



Finance and Administration Services Department

PURCHASING DIVISION

115 S. Andrews Avenue, Room 212, Fort Lauderdale, Florida 33301 | 954-357-6066 | FAX 954-357-8535 | broward.org/Purchasing
Hours of Operation: Monday through Friday 8:30 a.m. to 5:00 p.m.

PURCHASING AGENT’S REPORT

DATE: October 23, 2020

TO: Brenda Billingsley, Director of Purchasing, Purchasing Division

THRU: Carla Byrd, Purchasing Manager, Purchasing Division

FROM: Patricia Cruz, Purchasing Agent Trainee, Purchasing Division

SUBJECT: Emergency Procurement Request to Establish a Qualified Vendor List for Solicitation No. BLD2121705B1, RFQ: Library of Services for Technical Advisory and Application Review Services

REFERENCE: Folder No. 2121705 / Requisition No. OES0000055

ESTIMATED VALUE: \$478,000 (Library)

Using Division[s]: Office of Economic and Small Business Development

CARLA
BYRD

Digitally signed by CARLA
BYRD
Date: 2020.10.23
15:20:15 -04'00'

PATRICIA
CRUZ

Digitally signed by PATRICIA
CRUZ
Date: 2020.10.23 15:19:14 -04'00'

AGENT ANALYSIS:

The Office of Economic and Small Business Development (OESBD) requests “emergency permission to complete the procurement process and move forward with creating a QVL of Technical Assistance Advisors” based on Solicitation No. BLD2121705B1, RFQ: Library of Services for Technical Advisory and Application Review Services, in the total amount \$478,000, as rounded by OESBD to the 15 identified firms, which are as follows: (Exhibit 1).

No.	Firms	Amount
1	Bear Atlantic Group	\$36,000.00
2	CIZMIC Inc	\$40,800.00
3	Clarke Smart Solutions	\$24,000.00
4	COCHHBHA Enterprises, Inc	\$12,000.00
5	Complete Concierge LLC	\$14,400.00
6	Complete Contract Consulting LLC	\$40,800.00
7	Florida State Minority SDC	\$50,160.00
8	Global Crew Services	\$28,800.00
9	LEAD Accounting Practice, Inc	\$62,400.00
10	Leading Edge Business Solutions	\$38,400.00
11	Outlook International	\$36,000.00
12	Renaissance Management Group, Inc.	\$20,928.00
13	SELEK Engineering	\$7,632.00
14	The Brand Advocates Inc	\$28,800.00
15	Write Choice Consulting Firm	\$36,000.00

This emergency request is due to the grant program being funded by the Federal CARES Act Funds, which must be utilized by the end of this year, December 31, 2020. Therefore, the program needs to be implemented immediately to ensure all elements of the program's process are executed on time. The scheduled start date of the application portal is November 9, 2020 for applicants. Additionally, Technical Assistance Advisors must be trained and be available to provide the technical assistance prior to the portal opening.

CHRONOLOGICAL EVENTS:

- On July 31, 2020, OESBD entered Requisition No. OES0000051 to create a library of technical assistance providers that includes, accountants, small business development firms and not-for-profit organizations that provide small business services.
- On August 5, 2020, Requisition No. OES0000051 was assigned to the Purchasing Agent.
- On September 10, 2020, OESBD provided the Purchasing Agent the final scope of services.
- On September 18, 2020, Solicitation No. BLD2121705B1, RFQ: Library of Services for Technical Advisory and Application Review Services was advertised.
- On September 29, 2020, the solicitation opened, with 39 offers and two (2) declinations. The declinations were due to time constraints and lack of experience in this area (Exhibit 2).
- On September 30, 2020, Purchasing began its responsive review and requested required documents from the 39 firms that responded to the solicitation, such required documents include but are not limited to: Vendor Questionnaire, Litigation History, Certificate of Insurance, W-9 Tax Identification Form, etc.
- On October 9, 2020, Purchasing provided OESBD submittals for 21 firms to review.
- On October 13, 2020, OESBD received the remaining 16 submittals, which totals 37 firms.
- On October 15, 2020, OESBD identified 15 firms to use for Technical Assistance Advisory.
- On October 19, 2020, the Risk Management Division completed its insurance compliance review of the 15 firms that OESBD identified to create the QVL Technical Assistance Advisors (Exhibit 3).

RECOMMENDATION AND REASONS:

Purchasing Agent recommends approval of an "emergency permission to complete the procurement process and move forward with creating a QVL of Technical Assistance Advisors" based on Solicitation No. BLD2121705B1, RFQ: Library of Services for Technical Advisory and Application Review Services, in the total amount of \$478,000, as rounded by OESBD to the 15 identified firms. The approval of this request will allow for OESBD to provide grants to small businesses under the CARES program before the funds expire on December 31, 2020, as well as reduce substantial loss to Broward County, due to COVID-19 requiring businesses to close and/or operate with restrictions.

The purpose of establishing a QVL for Library of Services for Technical Advisory and Application Review Services is to "aid small businesses that employ 20 employees or less via a working capital grant in support of their general operations. Grants to small businesses under the program will be used to reimburse the costs of business interruption related expenditures caused by COVID-19's required closures and/or operating

Emergency Procurement Request
Qualified Vendor List CARES Act Small Business and Non-Profit Assistance Grant program October 23, 2020

restrictions”.

In accordance with the Procurement Code, Section 21.42,d, an agenda item will be prepared due to the establishment of the “list of the qualified vendors for various goods and/or services, with individual awards to be based upon informal quotations obtained in a manner established by the Director of Purchasing, and award of individual contracts made by the appropriate awarding authority. The Director of Purchasing will consult the County Attorney’s office for legal requirements to include in solicitations to assemble a qualified list.” (Exhibit 4).

In accordance with the Broward County Procurement Code Section 21.39.a, the Director of Purchasing may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, safety, property, or other substantial loss to the County.

In accordance with Memorandum Sequence No. 19-01 dated March 6, 2019, Delegation of Approval and Award Authority, the Director of Purchasing may award emergency procurements in any amount (Exhibit 5).

EXHIBITS:

- Exhibit 1 – OESBD’s Request Memorandum dated October 20, 2020
- Exhibit 2 – Bid Tabulation for BLD2121705B1, RFQ: Library of Services for Technical Advisory and Application Review Services
- Exhibit 3 – Technical Advisory Service Certificate of Insurance approved August 5, 2020
- Exhibit 4 – Assistant Director’s Email on Procurement Code dated October 19, 2020
- Exhibit 5 – Memorandum Sequence No. 19-01 dated March 6, 2019

APPROVAL AUTHORITY

COMMENTS

Approve Disapprove

Reason/suggested action (if disapproved):

GLENN MARCOS
Digitally signed by GLENN MARCOS
 DN: dc=cty, dc=broward, dc=bc,
 ou=Organization, ou=BCC, ou=PU, ou=Users,
 cn=GLENN MARCOS
 Date: 2020.10.23 16:01:16 -04'00'

on behalf of
Brenda J. Billingsley

10/23/20

Director of Purchasing

Date



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

DATE: October 20, 2020

TO: Brenda J. Billingsley, Director
Purchasing Division

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

SUBJECT: Emergency Procurement Request – Qualified Vendor List
CARES Act Small Business and Non-Profit Assistance Grant program

The Office of Economic and Small Business Development (OESBD) is requesting emergency permission to complete the procurement process and move forward with creating a QVL of Technical Assistance Advisors. OESBD has identified 15 firms during the Request for Bid solicitation of the Technical Assistance Advisors for the CARES Act Small Business and Non-Profit Assistance Grant program.

