



Small Business Development Division
Project Worksheet

Project/Contract Title: MICROSOFT DESKTOP APPLICATION TRAINING PRE-QUALIFICATION POOL
Project/Contract No: RQID1300149
Department: INTERNAL SERVICES
Estimated Cost of Project/Bid: \$400,000.00
Description of Project/Bid: To establish a contract to pre-qualify vendors for future pricing competition for all Microsoft Desktop Application training for County employees.

Received Date: 06/18/2013
Funding Source: GENERAL
Resubmittal Date(s):

Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE	
Set Aside (Under 100k)	SBE	

Reasons for Recommendation

This project meets all the criteria set forth in I.O. # 3-41.

"...where there are three (3) or more certified SBE firms available in an established pre-qualification pool, the work order competition must be sheltered among those firms. In cases where there are less than three (3) certified SBE firms, Micro-SBE respondents will receive a ten percent (10%) preference applies to quotes for evaluation purposes. Bids and Quotes submitted by Micro Enterprise firms for Set-Aside contracts up to \$100,000 will receive a ten percent (10%) "Bid Preference".

There are fifteen (15) SBE firms certified in the required Commodity Code.

Commodity Code: 91838-Education And Training Consulting

Small Business Contract Measure Recommendation

<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
	SBE			171

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.



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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

V. Clark
SBD Director

7/1/13
Date