### Small Business Development Division

**Project Worksheet**

**Project/Contract Title:** KALINDA "ONLINE HELP" SOFTWARE ANNUAL LICENSE RENEWAL

**Project/Contract No:** RQET1400009

**Department:** INTERNAL SERVICES DEPARTMENT

**Estimated Cost of Project/Bid:** $125,000.00

**Description of Project/Bid:** To establish a contract for the annual license renewal for the existing Kalinda "Online Help" Software.

**Funding Source:** GENERAL

**Received Date:** 07/10/2014

### Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Measure</td>
<td>SBE</td>
<td></td>
</tr>
</tbody>
</table>

### Reasons for Recommendation

**NO MEASURE - ACCESSING AN EXISTING CONTRACT**

Accessing existing Federal Contract #GS-35F-0265X

Commodity Code: 92045-Software Maintenance/Support

### Small Business Contract Measure Recommendation

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value to Base Bid</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SBE</td>
<td></td>
<td></td>
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</tbody>
</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 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

<table>
<thead>
<tr>
<th>Tier 1 Set Aside</th>
<th>Tier 2 Set Aside</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Set Aside**
  - Level 1
  - Level 2
  - Level 3

- **Trade Set Aside (MCC)**
  - Goal
  - Bid Preference

- **No Measure**
  - Deferred

- **CWP**

Signed by SBI Director: [Signature]

Date: 9/8/14