



Small Business Development Division Project Worksheet

Project/Contract Title: RELIA-VOTE OUTBOUND MSE INSERTING SYSTEM **Received Date:** 12/03/2015
Project/Contract No: RQEL16000001 **Funding Source:**
Department: ELECTIONS CAPITAL FUNDS - CAPITAL
Estimated Cost of Project/Bid: \$872,088.00 OUTLAY
Description of Project/Bid: To establish a contract to purchase a Pitney Bowes MSE Inserting System to be installed into the current Relia-Vote network infrastructure. **Resubmittal Date(s):**
 The MSE inserter is critical to the Department's ability to overcome both the estimated shortfall in capacity provided by a single inserter and to mitigate the risk of not having backup equipment when facing very tight deadlines.

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE/GS	

Reasons for Recommendation
NO MEASURE - EMERGENCY PURCHASE As of 12/03/2015 there are thirty-four (34) SBE- G&S firms certified in the required commodity code (918-29). Commodity Code: 91829-Computer Software Consulting

Small Business Contract Measure Recommendation				
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Computer Software Consulting	SBE/GS			
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	12/8/15 Date	