



# SHELTERED MARKET REVIEW FORM

**Project Title:** Real-Time Captioning and Recording Services **Agency Contact:** Andre Morrell

This form is to review projects estimated within the Sheltered Market Solicitation threshold (< \$250K fixed or initial term). This form **does not apply** for sole source projects, qualified vendor list projects, or for any federal, state, or other grant-funded projects.

**Type of Contract:** Check the type of contract; include dollar amount and the number of years.

- Fixed Contract Estimate: \_\_\_\_\_ Year(s) of contract
- Initial Contract Term Estimate: \$ 230,000.00 2 Year(s) of contract
- Estimate Including Renewals: \$ 725,000.00 6 Year(s) of contract

**Funding Source:**  County  State  Federal

**Type of Purchase:** Check one and include all applicable **NAICS code(s)**.

- Commodity  Commodity and Service (e.g. supply and install)
- Contract Service  Construction Project (e.g. supply and install, with licensing)

**NAICS CODES:** 561492 561410

**Sole Brand Solicitation:** Is this is a Sole Brand solicitation?  Yes  No

If Yes, is there a limited distribution vendor list?  Yes  No If "Yes", **attach a list of sole brand vendors.**

### Supporting Information for Review:

Scope of Work:

Please see attached Scope of Services.

Has this commodity/service been previously provided to the County?  Yes  No

List Vendor Name(s) if previously supplied:

Law's Reporting Inc - MA# W1106419B1 (ending 2/29/2016), #N1376702B1 (ending 3/8/2019)  
*4 Non SBE*

### --THE FOLLOWING DOCUMENTS MUST BE ATTACHED--

- Specifications  Insurance Requirements Document from Risk Management
- Licensing Requirements\*  Additional Applicable Supporting Documentation\*\*

\*If Not Applicable, this must be stated in writing; \*\*E.g. Sole Brand/Source Request, Sole Brand Vendors List

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**This Section to be completed by the Office of Economic and Small Business Development only:**

Solicit to **Sheltered Market**\*\*\*  Yes  No (Review for Procurement Preference)

\*\*\*If no SBE vendor applies or this is not awarded from the Sheltered Market solicitation, then:

- Solicit to **Non-Sheltered Market. No goals will apply** to this solicitation.
- REVIEW FOR PROCUREMENT PREFERENCE**
- Solicit to **Non-Sheltered Market. Goals may apply** to this solicitation. Using agency must submit a Request for Goal Assignment Form at that time.

Signature: *Sandy McDonald*  
Name / Title: Sandy A McDonald Date: 1/9/19

*SVS*