The purpose of Broward County’s CARES Act Small Business and Non-Profit Assistance Grant Program is to aid small businesses that employ 20 employees or less via a working capital grant in support of their general operations. Grants to small businesses under the program will be used to reimburse the costs of business interruption related expenditures caused by COVID-19’s required closures and/or operating restrictions.

The Technical Assistance component is essential to applicants being able to provide complete applications in a timely manner to comply with the program’s requirements.

This emergency is due to the grant program being funded by the Federal CARES Act Funds, which must be utilized by the end of this year, December 31, 2020. Therefore, the program needs to be implemented immediately to ensure all elements of the program’s process are executed on time. The scheduled start date of the application portal is November 9th for applicants. Additionally, Technical Assistance Advisors must be trained and be available to provide the technical assistance prior to the portal opening. Please consider the time constraints we must work within to meet the Federal CARES Act Funding requirements related to the grant program we are administering for Broward County small business and provide emergency permission to complete the procurement process.

e-c: Glenn Marcos, Assistant Director, Purchasing Division

Cruz, Patricia

From: Hankerson, Nadia
Sent: Thursday, October 15, 2020 5:21 PM
To: Byrd, Carla
Cc: Mcdonald, Sandy-Michael; Feliciano, Maribel; Tinsley, Steven; Cruz, Patricia
Subject: RE: Technical Advisory and Application Reviewers - Library of Services, BLD2121705B1

Follow Up Flag: Follow up
Flag Status: Completed

Hi Carla

OESBD has identified the firms we would like to use for the Technical Advisory Library of Services (see below). Please advise the next steps.

Also, can we communicate with them now or does Purchasing communicate with them before the using agency does? We would like to get a training scheduled, so we need to inform them of the date/time.

Thank you.

Recommended for TA (15)
Global Crew Services
Bear Atlantic Group
Complete Concierge LLC
Write Choice Consulting Firm
SELEK Engineering
CIZMIC Inc
Complete Contract Consulting LLC
Leading Edge Business Solutions
The Brand Advocates Inc
Florida State Minority SDC
Renaissance Management Group, Inc.
Clark Smart Solutions
COCHHBHA Enterprises, Inc
Outlook International
LEAD Accounting Practice, Inc



Nadia Hankerson, Business Manager
Phone: 954-357-6560

Cruz, Patricia

From: Hankerson, Nadia
Sent: Thursday, October 22, 2020 3:14 PM
To: Byrd, Carla
Cc: Mcdonald, Sandy-Michael; Billingsley, Brenda; Marcos, Glenn; Tinsley, Steven; Cruz, Patricia; Feliciano, Maribel
Subject: RE: Technical Advisory - Library of Services, BLD2121705B1

Good afternoon Carla,

Thank you for following up.
 Below is the information you requested, including a breakdown of max amount for each firm.

Requisition# OES0000055

Total amount for the QVL \$478,000.
 Please advise if you have any questions.
 Thank you.

Global Crew Services	\$28,800.00
Bear Atlantic Group (7)	\$36,000.00
Complete Concierge LLC	\$14,400.00
Write Choice Consulting Firm (14)	\$36,000.00
SELEK Engineering	\$7,632.00
CIZMIC Inc	\$40,800.00
Complete Contract Consulting LLC	\$40,800.00
Leading Edge Business Solutions	\$38,400.00
The Brand Advocates Inc	\$28,800.00
Florida State Minority SDC (12)	\$50,160.00
Renaissance Management Group, Inc.	\$20,928.00
Clark Smart Solutions	\$24,000.00
COCHHBHA Enterprises, Inc	\$12,000.00
Outlook International	\$36,000.00
LEAD Accounting Practice, Inc (29)	\$62,400.00



Nadia Hankerson, Business Manager
 Phone: 954-357-6560



Think Green. Please only print this e-mail if you need to.

**Bid Tabulation Packet
for
Solicitation BLD2121705B1**

**RFQ: Library of Services for Technical Advisory and
Application Review Services**

Bid Designation: Public



Broward County Board of County Commissioners

Bid #BLD2121705B1 - RFQ: Library of Services for Technical Advisory and Application Review Services

Creation Date **Aug10, 2020**

End Date **Sep 29, 2020 5:00:00 PM EDT**

Start Date **Sep 18, 2020 4:28:58 PM EDT**

Awarded Date **Not Yet Awarded**

BLD2121705B1--01-01 Technical Advisory Services					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
A.L. Jackson & Company, P.A.	First Offer - \$0.00	1 / hour	\$0.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: We did not place a bid for the Technical Advisory Services. Given the experience of our team members who are either CPAs or hold Masters Degrees, we feel that our skills are better utilized assisted with the review of grant applications.			
Sherine Lewis	First Offer - \$25.00	1 / hour	\$25.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
TJP Strategies	First Offer - \$35.00	1 / hour	\$35.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Urban League of Broward County	First Offer - \$50.00	1 / hour	\$50.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Please feel free to contact me should here be any missing documentation of challenges with the submission at 954-625-2577. Courtnee Biscardi			

Greater Miami Asian Business Coalition	First Offer - \$50.00	1 / hour	\$50.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: BLD2121705B1--01-01 Supplier Notes: we are a Florida based non profit organization 501(c)3 the Greater Miami Asian business coalition www.gmabc.org we are based in the Lauderhill FL business district, a disadvantaged minority community. Numerous local small businesses are in need of this Cares Grant Aid. We are additionally and uniquely poised to help with technical translation to the entire Broward County Asian Business community. Many of these Asian business owners can not read nor speak English. Our staff is fluent in several common Asian languages and have had long term relationships with many of these community owners and operators with business development. Our facilities are located on Martian Luther King blvd. in Lauderhill, and is well equipped to become a technical advisory vendor. We have over 5000 square feet, with numerous computer work stations, both PC and Apple, and with robust wi-fi. The building has served as a meeting space for Broward county and South Florida Asian business owners, with a group meeting room for over 90, speaker dias, projection capabilities and a PA system. private parking for several dozen vehicles is on premise. Please see our website of infrastructure images. Our NPO Board of Trustees includes several FAU minority scholars and facility who are eager to help the community at large with grant processing and assistance.			
Global Crew Services	First Offer - \$60.00	1 / hour	\$60.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
NAEH Media Group	First Offer - \$62.18	1 / hour	\$62.18		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: We just registered BidSync and this is our first time to			

		submit offer. Just let me know what else documents we need to provide. We are local and with strong connection with Asian small businesses and organizations, we are willing to help them.			
Write Choice Consulting Firm	First Offer - \$75.00	1 / hour	\$75.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Write Choice Consulting Firm will provide application assistance services to improve the application submittal success rate of CARES GRANT applicants. Firms shall assist CARES GRANT applicants in understanding the application process, documentation requirements, and general grant terms. Assumption: Estimated Expectation for TA Services: up to 3 hours per client; 1-hour intro, 1-hour mid-process; 1-hour at final prep for submission. Please note this is a variable and can be adjusted to meet the needs of the funding agency. We have the capability to serve in various capacities.			
Complete Concierge LLC	First Offer - \$75.00	1 / hour	\$75.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: BLD2121705B1-01-01 Supplier Notes:			
Bear Atlantic Group	First Offer - \$75.00	1 / hour	\$75.00		Y
Product Code: Agency Notes:		Supplier Product Code: SCB954 Supplier Notes: Achieve maximum value from infrastructure investments by leveraging the guidance of experienced consultants that are capable of strategy, assessments, and the implementation solutions that accelerate sustainability.			
SELEK ENGINEERING	First Offer - \$79.50	1 / hour	\$79.50		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Complete Contract Consulting	First Offer - \$85.00	1 / hour	\$85.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
CIZMIC INC	First Offer - \$85.00	1 / hour	\$85.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
The Brand Advocates, Inc.	First Offer - \$100.00	1 / hour	\$100.00	Y	Y

Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: This is our team's blended hourly rate for Technical Advisory Services. We also have a SBE/CBE application pending with Broward County OESBD and will fulfill the CBE goal through that certification for Brand Advocates, Inc.			
Leading Edge Business Solutions	First Offer - \$100.00	1 / hour	\$100.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Florida State Minority SDC	First Offer - \$104.50	1 / hour	\$104.50	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Renaissance Management Group, Inc.	First Offer - \$109.00	1 / hour	\$109.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
COCHHBHA ENTERPRISES, INC	First Offer - \$125.00	1 / hour	\$125.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Clarke Smart Solutions	First Offer - \$125.00	1 / hour	\$125.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Outlook International	First Offer - \$125.00	1 / hour	\$125.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
LEAD Accounting Practice, Inc	First Offer - \$130.00	1 / hour	\$130.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Dudly's Professional Services	First Offer - \$145.00	1 / hour	\$145.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Braynen Global Inc. (BGI)	First Offer - \$150.00	1 / hour	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Please let us know if additional information is needed.			
LAI Global Ventures Inc	First Offer - \$150.00	1 / hour	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Action Group MGMT	First Offer - \$150.00	1 / hour	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Information Consultants Inc	First Offer - \$150.00	1 / hour	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Patrick Chery International	First Offer - \$150.00	1 / hour	\$150.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Syntenex Corporation	First Offer - \$160.00	1 / hour	\$160.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: BLD2121705B1--01-01 Supplier Notes: Hourly rate = \$160 per hour per employee. half hourly rate = \$80 per hour per employee Quarter of an hour = \$40 per hour per employee			

LokiSol, Inc.	First Offer - \$160.00	1 / hour	\$160.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: My company has been offering technical services to large and small companies in the capacity of systems and function operational workflow. Our experience also includes working with Windows and Web (cloud) based systems.			
Maggio & Wieliczko	First Offer - \$200.00	1 / hour	\$200.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: 918-06 918-35 Supplier Notes: Please refer to attached Statement of Bid and accompanying documents.			

Absolute Accounting	First Offer - \$200.00	1 / hour	\$200.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: BLD2121705B1 Supplier Notes:			
Caballero Fierman Llerena + Garcia, LLP [Ad]	First Offer - \$200.00	1 / hour	\$200.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Hourly rate of \$200			
DRV Institute of Management	First Offer - \$225.00	1 / hour	\$225.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: I am interested in participating in this bid and available to start helping small business owners right away. I am open to working with any industry and eager to work/serve. If possible, I would like to work with applicants in the foodservice, hospitality industry. Please let me know if you anything else before the deadline.			
The Millionaire Portfolio Group LLC	First Offer - \$250.00	1 / hour	\$250.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: I was not sure where to attached these docs in the BID process. I have attached the capability summary and resumes of personnel. Also the pricing is \$250 per hr			
iLab Startup Foundation	First Offer - \$250.00	1 / hour	\$250.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
TNT RE Assets	First Offer - \$500.00	1 / hour	\$500.00		Y
Product Code: Agency Notes:		Supplier Product Code: BLD2121705B1 Supplier Notes:			
Lexo Enterprise LLC	First Offer - \$312,500.00	1 / hour	\$312,500.00		Y
Product Code: Agency Notes:		Supplier Product Code: TAS1 Supplier Notes: To provide quality application assistance services to improve the application submittal success rate of CARES GRANT applicants. We Will assist CARES GRANT applicants in understanding the application process, documentation requirements and general grant terms.			

BLD2121705B1--01-02 Application Review Services					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Sherine Lewis	First Offer - \$5.00	1 / each	\$5.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			

TJP Strategies	First Offer - \$20.00	1 / each	\$20.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Global Crew Services	First Offer - \$55.00	1 / each	\$55.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Florida State Minority SDC	First Offer - \$62.96	1 / each	\$62.96	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
COCHHBHA ENTERPRISES, INC	First Offer - \$75.00	1 / each	\$75.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
CIZMIC INC	First Offer - \$85.00	1 / each	\$85.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
S. Davis & Associates, P.A.	First Offer - \$98.00	1 / each	\$98.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
The Brand Advocates, Inc.	First Offer - \$100.00	1 / each	\$100.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: This is our team's blended hourly rate for Technical Advisory Services. This is our team's blended hourly rate for Technical Advisory Services. We also have a SBE/CBE application pending with Broward County OESBD and will fulfill the CBE goal through that certification for Brand Advocates, Inc.			
Renaissance Management Group, Inc.	First Offer - \$129.50	1 / each	\$129.50	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Braynen Global Inc. (BGI)	First Offer - \$150.00	1 / each	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Please let us know if additional information is needed.			
Maggio & Wieliczko	First Offer - \$150.00	1 / each	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: 961.02 958-16 924-05 918-06 Supplier Notes: Please refer to attached Statement of Bid and accompanying documents.			

Clarke Smart Solutions	First Offer - \$150.00	1 / each	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Write Choice Consulting Firm	First Offer - \$150.00	1 / each	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Write Choice Consulting Firm will review CARES GRANT applications for accuracy, completeness and inclusion of all required documentation, verifying documentation submitted (see Exhibit 1) and submitting checklist & supporting documentation to the County for final review and approval of applications.			
Caballero Fierman Llerena + Garcia, LLP [Ad]	First Offer - \$150.00	1 / each	\$150.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: \$150 per application			
Information Consultants Inc	First Offer - \$150.00	1 / each	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Complete Concierge LLC	First Offer - \$150.00	1 / each	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: BLD2121705B1-01-02 Supplier Notes:			
Outlook International	First Offer - \$150.00	1 / each	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
Urban League of Broward County	First Offer - \$150.00	1 / each	\$150.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Please feel free to contact me should here be any missing documentation of challenges with the submission at 954-625-2577. Courtnee Biscardi			

Patrick Chery International		First Offer - \$150.00	1 / each	\$150.00		Y
Product Code: Agency Notes:			Supplier Product Code: Supplier Notes:			
A.L. Jackson & Company, P.A.		First Offer - \$155.00	1 / each	\$155.00	Y	Y
Product Code: Agency Notes:			Supplier Product Code: Supplier Notes:			
The Millionaire Portfolio Group LLC		First Offer - \$200.00	1 / each	\$200.00	Y	Y
Product Code: Agency Notes:			Supplier Product Code: Supplier Notes: I have attached capability of insurance. And price is \$200 per review			
Absolute Accounting		First Offer - \$200.00	1 / each	\$200.00	Y	Y
Product Code: Agency Notes:			Supplier Product Code: BLD2121705B1 Supplier Notes:			
DRV Institute of Management		First Offer - \$225.00	1 / each	\$225.00	Y	Y
Product Code: Agency Notes:			Supplier Product Code: Supplier Notes: I am interested in participating in this bid and available to start helping small business owners right away. I am open to working with any industry and eager to work/serve. If possible, I would like to work with applicants in the foodservice, hospitality industry. Please let me know if you anything else before the deadline.			

