



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT  
Governmental Center Annex**

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Date: March 8, 2019

To: David Kahn, Director, Human Resources Division  
Mary McDonald, Assistant Director, Human Resources Division

From: Sandy-Michael McDonald, Director

Subject: Procedure for Procuring Training and Development Consultants

The Office of Economic and Small Business Development (OESBD) works with small businesses in Broward County, to ensure they are given opportunities to competitively bid for goods, materials, and services, procured by the Broward County agencies. With this, we need to know how training and development consultants are procured. These consultants provide leadership and technical trainings, via workshops, classes, and webinars, to the Broward County employees, through the Learning and Organizational Development (LOD) section of the Human Resources Division. In the past, we have reached out to management in LOD to find out how local training and development professionals could be considered for these opportunities and was told that consultants are vetted through the Florida Institute of Government (IOG). However, in communication with Florida IOG, we did not receive any clear and concise procedures about their internal process. In addition, local training and development consultants have expressed that they did not receive any specific information when they reached out to them, to be considered as a consultant.

The Broward County Board of County Commissioners' value is "ensuring economic opportunities for all people and businesses in Broward". With this in mind, local, Broward County professionals, should be considered for these opportunities. We are seeking your assistance in understanding the process and how our small businesses can participate in these County procurements.

My assistant will setup a meeting within the next week, so we may discuss. Looking forward to meeting with you.

Thank you.

cc: Brenda Billingsley, Director, Purchasing Division