Small Business Development Division

Project Worksheet

Project/Contract Title: COUNTY-WIDE DEBT COLLECTION SERVICES
Project/Contract No: RQFN1500004
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: $400,000.00
Description of Project/Bid: To establish a contract to solicit proposals from qualified firms with experience in providing collection services for retail and commercial accounts.

Revised Date: 03/13/2015

Funding Source: PROPRIETARY FUNDS

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</td>
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</tbody>
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Reasons for Recommendation

An analysis of the factors contained in section VIII D of Implementing Order 3-41 indicates that a Selection Factor is appropriate for this solicitation. Currently, there are no Small Business Enterprise - Goods & Services firms certified in the commodity code below.

Commodity Code: 94633-Collection Services

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>
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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 funds. 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 3/18/15

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