



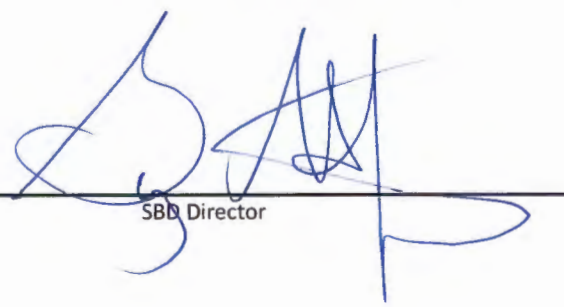
# Small Business Development Division

## Project Worksheet

Project/Contract Title: Executive Search and Recruitment Services Received Date: 7/11/2022  
 Project/Contract No: BW-10255 Funding Source: General  
 Department: Internal Services  
 Estimated Cost of Project/Bid: \$150,000.00  
 Description of Project/Bid: A solicitation to establish a contract for executive search and recruitment services for DTPW's Chief Strategy Officer and Chief of Human Resources Division.

Contract Measure		
Measure	Program	Goal Percent
No Measure	SBE - Services	
Reason for Recommendation		
<p>SBD reviewed this project pursuant to Implementing Order 3-41 for SBE-Good(s) and Service(s) measures. Project information analyzed included the project's scope of services, estimated project cost, minimum requirements/qualifications and funding source. Additional factors included the Verification of Availability process to determine availability and assignment of the noted measure. Fourteen (14) SBE firms certified in the commodity code below were contacted through the Verification of Availability process, however none responded as being able to provide the requested good(s) and/or service(s). A No Measure is applicable to this solicitation. Competition will be waived due to Mackenzie, Eason &amp; Associates offering the combination of the three service areas needed by DTPW: executive search, recruitment services, and development and management of a search platform; allowing the department to prescreen qualified candidates efficiently and effectively in the needed timeframe to fill the position and ultimately contribute to the department's success in placement and reorganization. Additionally, as this vendor finalizes services under BW-10220, the firm already has established an existing support column for DTPW, continuing and contributing to finalizing the restructuring process.</p> <p>Miami-Dade County Living Wage is not applicable. The goods and/or services under this solicitation do not fall under the covered services listed in article (F) of Sec. 2-8.9 of the Code, Living Wage Ordinance.</p> <p>The work description code assigned based on the scope is:</p> <p>NIGP 96130 Employment Agency and Search Firm Service, Including Background Investigations and Drug Testing for Employment</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

  
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 Date