



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT  
 Governmental Center Annex

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## MEMORANDUM

**DATE:** November 27, 2017

**TO:** Chris Candido, Mailroom Supervisor  
 Enterprise Technology Services

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

**FROM:** Freddy Castillo, Small Business Development Manager *FC*  
 Office of Economic and Small Business Development

**SUBJECT:** No CBE Goal for County-wide Mail Fulfillment Services

Enterprise Technology Services is seeking a vendor to provide County-wide Mail Fulfillment Services for County agencies. These services include standard mailing processing, metering, addressing, labeling, folding, inserting, tabbing, data services, machine barcoding, data processing, pre-sorting, processing of certified and e-certified mail, express mail, postcards, comingling of first class letters and flat mail metered mail and same day pick-up and delivery to the United State Post Office(USPS) of daily mail. A review of the Small Business Certified Firm Directory revealed that there are no certified CBE firms that can provide the service. Therefore, consistent with the Broward County Business Opportunity Act of 2012, Section 1-18.3(b) (2), no CBE goal is applicable to 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 contract is subject to the Broward County Workforce Investment Program.**

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:** Marcia Young, Small Business Development Specialist, OESBD