DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☑ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. ITB7241-1/21
☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☑ YES ☐ NO
Requisition No./Project No.: RQID1700043 TERM OF CONTRACT: ☑ 5 YEAR(S) WITH ☑ NA YEAR(S) OTR
Requisition/Project Title: Public Housing Answering Service

Description: To establish an answering service for inbound calls for PHCD to provide messages for all incoming maintenance calls and dispatch urgent/emergency telephone calls from tenants which occur after work hours, to include unscheduled office closures (hurricanes, storms).

Issuing Department: PHCD Contact Person: Colleen Johnson Phone: 786-469-4166
Estimate Cost: $150,000.00 Funding Source:

ANALYSIS

Commodity Codes: 915-05

Contract/Project History of previous purchases three (3) years
Check here if this is a new contract/purchase with no previous history.

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business Enterprise:</td>
<td></td>
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</table>

Contract Value: $         $         $

Comments: 

Continued on another page: ☑ YES ☐ NO

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
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Basis of recommendation:

Signed: Tonya James Date sent to SBD: 01/13/2017

Date returned to DPM:

Revised April 2005
PUBLIC HOUSING ANSWERING SERVICE

Scope of Work

To provide messages for all incoming maintenance calls and dispatch urgent/emergency telephone calls from tenants which occur after work hours Monday – Thursday 5:00 PM to 8:00 AM; Friday 5 PM until Monday 8:00 AM; weekends (Saturday and Sunday 24 hours), and County observed holidays. This will include unscheduled office closures (storms, hurricanes, etc.)