

Small Business Development Division Project Worksheet

Project/Contract Title: MEDIA AND PUBLIC RELATIONS SERVICES
Project/Contract No: BW9924-0/18
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$100,000.00
Description of Project/Bid: Bid waiver purchase of Media and Public Relations Services for the department of Cultural Affairs

Received Date: 09/05/2017

Funding Source:
 PROPRIETARY FUNDS

Resubmittal Date(s):

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
No Measure	SBE/GS	

Reasons for Recommendation

An analysis of Implementing Order 3-41, as well as, an analysis of the factors contained in the project package indicates a No Measure is appropriate as this is a Bid Waiver contract with the proposed vendors being Matrix 2 and Arts marketing Network.

There are seventeen (17) certified SBE firms in the selected commodity code.

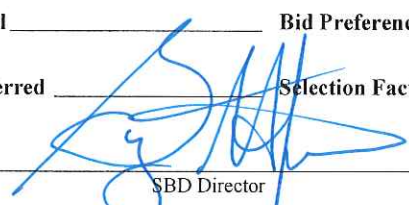
Commodity Code: 91503-Advertising/Public Relations (Incl. Skywriting)

Small Business Contract Measure Recommendation				
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
Advertising/Public Relations (Incl. Skywriting)	SBE/GS			
Total				

Living Wages: YES NO

Responsible Wages: YES NO

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.

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 _____	 SBD Director		9-6-17 Date