Small Business Development Division
Project Worksheet

Project/Contract Title: HEWLETT PACKARD (HP) HARDWARE AND SERVICES - ONE TIME PURCHASE
Project/Contract No: RQET1600049
Department: INFORMATION TECHNOLOGY DEPARTMENT
Estimated Cost of Project/Bid: $180,409.00
Received Date: 09/08/2016

Funding Source: INTERNAL SERVICE FUNDS

Description of Project/Bid:
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 Bid Preference is appropriate for this contract due to the unavailability of SBE firms to meet the project's requirements. There are five (5) certified SBE firms in the applicable commodity code.

Commodity Code: 20554-Software, Application: Preprogrammed Software F

Contract Measures Recommendation

<table>
<thead>
<tr>
<th>Measure</th>
<th>Program</th>
<th>Goal Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Preference</td>
<td>SBE/GS</td>
<td></td>
</tr>
</tbody>
</table>

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 Bid Preference is appropriate for this contract due to the unavailability of SBE firms to meet the project's requirements. There are five (5) certified SBE firms in the applicable commodity code.

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>
</table>

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

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 ____________

Director's Signature: [Signature]
Date: 9/13/16