

## **Small Business Development Division**

## Project Worksheet

Project/Contract Title:

ASD STANDARD OPERATING PROCEDURES ANALYSIS

Received Date:

02/27/2017

Project/Contract No:

WOPR-EPPRFP-00313-03

**Funding Source:** 

Department:

**GENERAL FUNDS** 

Description of Project/Bid:

Estimated Cost of Project/Bid: \$200,000.00

Resubmittal Date(s):

Description The objective of this project is to analyze the current processes and streamline and improve ASD's Standard Operating Procedures related to Kennel, Clinic and Customer Service Operations, taking into account the operating environment of the recently

opened Pet Adoption and Protection Center.

MANAGEMENT AND BUDGET

The revised SOPs should be technically accurate, complete and clear and should reflect efficient and effective operational practices. Policy

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	Measure Selection Factor	Program SBE/GS	Goal Percent		
An analysis of the factors of	ontained in the project package,	Reasons for Recommendat		tes a Selection For	etor is
appropriate for this contract		as well as an analysis of hitpici	henting Order -5-41 indica	nes a selection rad	ciot is
Twenty-three (23) Pre-Qual project requirements.	lified firms are on this RFP, seve	en (7) of them being SBE Certif	ied, however only one (1)	of them were able	to meet the
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