



Small Business Development Division
Project Worksheet

Project/Contract Title: FINANCIAL CONSULTING SERVICES FOR CITT
Project/Contract No: RFQ-00469
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$250,000.00
Description of Project/Bid: Financial Consulting Services

Funding Source: CITT

Received Date: 11/08/2016

Resubmittal Date(s):

Table with 3 columns: Measure (Selection Factor), Program (SBE/GS), Goal Percent

Reasons for Recommendation
An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 indicates a Section Factor is appropriate for this contract as it is a Request for Qualification. Letters of Availability to Bid were sent out to the firms certified in the applicable commodity codes however, less than three firms responded as being available to meet the contract requirements
Commodity Code: 918-Consulting Services; 946-Financial Services; 94648-Financial Advisor; 94649-Financial Services (Not Otherwise Classified)

Table with 5 columns: Subtrade, Cat., Estimated Value, % of Items to Base Bid, Availability. Includes a Total row at the bottom.

Living Wages: YES [ ] NO [X]
Responsible Wages: YES [ ] NO [X]

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 signature, Date 11/16/16