



**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:** April 23, 2021

**TO:** Carlos Alvarado, Information System Administrator  
Enterprise Technology Services

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

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**FROM:** Maribel Feliciano, Assistant Director, OESBD  
Office of Economic and Small Business Development

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**SUBJECT:** CBE Goal for Consulting Services for Needs Assessment Services RFP

The CBE Goal assigned to the above-mentioned project is as follows:

**CBE Goal: No CBE Goal Recommended**

**NAICS Codes:** 541512, 541614, 541611, 561410

**Scope of Services:** Computer Software Consulting Services; Operations Research Consulting Services; Strategic Planning Consulting Services; Report/Document Preparation Services

A review of the Small Business Certified Firm Directory for the NAICS Codes for the scope of services on the project showed 166 firms. However, some firms were certified in more than one of the identified NAICS Codes, therefore due to the specialized nature of this project, a survey of capabilities and experience was sent out to 134 unique certified firms. Out of the 134 unique certified firms, OESBD received responses from 25 unique certified firms with 7 providing their capabilities and experience to complete the scope of services for the project. 3 of the 7 responding certified firms are certified in more than one of the identified NAICS Codes for the project. Using the results of the responses received to the survey, the weighted availability provides for a 1.19% goal. Lastly, after speaking with the agency contact, they noted that the prime for the contract must have experience and capacity with the Enterprise Content Management (ECM) systems utilized by the County in its over 60 different agencies to develop a summary of the needs assessment findings and recommendations for design and implementation within 6 months. Based on this analysis, consistent with the Broward County Business Opportunity Act of 2012, as amended, Sec. 1-81.3(a)(1), no CBE Goal is recommended for this project.

**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 no goal for County Business Enterprise participation 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: Shawn Gannon, Small Business Development Specialist, OESBD