



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**

Governmental Center Annex  
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**MEMORANDUM**

**DATE:** August 15, 2018

**TO:** Jacqueline M. Love, Esq., Embedded Risk Manager  
Public Works, Risk Management Division

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

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

**SUBJECT:** No CBE Goal for Agent/Broker OCIP Services for Convention Center  
Expansion and Hotel Project

Broward County seeks Agent/Broker services to assist its Risk Management Division and County Agencies with the Administration, Safety Oversight, and Agent/Broker services of an Owner Controlled Insurance Program (OCIP) for the County's Convention Center Expansion and Hotel Project.

A review of the Small Business Certified Firm Directory revealed that there is only one (1) certified County Business Enterprise (CBE) that provides insurance brokerage services. Therefore, consistent with the Broward County Business Opportunity Act of 2012, as amended, Sec. 1-81.3 (1) (a), if there are fewer than two (2) certified CBEs available to participate in a specific project, no CBE goal will be applicable. In accordance with Sec. 1-81.10 (a) (1) of the Broward County Business Opportunity Act, as amended, if a responsive, responsible bid is received from a certified CBE firm that is within ten percent (10%) of the lowest bid received from a non-CBE or non-SBE firm, the CBE or SBE shall be offered the opportunity to match the lowest responsive, responsible bid. The CBE or SBE firm shall be deemed the lowest responsive, responsible bidder.

**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 subcontracting opportunities which may be available, please contact our office at (954) 357-6400.

cc: Oswaldo Casco, Small Business Development Specialist, OESBD