Small Business Development Division

Project Worksheet

Project/Contract Title: ASD STANDARD OPERATING PROCEDURES ANALYSIS
Project/Contract No: WOPR-EPPRP-00313-03
Department: MANAGEMENT AND BUDGET
Estimated Cost of Project/Bid: $200,000.00

Received Date: 02/27/2017

Description of Project/Bid: The objective of this project is to analyze the current processes and streamline and improve ASD's Standard Operating Procedures related to Kennel, Clinic and Customer Service Operations, taking into account the operating environment of the recently opened Pet Adoption and Protection Center.

The revised SOPs should be technically accurate, complete and clear and should reflect efficient and effective operational practices. Policy statements should be simple and clear, incorporating diagrams and illustrations included, whenever possible. The written policies must not:

<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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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 Selection Factor is appropriate for this contract as it is a RFP.

Twenty-three (23) Pre-Qualified firms are on this RFP, seven (7) of them being SBE Certified, however only one (1) of them were able to meet the project requirements.

Commodity Code: 91875-Management Consulting

<table>
<thead>
<tr>
<th>Small Business Contract Measure Recommendation</th>
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<tbody>
<tr>
<td>Subtrade</td>
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<tr>
<td>Cat.              Estimated Value</td>
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</tbody>
</table>

Total

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

Responsibility for Wages and Benefits applies to all construction projects over $100,000 that do not utilize federal funds. 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

Set Aside Level 1

Trade Set Aside (MCC)

No Measure

CWP

Tier 2 Set Aside

Level 2

Level 3

Goal

Bid Preference

Deferred

Selection Factor

SBID Director

Date 3-8-17