



# Small Business Development Division

## Project Worksheet

**Project/Contract Title:** Microsoft Desktop Application Training **Received Date:** 7/23/2020  
**Project/Contract No:** 8858-0/21 (RTQ-01609) **Funding Source:** GOB  
**Department:** Internal Services  
**Estimated Cost of Project/Bid:** \$0.00

**Description of Project/Bid:** The purpose of this solicitation and resulting Request to Quote (RTQ) is to establish a Pool of Pre-qualified Vendors for future pricing competition to provide Microsoft Desktop Application Training for Miami-Dade Human Resources Department.

Contract Measures			
	<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
	Set-Aside	SBE-G&S	
	Bid Preference	SBE-G&S	
	No Measure	SBE-G&S	
Reasons for Recommendation			
<p><b>The estimated cost for contract 8858-0/21 (RTQ-01609) is \$250,000.00 and it is for a five (5) year period.</b></p> <p>An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project package indicates the following measures for this project.</p> <p><b><u>Group A - On-Site Training</u></b>            A Set-Aside will apply when there are three (3) or more SBE certified firms in the prequalification pool, and a Bid Preference when there are less than three (3).            A No measure will apply when the funding source is FEDERAL.</p> <p><b><u>Group B- Off-Site Training</u></b>            A Set-Aside will apply when there are three (3) or more SBE certified firms in the prequalification pool, and a Bid Preference when there are less than three (3).            A No measure will apply when the funding source is FEDERAL.</p> <p><b><u>Group C - Distance Learning</u></b>            A Set-Aside will apply when there are three (3) or more SBE certified firms in the prequalification pool, and a Bid Preference when there are less than three (3).            A No measure will apply when the funding source is FEDERAL.</p> <p>There are twenty-five (26) SBE certified firms under this commodity code.</p> <p>NIGP 91838 Education and Training Consulting</p>			

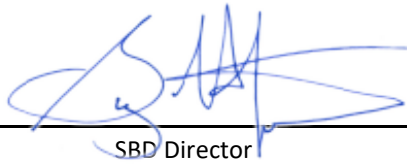
Living Wages: YES  NO

Highway: YES  NO

Heavy Construction: YES  NO

Responsible Wages: YES  NO

Building: YES  NO



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SBD Director

7/27/20

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Date