

**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**

Governmental Center Annex

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301

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MEMORANDUM

DATE: September 20, 2017

TO: Sophia Jones, Administrative Officer
Greater Fort Lauderdale Convention & Visitors Bureau

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

FROM: Christopher L. Atkinson, Assistant Director *CL*
Office of Economic and Small Business Development

SUBJECT: CBE Reserve for Marketing and Distribution of Promotional Items

This solicitation is a reserve opportunity for CBE firms.

NAICS Codes: 541890, 541430, 454110

Scope of Services: Purchase and distribution of logo items, silk screening and embroidery of logo, maintenance of online store.

This contract is not subject to the Broward County Workforce Investment Program.

Eligibility for the CBE program is based on economic/size standards; the program does not utilize race or gender criteria for either certification or goal methodology purposes. The above assigned goal for County Business Enterprises is based on our examination of the scope of work and cost estimate as submitted to the Office of Economic and Small Business Development by the using agency. If you have any concerns regarding available subcontracting opportunities, please contact our office at (954) 357-6400.

cc: Freddy Castillo, Small Business Development Manager, OESBD
Oswaldo Casco, Small Business Development Specialist, OESBD