



SOLICITATION SIGNATURE PAGE

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

Presented at GSC Meeting: 7.2.2025

Department/Division Human Resources

20-003/KP - Temporary Personnel, General Laborers CTYWD

Project Name/Number _____

Contract Manager Maria Figueroa / Paul Matteodo

Phone/ E-mail MFigueroa@pbc.gov

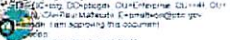
Estimated Date of Advertising Summer 2025 Estimated Dollar Value of Project \$244K/y or \$732K/3y

Type of Solicitation IFB

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

Paul Matteodo  6/25/25

Department/Division Director

Maria Figueroa

OEBO

Angela Smith 6/13/25

Goal Setting Committee Chairperson

Solicitation Review and API Recommendation

Department/Division Human Resources Management
Project Name/Number 20-003/KP Temporary Personnel - General Laborers CTYWD
Contract Manager Paul Matteodo, Manager Recruitment & Selection
Phone/e-Mail pmatteodo@pbc.gov
Estimated Date of Advertising Fall 2025 Estimated Dollar Value of Project \$244K/y or \$732K/3y
Type of Solicitation IFB

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:

Multiple commodity codes were added to increase the availability, based on the scope of service.

☐ 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 on which API will create maximum opportunity for SBE firms 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: Human Resources

DATE: June 12, 2025

SOLICITATION NAME: Temporary Personnel, General Laborers

PROJECT No. 20-003

TYPE OF SOLICITATION: IFB

CATEGORY: GOODS & OTHER SERVICES

COMMODITY AVAILABILITY										WEIGHT
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON- SMWBE	
96269	0.03783								0.45397	0.492
9613023	0.08297								0.42523	0.508
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	0.12080								0.87920	
X 1	12.08%								87.92%	

YTD UTILIZATION:

SBE	MBE	WBE	AABE	NABE	HABE	ABE

GOAL SETTING*
Project Summary Worksheet
Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Human Resources

DATE: June 12, 2025

SOLICITATION NAME: Temporary Personnel, General Laborers

PROJECT No. 20-003

TYPE OF SOLICITATION: IFB

CATEGORY: GOODS & OTHER SERVICES

AVAILABLE APIs:

SBE Price Preference

DEPARTMENT RECOMMENDED API:

SBE Price Preference

Paul Matteodo

6/25/25

DEPARTMENT REPRESENTATIVE NAME

Paul Matteodo

Digitally signed by Paul Matteodo
DN: cn=Paul Matteodo, o=Enterprise, ou=HR, ou=Users, cn=Paul Matteodo, E=pmatteodo@ptbc.gov
Reason: I am approving this document
Date: 2025.06.25 16:47:25-04'00'
Foxit PDF Editor Version: 12.1.0

DEPARTMENT REPRESENTATIVE SIGNATURE

OEBO RECOMMENDED API:

SBE Price Preference

Angela Smith

6.12.2025

OEBO REVIEWER NAME



OEBO REVIEWER SIGNATURE

6/25/25

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE