

## 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?      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