



Small Business Development Division Project Worksheet

Project/Contract Title: SOCIAL MEDIA CONSULTING SERVICES
Project/Contract No: RQAD1600010
Department: ANIMAL SERVICES
Estimated Cost of Project/Bid: \$50,000.00
Description of Project/Bid: Public relations for animal services.

Funding Source:
GENERAL FUNDS

Received Date: 03/09/2016

Resubmittal Date(s):

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE/GS	

Reasons for Recommendation

An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 and the Verification to Bid process indicates a SBE-G/S "Bid Preference" is appropriate for this project. Verifications of Availability to Bid Letters were sent to the forty-nine (49) firms certified in the required Commodity Codes and less than 3 firms responded as being able to meet the project's requirements.

Commodity Code: 91876-Marketing Consulting; 96153-Marketing Services (Incl. Distribution, Research, Sales Promotions, Etc.)

Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
		Total		

Living Wages: YES ☐ NO ☒

Responsible Wages: YES ☐ NO ☒

Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. 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 3/12/16