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**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**

Governmental Center Annex


115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301


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**MEMORANDUM**

**DATE:** February 21, 2014

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

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

**FROM:** Christopher L. Atkinson, Assistant Director   
Office of Economic and Small Business Development

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

Enterprise Technology Services is seeking a vendor to process all outgoing mail, daily mail pick-ups, and to provide special mailing services for County agencies. There are no subcontracting opportunities for certified CBE firms. A review of the Small Business Certified Firm Directory revealed that there are no certified CBE firms that can provide this service; therefore, consistent with the Broward County Business Opportunity Act of 2012, Sec. 1-81.3 (d), no CBE goal is applicable for 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 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: Lisette Forrest, Small Business Development Specialist, OESBD  
Melinda Henderson, IT Contracts Administrator, ETS