



**SOLICITATION SIGNATURE PAGE**

(Please attach to Goal Setting Worksheet and API Recommendation Form)

Presented at GSC Meeting: June 18, 2025

Department/Division Planning, Zoning & Building- Zoning Division

Project Name/Number INFORMATION TECHNOLOGY (IT) PROJECT MANAGEMENT SERVICE FOR LAND MANAGEMENT SOFTWARE IMPLEMENTATION

Contract Manager Aaron Maharaj

Phone/ E-mail Amaharaj@pbcgov.org

Estimated Date of Advertising 06/01/2025 Estimated Dollar Value of Project \$197,000/yr or \$591,000/3 yrs.

Type of Solicitation RFP - Non-CCNA

**DEPARTMENT/DIVISION/OFFICE**

**SIGNATURE AND DATE**

Originating Department/Division Planning, Zoning and Building

Department/Division Director Aaron Maharaj  
Aaron Maharaj, Division Director II

OEBO  6/12/25

Goal Setting Committee Chairperson \_\_\_\_\_



## Solicitation Review and API Recommendation

Department/Division Planning, Zoning & Building- Zoning Division  
Project Name/Number INFORMATION TECHNOLOGY (IT) PROJECT MANAGEMENT SERVICE FOR LAND MANAGEMENT SOFTWARE IMPLEMENTATION  
Contract Manager Aaron Maharaj  
Phone/e-Mail Amaharaj@pbcgov.org  
Estimated Date of Advertising 06/01/2025 Estimated Dollar Value of Project \$197K/yr -\$591K(3yrs)  
Type of Solicitation RFP -

The following steps have been taken in the review of the scope of services and terms:

### EARLY/FORMAL REVIEW\*

☒ A review of the Terms and Conditions of the solicitation and contract has been reviewed and removed any language or conditions that may adversely impact SBE firms to respond.

☐ Special contract requirements are included due to the following:

☐ This solicitation has been reviewed to identify opportunities for De-Bundling or Aggregating to increase competition among SBE firms.

☒ This solicitation review has considered and determined this contract is sized to maximize SBE participation in the bidding process. The following steps were taken:

Scope of Services and commodity code(s) were reviewed.

☐ The following opportunities have been combined to increase the competition among SBE firms:

☐ The selection criteria will not unnecessarily restrict competition or adversely impact the ability for SBE firms to respond or participate as subcontractors. The following steps were taken:

- ☐ The project will be advertised for a minimum of 30 days unless where practical or for a longer period if required by state law.
- ☐ Researched relative availability for the particular good or service at the prime and subcontractor levels.
- ☐ Consult with department management which API will create maximum opportunity for SBEs or prepare Waiver.
- ☒ Complete Goal Setting form with backup documentation.
- ☐ The originating department has determined there are no SBE subcontracting opportunities and have included documentation associated with the **No API** recommendation on the Goal Setting Worksheet.
- ☒ Forward to the OEBO for review.
- ☒ If the OEBO agrees, submit to the Purchasing or Originating Department.
- ☒ If the OEBO disagrees, change and submit to Purchasing or Originating Department.

#### **MANDATORY REVIEW**

Complete Department Goal Setting Form, attach to Solicitation Document and forward to the OEBO for the Goal Setting Committee.

\*A Solicitation Signature Page should be attached and signed at each step of the review process.

**GOAL SETTING\***  
**Project Summary Worksheet**  
 Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Planning, Zoning, & Building Planning Division DATE:

SOLICITATION NAME: INFORMATION TECHNOLOGY (IT) PROJECT MANAGEMENT SERVICE FOR LAND MANAGEMENT SOFTWARE IMPLEMENTATION PROJECT No.

TYPE OF SOLICITATION: RFP CATEGORY: NON-CCNA-PROF. SVCS

SCOPE OF PROJECT:

Palm Beach County's Planning, Zoning, and Building (PZB) Department is undertaking the implementation of a new Land Management Software (LMS) system. This enterprise system will support permitting, planning, inspections, zoning, and code compliance functions and will interface with existing County technologies. To ensure the successful delivery of this complex and multi-stakeholder project, PZB seeks to engage a qualified IT Project Manager (PM) with extensive experience in large-scale IT implementations, vendor coordination, and regulatory environments with a preference in the oversight and management of a land management system with subject matter knowledge in development services. This will be a 36 month contract with the option to renew for 12 additional months. \$197,000 per year. \$591,000 / 36 months.

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
91871	IT Consulting	\$ 197,000.00	100.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$197,000.00	100.00%

**AVAILABILITY**

				RACE/ETHNICITY						TOTAL FIRM	PERCENT OF WORK
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON-SBE		
91871	10								34	44	100.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
0									0		0.00%
Total	10								34	44	100.00%



**GOAL SETTING\***  
**Project Summary Worksheet**  
 Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Planning, Zoning, & Building Planning Division

DATE:

SOLICITATION NAME: INFORMATION TECHNOLOGY (IT) PROJECT MANAGEMENT SERVICE FOR LAND MANAGEMENT SOFTWARE IMPLEMENTATION

PROJECT No.

TYPE OF SOLICITATION: RFP

CATEGORY: NON-CCNA-PROF. SVCS

COMMODITY AVAILABILITY										WEIGHT
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON-SMWBE	
91871	0.22727								0.77273	1.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
0	0.00000								0.00000	0.000
TOTAL	0.22727								0.77273	
X 1	22.73%								77.27%	

YTD UTILIZATION:

SBE	MBE	WBE	AABE	NABE	HABE	ABE

**GOAL SETTING**  
**Project Summary Worksheet**  
Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Planning, Zoning & Building- Planning Division

DATE:

SOLICITATION NAME: INFORMATION TECHNOLOGY (IT) PROJECT MANAGEMENT SERVICE FOR LAND  
MANAGEMENT SOFTWARE IMPLEMENTATION

PROJECT No.

TYPE OF SOLICITATION: RFP

CATEGORY: NON-CCNA-PROF. SVCS

**AVAILABLE APIs:**

SBE Evaluation Preference for Prime Bidders

**DEPARTMENT RECOMMENDED API:**

SBE Evaluation Preference for Prime Bidders

Aaron Maharaj, Division Director II

DEPARTMENT REPRESENTATIVE NAME

**Aaron Maharaj**

Digitally signed by Aaron Maharaj,  
DN: cn=Aaron Maharaj, o=City of San Diego,  
ou=City of San Diego, email=aaron.maharaj@cityofsandiego.gov,  
c=US  
Date: 2025.05.21 13:13:13 -0400  
Email PDF Editor version 12.1.0

DEPARTMENT REPRESENTATIVE SIGNATURE

**OEBO RECOMMENDED API:**

SBE Evaluation Preference for Prime Bidders

*Angela Smith*

OEBO REVIEWER NAME

*Angela*

OEBO REVIEWER SIGNATURE

*6/13/25*

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: \_\_\_\_\_

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: \_\_\_\_\_

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE