

**ISSUING DEPARTMENT INPUT DOCUMENT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No.

Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.:    
 TERM OF CONTRACT  YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title:

Description:

Issuing Department:    
 Contact Person:    
 Phone:

Estimate Cost:    
 Funding Source:  GENERAL   
  FEDERAL   
  OTHER PROPIETAR

**ANALYSIS**

<b>Commodity Codes:</b>	<input type="text" value="91596"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>		
<b>Contractor:</b>	<input type="text" value="Braindunk LLC"/>	<input type="text"/>	<input type="text"/>		
<b>Small Business Enterprise:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>Contract Value:</b>	<input type="text" value="\$16,875.00"/>	<input type="text"/>	<input type="text"/>		
<b>Comments:</b>	<input type="text"/>				

Continued on another page (s):  YES  NO

**RECOMMENDATIONS**

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Basis of Recommendation:

Signed:    
 Date sent to SBD:

Date returned to SPD: