



## Small Business Development Division Project Worksheet

**Project/Contract Title:** STAFFING ANALYSIS FOR VARIOUS MIAMI-DADE COUNTY DEPARTMENTS  
**Project/Contract No:** WOPR-EPPRFP-00313-02  
**Department:** MANAGEMENT AND BUDGET  
**Estimated Cost of Project/Bid:** \$200,000.00

**Received Date:** 01/24/2017

**Funding Source:**  
 GENERAL FUNDS

**Resubmittal Date(s):**

**Description of Project/Bid:** The purpose of this Work Order Proposal Request (WOPR) is to select a firm from the Pool to provide analysis of selected staffing issues for the Miami-Dade Office of Management and Budget (OMB). These issues include:  
 A) the method used by several County departments (Corrections, Fire Rescue, Police and Transportation and Public Works) to calculate a "relief factor" and/or staffing ratio for positions that must be relieved if the regularly scheduled employee does not report to work - for example, a correctional officer post or a bus operator route; and  
 B) the method used by all County departments to calculate managerial span of control.

### Contract Measures Recommendation

<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Selection Factor	SBE/GS	

### 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 Selection Factor is appropriate for this contract as it is work order driven.  
 This is a pool contract and the Verification of Availability was sent to five (5) SBE firms on the contract.  
 None of the SBE firms were able to meet the project requirements.  
  
 Commodity Code: 91875-Management Consulting

### Small Business Contract Measure Recommendation

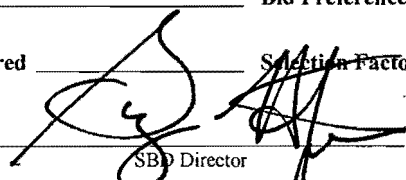
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
				<b>Total</b>

**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.*

### 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
	Date <b>2/2/17</b>