



Small Business Development Division Project Worksheet

Project/Contract Title: MARKETING, PUBLIC RELATIONS, AND COMMUNITY ENGAGEMENT POOL
Project/Contract No: RQGI1600003
Department: COMMUNITY INFORMATION AND OUTREACH GENERAL FUNDS
Estimated Cost of Project/Bid: \$500,000.00
Description of Project/Bid: Marketing, Public Relations, and Community Engagement Pool

Received Date: 04/14/2016

Resubmittal Date(s):

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Set Aside (Up To 100k)	SBE/GS	100.00%
Bid Preference		

Reasons for Recommendation

SBE/GS SET-ASIDE (UP TO 100K): Request For Quotes will be Set-Aside for small business participation when the work orders amount is \$100K or less and there are 3 or more certified SBE/GS firms available in the established pre-qualification pool.

BID PREFERENCE Certified Micro SBE/GS firms will receive a 10% bid preference on contracts up to \$100K.

All work orders over \$100K must be submitted to SBD for review for the determination for SBE/GS measures*

Commodity Code: 91876-Marketing Consulting; 96153-Marketing Services (Incl. Distribution, Research, Sales Promotions, Etc.)

Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Marketing Consulting	SBE/GS	\$500,000.00	100.00%	

Total \$500,000.00

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

Date