SELEK ENGINEERING	First Offer - \$245.00	1 / each	\$245.00		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
NAEH Media Group	First Offer - \$247.24	1 / each	\$247.24		Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: We just registered BldSync and this is our first time to submit offer. Just let me know what else documents we need to provide. We are local and with strong connection with Asian small businesses and organizations, we are willing to help them.			
Syntenex Corporation	First Offer - \$250.00	1 / each	\$250.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: BLD2121705B1--01-02 Supplier Notes: Review rate of \$250 per application per employee			
Complete Contract Consulting	First Offer - \$250.00	1 / each	\$250.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			
National Development Council	First Offer - \$300.00	1 / each	\$300.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes: Please call KC George 917-846-6240 with any questions			
Action Group MGMT	First Offer - \$450.00	1 / each	\$450.00	Y	Y
Product Code: Agency Notes:		Supplier Product Code: Supplier Notes:			

iLab Startup Foundation	First Offer - \$450.00	1 / each	\$450.00		Y
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
TNT RE Assets	First Offer - \$500.00	1 / each	\$500.00		Y
Product Code:		Supplier Product Code: BLD2121705B1			
Agency Notes:		Supplier Notes:			
LAI Global Ventures Inc	First Offer - \$600.00	1 / each	\$600.00	Y	Y
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			
Bear Atlantic Group	First Offer - \$292,500.00	1 / each	\$292,500.00	Y	Y
Product Code:		Supplier Product Code: ABS954			
Agency Notes:		Supplier Notes: Bear Atlantic Group will validate your operational processes with strategic objectives that bring a systematic, disciplined approach to evaluating and improving the effectiveness of control, governance, and risk management.			
Lexo Enterprise LLC	First Offer - \$312,500.00	1 / each	\$312,500.00		Y
Product Code:		Supplier Product Code: TAS2			
Agency Notes:		Supplier Notes: Firm will be responsible for reviewing submitted CARES GRANT applications for accuracy, completeness and inclusion of all required documentation, verifying documentation submitted and submitting checklist & supporting documentation to the County for final review and approval of applications.			

Supplier Totals

f Sherine Lewis		\$30.00 (2/2 items)			
Bid Contact SHERINE LEWIS sherine33@hotmail.com Ph 954-261-2363		Address 2776 NW 73 AVE SUNRISE, FL 33313			
Agency Notes:		Supplier Notes:		Head Atch: 	
f TJP Strategies		\$55.00 (2/2 items)			
Bid Contact Travis Perron ofafiltravis@gmail.com Ph 954-614-8202		Address 1751 NW 93rd TER Plantation, FL 33322-5228			
Qualifications CBE SB SBE					
Agency Notes:		Supplier Notes:		Head Atch: 	
f Global Crew Services		\$115.00 (2/2 items)			
Bid Contact Brandon Burrell brandon.burrell@globalcs-usa.com		Address 410 NW 1st Ave Suite 605			

Ph 205-243-9447		FORT LAUDERDALE, FL 33301	
Qualifications CBE SBE			
Agency Notes:		Supplier Notes:	
		Head Atch: 	
f A.L. Jackson & Company, P.A.		\$155.00 (2/2 items)	
Bid Contact	Anthony Jackson alj@aljacksonco.com Ph 954-444-4841	Address	1451 West Cypress Creak Road Suite 300 Ft. Lauderdale, FL 33309
Supplier Code VS0000007585			
Qualifications CBE			
Bid Notes	We did not place a bid for the Technical Advisory Services. Given the experience of our team members who are either CPAs or hold Masters Degrees, we feel that our skills are better utilized assisted with the review of grant applications.		
Agency Notes:		Supplier Notes:	
		We did not place a bid for the Technical Advisory Services. Given the experience of our team members who are either CPAs or hold Masters Degrees, we feel that our skills are better utilized assisted with the review of grant applications.	
		Head Atch: 	
f Florida State Minority SDC		\$167.46 (2/2 items)	
Bid Contact	Beatrice Louissaint beatrice@fsmsdc.org Ph 305-762-6151	Address	9499 NE 2 Avenue Miami, FL 33138
Agency Notes:		Supplier Notes:	
		Head Atch: 	
f CIZMIC INC		\$170.00 (2/2 items)	
Bid Contact	Ethnie FERGUSON robethc@yahoo.com Ph 954-295-5802	Address	18503 PINES BOULEVARD STE 211 Pembroke Pines, FL 33029
Qualifications CBE DBE MBE SB			
Agency Notes:		Supplier Notes:	
		Head Atch: 	
f The Brand Advocates, Inc.		\$200.00 (2/2 items)	
Bid Contact	Tasha Cunningham tasha@thebrandadvocates.com Ph 305-335-8466	Address	110 East Broward Blvd. Suite 1700 Fort Lauderdale, FL 33301
Qualifications DBE MBE SB WBE			
Bid Notes	We also have a SBE/CBE application pending with Broward County OESBD and will fulfill the CBE goal through that certification for Brand Advocates, Inc.		
Agency Notes:		Supplier Notes:	
		We also have a SBE/CBE application pending with Broward County OESBD and will fulfill the CBE goal through that certification for Brand Advocates, Inc.	
		Head Atch: 	
f COCHHBHA ENTERPRISES, INC		\$200.00 (2/2 items)	
Bid Contact	Eddie Edwards eddie@thecei.com	Address	10238 NW 47TH STREET Sunrise, FL 33351

Ph 954-572-6802 Fax 954-742-5811 Qualifications CBE DBE MBE SB		
Agency Notes:	Supplier Notes:	Head Attch: 
f Urban League of Broward County \$200.00 (2/2 items)		
Bid Contact Courtnee M Biscardi cbiscardi@ulbcfl.org Ph 954-625-2577	Address FORT LAUDERDALE, FL 33311	
Agency Notes:	Supplier Notes:	Head Attch: 
f Write Choice Consulting Firm \$225.00 (2/2 items)		
Bid Contact Telena Paris tparis@writechoiceconsult.org Ph 877-974-8355	Address 1134 Powerline Rd Pompano Beach, FL 33069	
Qualifications CBE SBE		
Agency Notes:	Supplier Notes:	Head Attch: 
f Complete Concierge LLC \$225.00 (2/2 items)		
Bid Contact Tina Hampton tinahampton@bellsouth.net Ph 954-245-6953	Address 5860 NW 44 Street, Unit 806 Lauderhill, FL 33319	
Agency Notes:	Supplier Notes:	Head Attch: 
f Renaissance Management Group, Inc. \$238.50 (2/2 items)		
Bid Contact Sharon McLennon sharon@rmgamerica.com Ph 954-693-9989	Address 1773 N. State Road 7, Suite 200 Lauderhill, FL 33313	
Agency Notes:	Supplier Notes:	Head Attch: 
f ClarkeSmart Solutions \$275.00 (2/2 items)		
Bid Contact Martin Clarke martin@thinkclarke.com Ph 954-342-9040	Address 14900 SW 30th Street, Unit 278692 Mirmar, FL 33027	
Agency Notes:	Supplier Notes:	Head Attch: 
f Outlook International \$275.00 (2/2 items)		
Bid Contact Elsie K Hamler ekhamler@crcmia.com Ph 305-753-2721	Address 1600 NW 3RD AVENUE BLDG D3 Miami, FL 33136	
Qualifications DBE MBE SB WBE		
Agency Notes:	Supplier Notes:	Head Attch: 
f Patrick Chery International \$300.00 (2/2 items)		
Bid Contact Patrick Chery	Address 165 NE 203rd Terr	

