



Small Business Development Division

Project Worksheet

Project/Contract Title: Microsoft Desktop Application Training **Received Date:** 4/22/2020
Project/Contract No: RTQ-01609 **Funding Source:** Other
Department: Internal Services
Estimated Cost of Project/Bid: \$0.00

Description of Project/Bid: The purpose of this solicitation and resulting Request to Quote (RTQ) is to establish a Pool of Pre-qualified Vendors for future pricing competition to provide Microsoft Desktop Application Training for Miami-Dade Human Resources Department.

Contract Measures			
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>	
Set-Aside	SBE-G&S		
Bid Preference	SBE-G&S		
No Measure	SBE-G&S		
Reasons for Recommendation			
<p>The estimated cost for contract RTQ-01609 is \$250,000.00 and it is for a five (5) year period.</p> <p>An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project package indicates the following measures for this project.</p> <p><u>Group A - On-Site Training</u> A Set-Aside will apply with there are three (3) or more SBE certified firms in the prequalification pool, and a Bid Preference when there are less than three (3). A No measure will apply when the funding source is FEDERAL.</p> <p><u>Group B- Off-Site Training/Distant Learning</u> A Set-Aside will apply with there are three (3) or more SBE certified firms in the prequalification pool, and a Bid Preference when there are less than three (3). A No measure will apply when the funding source is FEDERAL.</p> <p>There are twenty-five (25) SBE certified firms under this commodity code.</p> <p>NIGP 91838 Education and Training Consulting</p>			


Living Wages: YES NO

Highway: YES NO

Heavy Construction: YES NO

Responsible Wages: YES NO

Building: YES NO



SBD Director

4/23/20

Date