



Office of Equal Opportunity

Small Business Development Division

Government Center Annex

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MEMORANDUM

DATE: June 8, 2009

TO: Kevin Kelleher, Assistant Director
Human Resources Division

FROM: Marcia Young, Director
Small Business Development Division

SUBJECT: RLI No. R0709109R1 – CDBE Goal for Executive Search Professional Services Library

The memorandum supersedes the previous memorandum dated, May 12, 2009.

Human Resources is requesting a solicitation for qualified firms to provide Executive Search services for various positions on an as needed basis. The request is for each firm selected to be entered into a library of Executive Search firms to serve as a multiple award resource for the County's Executive Recruitment needs. Human Resources has indicated that the intent and need of this procurement is to secure several vendors with varying areas of expertise at the national level. Based upon the information provided, there are no subcontracting opportunities.

Per the Community Disadvantage Business Enterprise Act of 2007, Sec. 1-81.3 (c) (4a), CDBE contract goals may only be established on contracts that have subcontracting possibilities. The Small Business Development Division determined there are no subcontracting opportunities on this project; therefore, no CDBE goals are applicable.

cc: Patricia G. West, Interim Director, Office of Equal Opportunity
Christopher L. Atkinson, Assistant to the Director, Office of Equal Opportunity
Freddy J. Castillo, Manager, Small Business Development Division
Dora D. Leslie, Specialist, Small Business Development Division