patrick.chery@gmail.com Ph 305-494-8402		MIAMI, FL 33179	
Qualifications DBE MBE SB			
Agency Notes:		Supplier Notes:	Head Attch: 
f Information Consultants Inc		\$300.00 (2/2 items)	
Bid Contact	Pierre Smith raphael.smith@icons-inc.com Ph 954-989-3704	Address	15800 Pines Blvd Suite 341 Pembroke Pines, FL 33027
Qualifications CBE DBE MBE SB			
Agency Notes:		Supplier Notes:	Head Attch: 
f Braynen Global Inc. (BGI)		\$300.00 (2/2 items)	
Bid Contact	Viva Braynen viva@bgibusinessconsulting.com Ph 954-707-1250	Address	1420 NW 178th Terrace Pembroke Pines, FL 33029
Bid Notes	Please let us know if additional information is needed.		
Agency Notes:		Supplier Notes: Please let us know if additional information is needed.	Head Attch: 
f NAEH Media Group		\$309.42 (2/2 items)	
Bid Contact	Jane Zuo zuoqian88@gmail.com Ph 954-663-3855	Address	1451 NW 31st Ave Lauderhill, FL 33311
Bid Notes	We are willing to help local Asian small businesses that most of them with some difficulty on language communication. We can provide Chinese, Korean, Vietnamese translation during our services.		
Agency Notes:		Supplier Notes: We are willing to help local Asian small businesses that most of them with some difficulty on language communication. We can provide Chinese, Korean, Vietnamese translation during our services.	Head Attch: 
f SELEK ENGINEERING		\$324.50 (2/2 items)	
Bid Contact	Luis Sepulveda lsepulveda@selekengineering.com Ph 407-340-6769	Address	250 NW 33rd Terrace apt. 101 Pompano Beach, FL 33069
Qualifications CBE DBE MBE SB SBE			
Agency Notes:		Supplier Notes:	Head Attch: 
f Complete Contract Consulting		\$335.00 (2/2 items)	
Bid Contact	Sharna Barnes sbarnes@completecontractconsulting.com Ph 561-766-0884	Address	2001 Broadway Avenue Suite 270 Riviera Beach, FL 33404
Qualifications CBE DBE MBE SB SBE WBE			
Agency Notes:		Supplier Notes:	Head Attch: 
f Caballero Fierman Llerena + Garcia, LLP [Ad]		\$350.00 (2/2 items)	

Bid Contact Enrique Llerena ellerena@cflgcpa.com Ph 786-346-0364 Fax 305-662-4266		Address 3350 SW 148th Avenue Suite 110 Miramar, FL 33027		
Qualifications CBE DBE MBE SB				
Agency Notes:		Supplier Notes:		Head Atch: 
f Maggio & Wieliczko		\$350.00 (2/2 items)		
Bid Contact Julie Wieliczko jdwa67@gmail.com Ph 305-807-9360		Address 3300 Port Royale Dr N, # 234 Fort Lauderdale, FL 33308		
Bid Notes The prices indicated above apply to the unit prices for the respective services, based on a 40-hour week for 16 weeks, based on the Offeror's representation that the project is estimated to last for four months. Applicant has no limit on the amount of services it will provide at the unit rates indicated, should the time limits of the project be extended.				
Agency Notes:		Supplier Notes: The prices indicated above apply to the unit prices for the respective services, based on a 40-hour week for 16 weeks, based on the Offeror's representation that the project is estimated to last for four months. Applicant has no limit on the amount of services it will provide at the unit rates indicated, should the time limits of the project be extended.		Head Atch: 
f Absolute Accounting		\$400.00 (2/2 items)		
Bid Contact Michele Pemberton m_pember@absoluteaccountingcpa.com Ph 754-300-9740		Address FORT LAUDERDALE, FL 33328		
Qualifications CBE SB SBE				
Agency Notes:		Supplier Notes:		Head Atch: 
f Syntenex Corporation		\$410.00 (2/2 items)		
Bid Contact Sandra Elder selder@syntenex.com Ph 800-627-1790		Address POMPANO BEACH, FL 33062		
Supplier Code VS0000014069				
Agency Notes:		Supplier Notes:		Head Atch: 
f DRV Institute of Management		\$450.00 (2/2 items)		
Bid Contact Dario Vasquez drdariov@gmail.com Ph 954-534-1813		Address 10001 W Oakland Park Blvd Sunrise, FL 33351		
Qualifications CBE SBE				
Bid Notes I am interested in participating in this bid and available to start helping small business owners right away. I am open to working with any industry and eager to work/serve. If possible, I would like to work with applicants in the foodservice, hospitality industry. Please let me know if you anything else before the deadline.				
Agency Notes:		Supplier Notes:		Head

		I am interested in participating in this bid and available to start helping small business owners right away. I am open to working with any industry and eagerto work/serve. If possible, I would like to work with applicants in the foodservice, hospitality industry. Please let me know if you anything else before the deadline.	Attch: 
f The Millionaire PortfolioGroup LLC	\$450.00 (2/2 items)		
Bid Contact Shalita K Hunter k.shalita@gmail.com Ph 850-251-4990	Address 1150 Hillsboro Mile Hillsboro Beach, FL 33062		
Qualifications CBE DBE MBE SB SBE WBE			
Agency Notes:	Supplier Notes:	Head Attch: 	
f Action Group MGMT	\$600.00 (2/2 items)		
Bid Contact Gina Castillo gc@agmservices.us Ph 954-816-3937	Address 7971 Riviera Blvd Suite 205 Miramar, FL 33023		
Qualifications CBE DBE MBE SB SBE WBE			
Agency Notes:	Supplier Notes:	Head Attch: 	
f iLab Startup Foundation	\$700.00 (2/2 items)		
Bid Contact Dr. Lascelle A. Sweetland lascelle@ilabstartup.org Ph 954-290-2999	Address 250 NW 33rd Terrace 202 Pompano Beach, FL 33069		
Agency Notes:	Supplier Notes:	Head Attch: 	
f LAI GlobalVentures Inc	\$750.00 (2/2 items)		
Bid Contact Kimberly Ingram kingram@laiginv.com Ph 954-232-8917	Address 2114 N Flamingo Rd Unit 138 Pembroke Pines, FL 33028		
Agency Notes:	Supplier Notes:	Head Attch: 	
f TNTRE Assets	\$1,000.00 (2/2 items)		
Bid Contact Natoya Williams tntassetsinc@gmail.com Ph 954-444-7731	Address 43 SOUTH POWERLINE ROAD #222, Unit 222 Pompano Beach, FL 33060		
Agency Notes:	Supplier Notes:	Head Attch: 	
f Bear Atlantic Group	\$292,575.00 (2/2 items)		
Bid Contact Kaven Jean-Charles kaven@bearatlantic.com Ph 305-507-5545	Address 3250 NE 1st Avenue, Suite 305 Miami, FL 33137		
Qualifications DBE MBE SB			
Agency Notes:	Supplier Notes:	Head	

