



Small Business Development Division

Project Worksheet

Project/Contract Title: Payroll Processing Services For Non-County Poll Workers
 Received Date: 7/15/2021

Project/Contract No: EPPRFP-01995
 Funding Source: Other

Department: Elections

Estimated Cost of Project/Bid: \$500,000.00

Description of Project/Bid: Miami-Dade County through the Miami-Dade County Elections Department, (ED), is seeking proposals for the selection of a qualified firm to provide payroll processing services for non-County poll workers.

| Contract Measures | | |
|--|---------|--------------|
| Measure | Program | Goal Percent |
| Selection Factor | SBE/GS | |
| Reasons for Recommendation | | |
| <p>An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project package indicates a Selection Factor is appropriate for this project.</p> <p>There are twenty-four (24) SBE certified firms under these commodity codes, however only one (1) of them were able to meet the project requirements.</p> <p>NIGP 20810 Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc., Microcomputer, NIGP 20911 Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc., Mainframes and Servers, NIGP 91885 Personnel and Employment Consulting, Human Resources (Inactive, please see commodity code 918-65 effective January 1, 2016), NIGP 94610 Accounting and Billing Services, Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc., 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



 SBD Director

7-22-21

 Date