



## Small Business Development Division Project Worksheet

Project/Contract Title: EMPLOYEE GROUP LEGAL SERVICES

Project/Contract No: RQHR1700001

Department: HUMAN RESOURCES

Estimated Cost of Project/Bid: \$15,000,000.00

Description of Project/Bid: This contract will establish a contract for pre-paid group legal insurance plans/programs that is entirely paid for by the employees.

Received Date: 04/12/2017

Funding Source:

Resubmittal Date(s):

### Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE/GS	

### 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 No Measure is appropriate for this contract as it is a Request for Proposal for Legal Services

There are seven (7) SBE firms certified in the applicable commodity codes.

Commodity Code: 95368-Malpractice, Legal; 96150-Legal Services Including Depositions And Expert Witness Testimony; 96172-Transcription Services: Legal And Medical

### Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Malpractice, Legal	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 4/17/17