		Attch: 
f Lexo Enterprise LLC		\$625,000.00 (2/2 items)
Bid Contact	Alex Joseph alex@lexoenterprise.com Ph 954-324-0135 Fax 313-557-5201	Address 5379 Lyons Road Suite 428 Coconut Creek, FL 33073
Qualifications DBE MBE SB		
Agency Notes:		Supplier Notes: Head Attch: 
Dudly's Professional Services		\$145.00 (1/2 items)
Bid Contact	Dudly Paul-Etienne dudlyprofessionalservices@gmail.com Ph 305-975-3104	Address 99 N.W. 183rd Street, #239D Miami, FL 33169
Agency Notes:		Supplier Notes:
Greater Miami Asian Business Coalition		\$50.00 (1/2 items)
Bid Contact	Kenny Tang admin@gmabc.org Ph 305-890-0185	Address 1451 NW 31st Ave, Lauderhill, FL 33311
Agency Notes:		Supplier Notes:
Leading Edge Business Solutions		\$100.00 (1/2 items)
Bid Contact	Bianca Graves yonco.graves@gmail.com Ph 313-363-8444	Address 5807 Lemay Street Detroit, MI 48213
Agency Notes:		Supplier Notes:
LEAD Accounting Practice, Inc		\$130.00 (1/2 items)
Bid Contact	Debbie Bailey info@leadaccountingpractice.com Ph 954-470-8949	Address 845 NW 65th Avenue PLANTATION, FL 33317
Qualifications CBE DBE MBE SBE		
Agency Notes:		Supplier Notes:
S. Davis & Associates, P.A.		\$98.00 (1/2 items)
Bid Contact	Shaun Davis sdavis@sdaviscpa.com Ph 954-927-5900	Address 2521 Hollywood Boulevard Hollywood, FL 33020
Supplier Code VC0000038124		
Qualifications CBE DBE MBE SB		
Agency Notes:		Supplier Notes:
National Development Council		\$300.00 (1/2 items)
Bid Contact	KC George kcgeorge@ndconline.org Ph 917-846-6240	Address 1 Battery Park Plaza, Suite 710 New York, NY 10004
Bid Notes	Please call KC George 917-846-6240 with any questions	
Agency Notes:		Supplier Notes: Please call KC George 917-846-6240 with any questions
LokiSol, Inc.		\$160.00 (1/2 items)
Bid Contact	Mark Lewis	Address 5730 NW 61st Place

mark.lewis@lokisol.com
Ph 954-319-8510

Parkland, FL 33067

Qualifications **CBE MBE SB SBE**

Bid Notes **Please consider LokiSol as a potential business partner.**

Agency Notes:

Supplier Notes:

Please consider LokiSol as a potential business partner.

**

No Bids

Alleyne Consulting Group Time constraints

Sounetu LP We do not have any experience in this area



Finance and Administrative Services Department
RISK MANAGEMENT DIVISION
115 S Andrews Avenue, Room 210 • Fort Lauderdale, Florida 33301 • 954-357-7200 • FAX 954-357-7180

INSURANCE COMPLIANCE MEMORANDUM

October 19, 2020

TO: Patricia Cruz, Purchasing Agent
FROM: Colleen Pounall, Assistant Risk Manager
RE: BLD2121705B1, RFQ: Library of Services for Technical Advisory and Application Review Services

Digitally signed by
COLLEEN A. POUNALL
Date: 2020.10.19
14:30:07 -04'00'

We have reviewed the proof of insurance from the proposers.

This solicitation requires proposers to either provide proof of insurance (even if the minimum limits are not met), or a letter stating that the proposer will comply with the minimum insurance requirements if awarded.

The requirements in this solicitation were:

- General Liability
- Automobile Liability
- Workers Compensation

Below is a summary of the compliance of the proposers:

A.L Jackson Accounting	Compliant
Absolute Accounting and Business Solutions, Inc. DBA Absolute Accounting	Compliant
Action Group MGMT, LLC	Compliant
Bear Atlantic Group, LLC	Compliant
Braynen Global, Inc.	Compliant
Caballero Fierman + Llerena Garcia, LLP	Compliant
CIZMIC Inc.	Compliant
Clarke Smart Solutions, LLC	Compliant
Cochhbha Enterprises, Inc.	Compliant
Complete Contract Consulting LLC	Compliant (coverage expired)
DRV Institute of Management	Compliant
Dudly's Professional Services, LLC	Compliant
Florida State Minority SDC	Compliant
Global Crew Services	Compliant
Greater Miami Asian Business Coalition	Compliant

iLab Startup Foundation	Compliant
Information Consultants Inc	Compliant
LAI Global Ventures Inc	Compliant (Check Name)
LEAD Accounting Practice, Inc	Compliant
Leading Edge Business Solutions	Compliant
Lexo Enterprise LLC	Compliant
Maggio Wieliczko PLLC	Compliant
NAEH Media Group	Compliant
National Development Council	Compliant
Outlook International	Compliant
Patrick Chery	Compliant
Renaissance Management Group	Compliant
S. Davis & Associates	Compliant
Selek Engineering	Compliant
Sherine Lewis	Compliant
Syntenex Corporation	Compliant
The Brand Advocates, Inc.	Compliant
The Millionaire Portfolio Group	Compliant
TNT RE Assets	Compliant
Urban League of Broward County	Compliant
Write Choice Consulting	Compliant

Please advise Risk Management of any exceptions taken to the standard terms and conditions of the insurance article.

Cruz, Patricia

From: Marcos, Glenn
Sent: Monday, October 19, 2020 4:42 PM
To: Mcdonald, Sandy-Michael
Cc: Billingsley, Brenda; Feliciano, Maribel; Tinsley, Steven; Byrd, Carla; Mccall, Tatyana; Hankerson, Nadia; Cruz, Patricia
Subject: RE: Technical Advisory and Application Reviewers - Library of Services, BLD2121705B1

Sandy:

Yes. Pursuant to the Section 21.42.d., of the Procurement Code, it states the Board may establish lists of qualified vendors for various goods and/or services, with individual awards to be based upon informal quotations in a manner established by the Director of Purchasing, and award of individual contracts made by the appropriate awarding authority. Accordingly, we can proceed with the 15 firms and asked the Board to authorize the Director of Purchasing to add vendors from the advertised solicitation. What is your immediate need and dollar amount?

Respectfully,

Glenn Marcos



Glenn Marcos, CPPO, CPPB, FCPM, FCPA
Assistant Purchasing Director
Broward County Purchasing Division
115 S. Andrews Avenue, Room 212
Fort Lauderdale, FL 33301
Phone: 954-357-6072
Fax: 954-357-8535
Email: gmarcos@broward.org
Website: www.broward.org/purchasing

PURCHASING: *Customer Care is my priority. How am I doing? Please contact my Director, Brenda Billingsley, at BBillingsley@broward.org with feedback.*

From: Mcdonald, Sandy-Michael <SMMCDONALD@broward.org>
Sent: Monday, October 19, 2020 4:17 PM
To: Marcos, Glenn <GMARCOS@broward.org>
Cc: Feliciano, Maribel <mfeliciano@broward.org>; Tinsley, Steven <STINSLEY@broward.org>; Byrd, Carla <CBYRD@broward.org>; Mccall, Tatyana <TMCCALL@broward.org>; Hankerson, Nadia <NHANKERSON@broward.org>; Cruz, Patricia <PACRUZ@broward.org>
Subject: RE: Technical Advisory and Application Reviewers - Library of Services, BLD2121705B1

Does this go to the Board?

From: Marcos, Glenn <GMARCOS@broward.org>
Sent: Monday, October 19, 2020 4:06 PM



Finance and Administrative Services Department

PURCHASING DIVISION

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6066 • FAX 954-357-8535

MEMORANDUM SEQUENCE NO. 19-01

DATE: March 6, 2019

TO: Purchasing Managers and Agents

FROM: Brenda J. Billingsley, Director
Purchasing Division

**BRENDA
BILLINGSLEY**

Digitally signed by BRENDA
BILLINGSLEY
DN: dc=city, dc=broward, dc=bc,
ou=Organization, ou=BCC, ou=PU,
ou=Users, cn=BRENDA BILLINGSLEY
Date: 2019.03.07 15:35:50 -05'00'

SUBJECT: Delegation of Approval and Award Authority

Reference: SupersedesMemorandum Sequence No. 99-03, 01-01, 01-03, 02-10,
05-02, 07-02, 08-07, 15-03, 16-01, 16-04 and 17-01

The following levels of authority are specified in accordance with the Purchasing Managers' and Purchasing Agents' level of responsibility. The dollar amounts specified are the approved administrative operational levels. These limits can only be exceeded upon approved delegation. In the absence of the Director, delegation passes to the Assistant Director; in the absence of the Director and the Assistant Director, delegation passes to a designated Purchasing Manager. In the event that a Purchasing Manager for an assigned Unit is absent, seek approval from a Purchasing Manager of another Unit.

DELEGATION OF APPROVAL AND AWARD AUTHORITY

Action	Director of Purchasing	Assistant Director	Purchasing Manager	Senior Purchasing Agent (Supervisor)	Purchasing Agent ¹
<p>Award: Commodities, General Services, and Professional Services² (Award/Rejection Authority Memorandum)³</p> <p>Refer to Procurement Code, Section 21.31.a.4 (Commodities/General Services) and 21.31.b.2 (Professional Services)</p>	<p>Fixed/Open-end</p> <p>>\$300,000 - ≤\$400,000 Purchasing Director</p> <p>>\$400,000 - ≤\$500,000 Purchasing Director and County Administrator</p>	<p>Fixed/Open-end</p> <p>>\$200,000 - ≤\$300,000 (Initial + Renewals)</p>	<p>Fixed/Open-end</p> <p>>\$150,000 - ≤\$200,000 (Initial + Renewals)</p>	<p>Fixed /Open-end</p> <p>>\$100,000 - ≤\$150,000 (Initial + Renewals)</p>	<p>Fixed/Open-end</p> <p>Up to \$100,000 (Initial + Renewals)</p>
<p>Award: Board Standardized Procurements</p> <p>Refer to Procurement Code, Section 21.54</p>	<p>No Limit</p>	<p>Per Award Authority</p>	<p>Per Award Authority</p>	<p>Per Award Authority</p>	<p>Per Award Authority</p>
<p>Award: Emergency Procurements^{4 5}</p> <p>Refer to Procurement Code, Section 21.39</p>	<p>Any limit, except for CCNA procurements</p>	<p>Per Award Authority</p>	<p>Per Award Authority</p>	<p>N/A</p>	<p>N/A</p>

¹ Purchasing Agent - No delegation of award authority is to be provided to a newly hired Purchasing Agent until completion of six (6) months employment (regardless whether new employee is an internal employee or external candidate). This timeframe may be extended at the discretion of the Purchasing Manager or Director of Purchasing.

² Award: Professional Service - Refer to Execute: Agreements section of this document for additional information on executing agreements.

³ The Award/Rejection Authority Memorandum must be signed by the appropriate authority prior to posting of Recommendation for Award (RFA). The Purchasing Manager is authorized to sign the Award/Rejection Authority Memorandum with a rejection(s) due to non-compliance of OESBD requirements. The Award/Rejection Authority Memorandum must be reviewed and signed by the Director or Assistant Director of Purchasing for any other type of Award with a rejection, such as a single bidder or non-responsive bidder. **No Award shall be longer than five (5) years. An Award beyond five (5) years requires Board approval.**

⁴ Award: Emergency Procurements - An emergency is defined by the Procurement Code as “a threat to public health, welfare, safety, property or other substantial loss to the County.” Refer to Section 21.39 for requirements on Note for the Record and CCNA procurements.

⁵ Award: Emergency Procurements - Refer to Approve: Emergency Procurement section of this document for additional information (page 4).

DELEGATION OF APPROVAL AND AWARD AUTHORITY

Action	Director of Purchasing	Assistant Director	Purchasing Manager	Senior Purchasing Agent (Supervisor)	Purchasing Agent ¹
Award: Interim Contract⁶	<p>>\$300,000 - ≤\$400,000 Purchasing Director</p> <p>>\$400,000 - ≤\$500,000 Purchasing Director and County Administrator</p>	>\$200,000 - ≤\$300,000	Up to \$200,000	N/A	N/A
<p>*Rejection of <u>All</u> Solicitations</p> <p>Refer to Procurement Code, Section 21.84.h</p>	Any amount unless Board approved solicitation (i.e. RLI/RFP).	Per Award Authority unless Board approved solicitation (i.e. RLI/RFP).	Per Award Authority unless Board approved solicitation (i.e. RLI/RFP).	N/A	N/A
Execute: Agreements	Award authority or as designated by Board	Upon written delegation by the Director of Purchasing or acting as designee.	N/A	N/A	N/A
<p>Execute: Amendments⁷</p> <p>Refer to Procurement Code, Section 21.31.b.2</p>	Cumulative amount within term limit of original Agreement, per Award Authority or as designated by the Board	Cumulative amount, per Award Authority	Cumulative amount, per Award Authority	N/A	N/A

⁶ Award: Interim Contract - If interim contract is anticipated to exceed Director of Purchasing's authority, or it does exceed that authority, a Note for the Record must be prepared for the Board. An interim contract should not exceed six-months. Refer to Internal Memorandum No. 12-05.

*Pursuant to Procurement Code, Section 21.14.c.7 and 21.30.f.3.(b). Posting not required for Rejections of All Solicitations.

