



Small Business Development Division

Project Worksheet

Project/Contract Title: PUBLIC HOUSING ANSWERING SERVICE
Project/Contract No: RQHD1700001
Department: PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
Estimated Cost of Project/Bid: \$150,000.00
Funding Source: FEDERAL

Received Date: 11/07/2016

Description of Project/Bid: The purpose of this solicitation is to establish an answering service for inbound calls received, to dispatch urgent/emergency telephone calls; to provide messages for all incoming maintenance calls from tenant which occur after working hours (5:00 p.m. to 8:00 a.m.), weekends (Saturday and Sunday 24 hours), and observed holidays for the Miami-Dade Public Housing and Community Development (PHCD).
Resubmittal Date(s):

Contract Measures Recommendation

Measure	Program	Goal Percent
No Measure	SBE/GS	

Reasons for Recommendation

An analysis of the factors contained in the project package, as well as the factors contained in Implementing Order 3-22 indicates a No Measure is appropriate for this contract due to the funding source (US HUD). There is one (1) SBE-G/S firm certified in the applicable commodity code.

Commodity Code: 91505-Answering/Paging Services

Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Answering/Paging Services	SBE/GS			
Total				

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 11/10/16