Small Business Development Division  

Project Worksheet

Project/Contract Title: REVOLVING LOAN FUND ADMINISTRATOR  
Project/Contract No: RQHD1800004  
Department: INTERNAL SERVICES  
Estimated Cost of Project/Bid: $300,000.00  
Description of Project/Bid: It is the intention of this solicitation to obtain proposals to establish a Loan Fund Administrator to be responsible for the funds currently in the Revolving Loan Fund, as well as future funds that the BCC allocates.

Received Date: 07/25/2018  

Funding Source: GENERAL FUNDS

Resubmittal Date(s):

<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>

An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project package indicates a Selection Factor is appropriate for this project.

There are no SBE Certified firms under these commodity codes.

Commodity Code: 94660-Loan Administration; 94664-Mortgage Banking Services

Subtrade  

<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  

Living Wages and Responsible Wages apply 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.

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: ___________________________  

[Signature]  
SBD Director  
Date: 07/27/18