Small Business Development Division
Project Worksheet

Project/Contract Title: AGENDA MANAGEMENT SYSTEM
Project/Contract No: RQET1600052
Department: INFORMATION TECHNOLOGY DEPARTMENT
Estimated Cost of Project/Bid: $150,000.00
Description of Project/Bid: For the purchase of an Agenda Management System to plan, coordinate, track, and manage Miami Dade County's legislative activities

Received Date: 02/07/2017
Funding Source: CAPITAL OUTLAY
Resubmittal Date(s):

Contract Measures Recommendation

<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>
<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 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 code however, less than three (3) firms responded as being available to meet the contract requirements.

There are ten (10) certified SBE firms in the selected commodity code.

Commodity Code: 92045-Software Maintenance/Support

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>

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

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