Small Business Development Division
Project Worksheet

Project/Contract Title: FINANCIAL CONSULTING SERVICES FOR CIIT
Project/Contract No: RFQ-00469
Department: INTERNAL SERVICES
Funding Source: CIIT
Estimated Cost of Project/Bid: $250,000.00
Description of Project/Bid: Financial Consulting Services

Received Date: 11/08/2016
Resubmittal Date(s): 

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Factor</td>
<td>SBE/GS</td>
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Reasons for Recommendation
An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 indicates a Section Factor is appropriate for this contract as it is a Request for Qualification. Letters of Availability to Bid were sent out to the firms certified in the applicable commodity codes however, less than three firms responded as being available to meet the contract requirements.

Commodity Code: 918-Consulting Services; 946-Financial Services; 94648-Financial Advisor; 94649-Financial Services (Not Otherwise Classified)

<table>
<thead>
<tr>
<th>Small Business Contract Measure Recommendation</th>
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<tbody>
<tr>
<td>Subtrade</td>
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<tr>
<td>__________</td>
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</table>

| Total |
|______________|

Living Wages: YES [ ] NO [X]
Responsible Wages: YES [ ] NO [X]

Responsible Wages and Benefits applies to all construction projects over $100,000 that do not utilize federal funds. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.

REVIEW RECOMMENDATION

Tier 1 Set Aside _____________________________ Tier 2 Set Aside _____________________________
Set Aside _____________________________ Level 1 _____________________________ Level 2 _____________________________ Level 3 _____________________________
Trade Set Aside (MCC) _____________________________ Goal _____________________________ Bid Preference _____________________________
No Measure _____________________________ Deferred _____________________________ Selection Factor _____________________________
CWP _____________________________

SBD Director
Date 11/16/16