>% of Items to Base Bid</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
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</table>

Living Wages: YES ☑ NO X

Responsible Wages: YES ☑ NO X

**RECOMMENDATION**

Tier 1 Set Aside

Set Aside Level 1

Trade Set Aside (MCC) Goal

No Measure Deferred

CWP

**Date:** 1/31/14

**Signature:** [Signature]

**Office:** SBD Director