



SOLICITATION SIGNATURE PAGE

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

Department/Division Housing and Economic Development/Contracts Development & Quality

Housing Quality Standard (HQS) Inspection Services for NSP, HOME and SHIP Programs.

Project Name/Number _____

Contract Manager Dorina Jenkins-Gaskin

Phone/ E-mail 561-233-3635 / djenkinsl@pbcgov.org

Estimated Date of Advertising _____ Estimated Dollar Value of Project \$100,000 \$500,000
(yearly) (total 5 years)

Type of Solicitation RFP

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

[Signature] 3/7/23

Department/Division Director

[Signature: Jonathan Bram] 3/7/2023

OEBO

[Signature] 3/9/2023

Goal Setting Committee Chairperson

Solicitation Review and API Recommendation

Department/Division Housing and Economic Development / Contracts Development & Quality Control
 Project Name/Number RFP for HQS Inspection Services
 Contract Manager Dorina Jenkins-Gaskin
 Phone/e-Mail 561-233-3635 / djenkins1@pbcgov.org
 Estimated Date of Advertising _____ Estimated Dollar Value of Project \$100,000 (year)
 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 S/M/WBE firms to respond.



Special contract requirements are included due to the following:

- Vendors to be considered must be licensed in the State of Florida
- Non-federal funds will be used to compensate Vendors for services provided and the OEBO requirements are include in the solicitation and Contract.
- Federal Requirements ONLY apply if federal funds are to be used to pay for the vendor services.
- Selected API: Race & Gender Neutral
- Searched 334 zip code



This solicitation has been reviewed to identify opportunities for De-Bundling or Aggregating to increase competition among S/M/WBE firms.



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

- ☐ The following opportunities have been combined to increase the competition among S/M/WBE firms:

- ☐ The selection criteria will not unnecessarily restrict competition or adversely impact the ability for S/M/WBE 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 S/M/WBEs or prepare Waiver.
- ☒ Complete Goal Setting form with backup documentation.
- ☐ The originating department has determined there are no S/M/WBE 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: Housing and Economic Development

DATE: March 3, 2023

SOLICITATION NAME: Housing Quality Standard (HQS) Inspection Services for NSP, HOME and SHIP Programs.

PROJECT No.

TYPE OF SOLICITATION: RFP

CATEGORY: NON-CCNA-PROF. SVCS

SCOPE OF PROJECT:

Soliciting Vendors who possess the personnel, capacity and experience to coordinate, schedule and perform HQS inspections for multi-family units and provide deliverables within ten (10) business days following a request for inspection services from the Department of Housing and Economic Development (DHED)

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
96847	Inspection Services, Construction Type	\$ 100,000.00	100.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$100,000.00	100.00%

AVAILABILITY

				RACE/ETHNICITY						TOTAL FIRM	PERCENT OF WORK
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON-SMWBE		
96847	2	0	2	0	0	1	1	4	40	44	100.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
Total	2	0	2	0	0	1	1	4	40	44	100.00%

COMMODITY AVAILABILITY

COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON-SMWBE	WEIGHT	
96847	0.04545	0.00000	0.04545	0.00000	0.00000	0.02273	0.02273	0.09091	0.90909		1.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.000
TOTAL	0.04545	0.00000	0.04545	0.00000	0.00000	0.02273	0.02273	0.09091	0.90909		
X 1	4.55%	0.00%	4.55%	0.00%	0.00%	2.27%	2.27%	9.09%	90.91%		

YTD UTILIZATION:

SBE	MBE	WBE	AABE	NABE	HABE	ABE

GOAL SETTING
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ORIGINATING DEPARTMENT: Housing and Economic Development

DATE: March 3, 2023

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AVAILABLE APIs:

SBE Evaluation Preference for Prime Bidders

DEPARTMENT RECOMMENDED API:

SBE Evaluation Preference for Prime Bidders

Tessa Wattley

3/8/2023

DEPARTMENT REPRESENTATIVE NAME

Tessa Wattley

3/8/2023

DEPARTMENT REPRESENTATIVE SIGNATURE

OEBO RECOMMENDED API:

SBE Evaluation Preference for Prime Bidders

Anthony Gregory

3/8/2023

OEBO REVIEWER NAME



3/8/2023

OEBO REVIEWER SIGNATURE

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE