Small Business Development Division
Project Worksheet

Project/Contract Title: RFP-00576, AD&D AND PBA SURVIVOR'S BENEFIT INSURANCE PROGRAMS

Project/Contract No: RQID1700069

Department: INTERNAL SERVICES

Estimated Cost of Project/Bid: $1,600,000.00

Description of Project/Bid: AD&D and PBA Survivor's Benefit Insurance Programs

Received Date: 04/24/2017

Funding Source: GENERAL FUND, MUNICIPALITIES AND EMPLOYE

Resubmittal Date(s):

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**Contract Measures Recommendation**

<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>
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</tbody>
</table>

**Reasons for Recommendation**

An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41, a Selection Factor is appropriate for this project due to insufficient availability and the funding source. There are three (3) SBE Certified Firms under this commodity code.

Commodity Code: 953-Insurance, All Types

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**Small Business Contract Measure Recommendation**

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value</th>
<th>% of Items to Base Bid</th>
<th>Availability</th>
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</table>

**Total**

Living Wages: YES [ ] NO [X]  Responsible Wages: YES [ ] NO [X]

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.

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**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 __________________________

[Signature]  [Date]  4/26/17

SBDDirector