



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

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

**MEMORANDUM**

**DATE:** August 16, 2018

**TO:** Lisa Morrison, Human Resources Manager  
Human Resources 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 Group Life Insurance

***This memorandum supersedes the March 23, 2018 memorandum.***

The Human Resources Division is seeking a vendor(s) to provide Group Life, Accidental Death and Dismemberment Insurance to all benefit-eligible employees. A review of the Certified Firm Small Business Directory revealed there are no County Business Enterprises (CBEs) available that can meet the requirements of the solicitation; 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. However, 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.

For Request for Proposals (RFPs), in accordance with Sec. 1-81.3 (a) (2) of the Broward County Business Opportunity Act as amended, if upon completion of final rankings by the Evaluation Committee, a non-CBE, nonSBE proposer is the highest-ranked proposer, and a responsive, responsible CBE or SBE proposer receives a score that is within five percent (5%) of the score obtained by the nonCBE, NonSBE proposer, the highest-ranked responsive, responsible CBE or SBE proposer shall be considered the highest-ranked proposer and shall have the opportunity to proceed to negotiations with the County for award of the contract. **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 available subcontracting opportunities, please contact our office at (954) 357-6400.

cc: Tracey A. Gordon, Senior Program/ Project Coordinator, Human Resources Division  
James Vose, Jr., Small Business Development Specialist, OESBD