




OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex

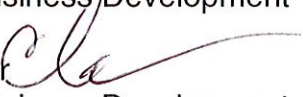
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MEMORANDUM

DATE: July 26, 2017

TO: Jacqueline A. Chapman, Purchasing Agent
Purchasing Division

THROUGH: Sandy-Michael McDonald, Director 
Office of Economic and Small Business Development

FROM: Chris Atkinson, Assistant Director 
Office of Economic and Small Business Development

SUBJECT: Review of CBE Goals for Solicitation Number R2114673P1 Employee
Benefits Consulting Services

On July 20, 2017, the Purchasing Division requested additional review by the Human Resources Division and the Office of Economic and Small Business Development of the assignment of no CBE goals for the Employee Benefits Consulting Services solicitation (original memorandum issued April 21, 2017).

On July 25, 2017, OESBD and Human Resources Division staff met to discuss the scope of services for the project and to identify all potential services for subcontractors that may afford opportunities for CBE firms. This discussion identified two CBE firms that showed initial interest in the project. It was agreed that Human Resources would draft questions highlighting points that would qualify firms as having the capacity and experience necessary to participate effectively on the project; these questions would be sent to both firms that showed interest, and a decision would be made on establishment of goals based on the response. Only one of the two firms showed both interest and the requisite capacity to participate given the qualifying questions. The other firm indicated that they did not have experience in this area.

Per the Broward County Administrative Code, section 19.40.4(b)(4), at least two (2) certified CBE firms must be listed in the directory as potentially able to participate on the contract in order to establish a contract goal. As only one firm has indicated that they are potentially able to participate, OESBD will establish no goal on the project.

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: Lisa Morrison, Human Resources Division