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**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**

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**MEMORANDUM**

**DATE:** February 18, 2014

**TO:** Lisa Morrison, Employee Benefits Manager  
Human Resources Division

**THRU:** Sandy-Michael McDonald, Director *SM*  
Office of Economic and Small Business Development

**FROM:** Christopher Atkinson, Assistant Director *CA*  
Office of Economic and Small Business Development

**SUBJECT:** No CBE Goal for Personal Income Protection Plans

The Human Resources Division is seeking a vendor to provide voluntary personal income protection plans that pay benefits for specified medical conditions, treatments, and screenings. A review of the Small Business Certified Firm Directory revealed that there are no certified CBE firms that can provide this service; therefore, consistent with the Broward County Business Opportunity Act of 2012, Sec. 1-81.3 (d), no CBE goal is applicable for this project. In the event the vendor elects to use subcontractors, the County encourages the vendor to give full consideration to use CBE firms to perform work under the contract.

This assessment is made based upon the examination of the scope of work as submitted to the Office of Economic and Small Business Development by the using agency. Please contact the office at (954) 357-6400 with any concerns.

cc: Lisette Forrest, Small Business Development Specialist, OESBD