



Small Business Development Division Project Worksheet

Project/Contract Title: STAFFING ANALYSIS FOR TAX COLLECTOR OFFICE
Project/Contract No: WOPR-EPPRFP-00313-1
Department: MANAGEMENT AND BUDGET
Estimated Cost of Project/Bid: \$15,000.00
Funding Source: GENERAL FUNDS

Received Date: 12/07/2016

Description of Project/Bid:

The objectives of this project are to provide a comprehensive review of the LBT process, resulting in practical recommendations that will ensure the collection of additional LBT revenues with greater staff efficiencies and a lower overall cost per dollar collected. At a minimum, the TC expects that the review will result in: A.) Improvements to LBT account management processes and opportunities for streamlining processes via automation; and B.) Optimal staff allocation to properly support updated processes

Resubmittal Date(s):

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 Section Factor is appropriate for this contract as it is a Request for Proposal. Letters of Availability to Bid were sent out to the firms certified in the applicable commodity code however, less than three firms responded as being available to meet the contract requirements.

Commodity Code: 91875-Management Consulting

Small Business Contract Measure Recommendation

Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
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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.

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

12/19/16
Date