



SHELTERED MARKET REVIEW FORM

Project Title: Meeting and Event Services Agency Contact: Kelly Tortoriello

This form is to review projects estimated within the Sheltered Market Solicitation threshold (< \$250K fixed or initial term). **This form does not apply for sole source projects, qualified vendor list projects, or for any federal, state, or other grant-funded projects.**

TYPE OF CONTRACT : Check one and include dollar amount

- Fixed Contract Estimate: \$ 250,000.00 (Solicitations under \$250K)
- Initial Contract Term Estimate: \$ _____ Estimate Including Renewals: \$ _____

FUNDING SOURCE: County State Federal

TYPE OF PURCHASE: Check one and include all applicable NAICS code(s):

- Commodity Commodity and Service (ex. supply and install)
- Contract Service Construction Project (ex. supply and install, with licensing)

NAICS CODES: 532490 541490 722320 541921 453110 561920 - 453220
713990 - 423910
713930

SOLE BRAND SOLICITATION: Is this is a Sole Brand solicitation? Yes No

If Yes, is there a limited distribution vendor list? Yes No; If Yes, **attach a list of sole brand vendors.**

SUPPORTING INFORMATION FOR REVIEW:

Scope of Work: QVL of AV Lighting Services, Catering, Photography, Video Production, Florists, Gift Baskets, Plant Rentals, Decorators, Exhibition Services, DMC, Special Event Production, Party Supplies, Rentals, Fireworks, Charter Yachts, Event Venues.

Has this commodity/services been previously provided to the County? Yes No

List Vendor Name/Names if previously supplied: _____
Various Vendors...

--THE FOLLOWING DOCUMENTS MUST BE ATTACHED--

- Specifications Insurance Requirements Document from Risk Management
- Licensing Requirements* Additional Applicable Supporting Documentation**

*If Not Applicable, this must be stated in writing; **e.g. Sole Brand/Source Request, Sole Brand Vendors List, etc.

This Section to be completed by Office of Economic and Small Business Development only:

Solicit to **Sheltered Market***** Yes No (Review for Procurement Preference)

***If no SBE vendor applies or this is not awarded from the Sheltered Market solicitation, then:

- Solicit to **Non-Sheltered Market. No goals will apply** to this solicitation.
- REVIEW FOR PROCUREMENT PREFERENCE**
- Solicit to **Non-Sheltered Market. Goals may apply** to this solicitation. Using agency must submit a Request for Goals at that time.

Approved by:

Print Name and Title: Sarah McDonald
Office of Economic and Small Business Development

Date: 7/17/18

Completed form should be emailed to sbcomp@broward.org.

RESET FORM

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