



Small Business Development Division

Project Worksheet

Project/Contract Title: Cut Sheet Forms and Printing Services Received Date: 4/27/2023
 Project/Contract No: EVN0000416 Funding Source: Various
 Department: Strategic Procurement
 Estimated Cost of Project/Bid: \$1,641,000.00
 Description of Project/Bid: A request to quote (RTQ) which will establish a prequalified pool of vendors capable of providing cut sheet forms and/or printing services such as standard "non-mailer" forms, single standard "mailer" forms and/or to print similar non-standard cut sheet forms.

Contract Measures		
Measure	Program	Goal Percent
Set-Aside	SBE - Goods & Services	
Bid Preference	SBE - Goods & Services	
No Measure	SBE - Goods & Services	

Reason for Recommendation

Each spot market quote under this solicitation must be submitted to SBD for review.

SBD reviewed this project pursuant to Implementing Order 3-41 for SBE-Goods and/or Services. Project information analyzed included the project's scope of services, estimated project cost, minimum requirements/qualifications and funding source. Additional factors did not include the Verification of Availability process due to insufficient availability. There were only two (2) SBE firms certified in the work description codes below at the time of project review. The following measures are applicable to this solicitation:

Set-Aside: when the funding source allows the application of small business measures and the value of the spot market quote is under \$250k and there are two (2) or more SBE firms prequalified under this pool capable of providing the requested good(s) and/or service(s) or when the value of a spot market quote is above \$250k and there are three (3) or more SBE firms prequalified under this pool capable of providing the requested good(s) and/or service(s).

Bid Preference: when the funding source allows the application of small business measures and a Set-Aside is not applicable.

No Measure: when the funding source precludes the application of small business measures.

Miami-Dade County Living Wage is applicable. The goods and/or services under this solicitation fall under the covered services listed in article (F)(vi) of Sec. 2-8.9 of the Code, Living Wage Ordinance.

The work description codes assigned based on the scope of services are:

NIGP 395 Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, and Folders for Forms, NIGP 39550 Continuous Forms (Computer Paper), Stock (Including Blank, Ruled, and Tinted Types -See Class 525 for Library Stock Continuous Forms), NIGP 96616 Continuous Form Printing, NIGP 96636 Forms Printing, Not Continuous, NIGP 39500 FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS

Living Wages: YES NO Highway: YES NO Heavy Construction: YES NO
 Responsible Wages: YES NO Building: YES NO



 SBD Director

5-11-23

 Date