⁷ Execute: Amendments - "Cumulative Amount" refers to any previously executed amendments by the Director of Purchasing or designee, including the original agreement if executed by the Director of Purchasing or designee. Must occur within the term limit of the original agreement or as amended.

DELEGATION OF APPROVAL AND AWARD AUTHORITY

Action	Director of Purchasing	Assistant Director	Purchasing Manager	Senior Purchasing Agent (Supervisor)	Purchasing Agent ¹
<p>Execute: Work Authorizations and Amendments to Work Authorizations</p>	<p>Per Agreement (Cumulative)</p>	<p>Up to \$100,000 or Per Agreement, upon delegation by the Director of Purchasing or acting as designee. (Cumulative)</p>	<p>Up to \$75,000 (Cumulative)</p>	<p>N/A</p>	<p>N/A</p>
<p>Approve: Sole Source/Sole Brand/One Reasonable Source (SS/SB/RS) (prior to issuing solicitation and award) ⁸ (Non-Standardized) Refer to Procurement Code Section 21.34 and 21.35</p>	<p>Per Award Authority The Director of Purchasing must approve SS/SB/RS prior to issuing solicitation. If the amount is greater than the Director of Purchasing award authority, the SS/SB/RS must be approved by the Board prior to issuing the solicitation, if SS/SB/RS is embedded in a solicitation.</p>	<p>Per Award Authority</p>	<p>Per Award Authority</p>	<p>N/A</p>	<p>N/A</p>
<p>Approve: Allowances/Pass-Thru (prior to solicitation), including all renewal options</p>	<p>Any amount</p>	<p>Cumulative up to \$300,000</p>	<p>Cumulative up to \$200,000</p>	<p>Cumulative up to \$20,000</p>	<p>N/A</p>

⁸ Approve: Sole Source/Sole Brand/One Reasonable Source – If a competitive solicitation includes a SS/SB/RS, the Purchasing Agent must request approval to advertise the solicitation by the delegated award authority for the SS/SB/RS.

DELEGATION OF APPROVAL AND AWARD AUTHORITY

Action	Director of Purchasing	Assistant Director	Purchasing Manager	Senior Purchasing Agent (Supervisor)	Purchasing Agent ¹
<p>Approve: Change Order Allowance Increase⁹ Refer to Procurement Code, Section 21.73</p>	<p>Up to \$100,000 or 10% of original contract amount, whichever is LESS</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Approve: Emergency Procurement (prior to issuing solicitation and award)</p>	<p>Any Amount</p>	<p>Per Award Authority</p>	<p>Per Award Authority</p>	<p>N/A</p>	<p>N/A</p>
<p>Approve: Reduction of Bonding Levels¹⁰ (Payment & Performance Bond) Refer to Procurement Code, Section 21.148</p>	<p>Any Amount</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Approve: Contract Extensions (90 days)</p>	<p>Any Amount (In accordance with contractual terms)</p>	<p>Any Amount upon delegation by the Director of Purchasing or acting as designee. (In accordance with contractual terms) or Up to Award Authority of >\$200,000 - ≤\$300,000</p>	<p>The contract extension language included in the solicitation document and can't exceed award authority of up to \$200,000. (Can't exceed 5 years and Director of Purchasing Award Authority)</p>	<p>N/A</p>	<p>N/A</p>

⁹ Approve: Change Order Allowance Increase – The Director of Purchasing is responsible only for approving the contingency allowance increase (and not execution of the change order). The Director of Aviation, the Director of Port Everglades, and the Director of Public Works are authorized to execute change orders within their delegated authority as per the Procurement Code.

¹⁰ Approve: Reduction of Bonding Levels – Refer to the Internal Memorandum No. 12-01 for additional guidance.

DELEGATION OF APPROVAL AND AWARD AUTHORITY

Action	Director of Purchasing	Assistant Director	Purchasing Manager	Senior Purchasing Agent (Supervisor)	Purchasing Agent ¹
Approve: Purchase Orders (in PeopleSoft)	Any Amount	Any Amount	Any Amount	Up to \$150,000	Up to \$100,000
Approve: Procurement Contract for credit card usage	Any Amount	Any Amount	Any Amount	N/A	N/A
Approve: Discount from List (prior to issuing solicitation)	N/A (Delegated to Purchasing Managers)	N/A	All requests	N/A	N/A
Refer to Procurement Code, Section 21.42					
Approve: Multi-year contracts (prior to issuing solicitation)	N/A (Delegated to Purchasing Managers)	N/A	Not to exceed 5 years (including renewals)	N/A	N/A
Refer to Procurement Code, Section 21.43					
Approve: Multi-award contracts (prior to issuing solicitation)	N/A (Delegated to Purchasing Managers)	N/A	All requests	N/A	N/A
Approve: Request to Access/ Piggyback (i.e. State of Florida, other government entities) (Prior to processing for award)	>\$300,000 - ≤\$400,000 Purchasing Director >\$400,000 - ≤\$500,000 Purchasing Director and County Administrator	>\$200,000 - ≤\$300,000	Up to \$200,000	N/A	N/A

DELEGATION OF APPROVAL AND AWARD AUTHORITY

Action	Director of Purchasing	Assistant Director	Purchasing Manager	Senior Purchasing Agent (Supervisor)	Purchasing Agent ¹
Approve: Mandatory Pre-Bid Meeting/Site Visits	All requests	Upon delegation by the Director of Purchasing or acting as designee.	N/A	N/A	N/A
Approve: Standardization	Over \$500,000 per annum requires Board Approval	Upon delegation by the Director of Purchasing or acting as designee.	N/A	N/A	N/A
Approve: De-standardization	No Limit	No Limit	No Limit	N/A	N/A
Approve: Procurement Cards	Authorization Authority (i.e. issuance, limit increases)	Authorization Authority (i.e. issuance, limit increases)	N/A	N/A	N/A
Approve: Final Payment	All Professional Service and General/Const. Service/ Qualified Lists or as designated	N/A	N/A	N/A	N/A
Award Based On Qualified Vendor Lists (QVL):¹¹	Contract award from a QVL is per Award Authority or as defined in the contract.	>\$200,000 - ≤\$300,000	Up to \$200,000	N/A	N/A
Refer to Procurement Code, Section 21.42.d					
Approve: After-The-Fact	No Limit	Up to \$175,000, or as delegated by Director of Purchasing	Up to \$50,000	N/A	N/A

¹¹ Pursuant to the Procurement Code, Section 21.42.d, Board Approval is required to establish a QVL. Award of individual contracts from a QVL shall not exceed the Director of Purchasing award authority.

DELEGATION OF APPROVAL AND AWARD AUTHORITY

Action	Director of Purchasing	Assistant Director	Purchasing Manager	Senior Purchasing Agent (Supervisor)	Purchasing Agent ¹
**Approve: Termination Recommendation Vendor/Contract	All requests	N/A Upon delegation by the Director of Purchasing	N/A	N/A	N/A
Approve: Alternate Basis of Award for Solicitation (Based on contract value)	Any Amount	Per Award Authority or as delegated by the Director	Per Award Authority	N/A	N/A
Approve: Other types of contracts not Fixed and Firm (prior to issuing solicitation)	All requests	N/A Upon delegation by the Director of Purchasing	N/A	N/A	N/A

****Termination letters to the vendor must be signed by the Director of Purchasing and must include all supporting documentation.**