

Efforts to Increase Small Business Opportunities

Department to complete and include in backup documents for purchases over \$100,000 that require City Commission approval.

Purchase is based upon (selection section 1 or 2 to complete):

1. Formal Bid through Procurement Type (i.e. ITB, etc.): ITN Bid #: RMDX-230059-GD

Bid Name: Broker and Benefits Consulting Services for Health and Group Life Plans

Category: _____

Supplemental Bidder List included S/W/M/SDVOBs: Yes No

List Sources for Supplemental Bidders: Equity & Inclusion

Bid(s) submitted by *S/W/M/SDVOBs: Yes No

Is recommended award to a S/W/M/SDVOB: Yes No

Awardee Name: Gehring Group Amount: \$168,000

Was the 5% preference awarded to qualified small business? Yes No

Was an applicable Bidder List sufficient to generate adequate number of responses: Yes No

[City's Diversity Business Management System](#)

[State of Florida Certified Vendor Directory](#)

[Florida Department of Transportation Directory](#)

Requesting Department Personnel

Internet

Online Trade Journals

Online Professional Associations

Other: _____

Was the Local Small Business Procurement Program Coordinator contacted to obtain a list of available vendors?

Yes No

Was a phone survey conducted to determine interest level and was new potential sources sought out if low response anticipated?

Yes No

Identify or explain other Good Faith Efforts undertaken for this procurement to ensure that S/M/W/SDVOBs had the maximum opportunity to compete for the solicitation to provide goods and/or services. *The solicitation was distributed through Demandstar to 161 unique suppliers. 17 Suppliers downloaded the bid package, 3 companies submitted responses.*

Trade shows, exhibits, and conventions

State and federal Procurement contracts

May add the County's small business listing as a resource

2. Method of Source Selection Form Type: Continuing Contracts Sole Source Specified Source

Was this Method of Sole Source posted on Demandstar or GovSpend? : _____ Other: _____

*S=Small, W=Woman, M=Minority, SDVOB=Service Disabled Veteran Owned Business