



**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: May 30, 2024

TO: Keith A. Wolf, Information Systems Administrator
Broward Addiction Recovery Center

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

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2024.05.31 11:05:21 -04'00'

FROM: Donna-Ann Knapp, Small Business Development Manager
Office of Economic and small Business Development

DONNA-ANN KNAPP
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Date: 2024.05.30 16:07:18 -04'00'

SUBJECT: No CBE Goal - DocuSign Electronic Signature and Workflow Distribution

Broward County is seeking a vendor to provide DocuSign services for certified electronic signature, workflow approval processing, and various DocuSign offerings to enhance the functionality for County Agencies. A review of the Broward County Small Business Certified Firm Directory revealed that currently there are no County Business Enterprise (CBE) firms that can meet the requirements of the solicitation. Therefore, consistent with the Broward County Business Opportunity Act, 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.

Additionally, in accordance with Sec. 1-81.10 (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.
This contract is not subject to the Broward County Construction Apprenticeship 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. If you have any concerns regarding available subcontracting opportunities, please contact our office at (954) 357-6400.

cc: Maribel Feliciano, Assistant Director, OESBD
Darnell Kimbrow, Small Business Development Specialist, OESBD

**METHODOLOGICAL STATEMENT
County Business Enterprise (CBE) Program**

PROJECT TITLE: DocuSign Electronic Signature and Workflow Distribution

ESTABLISHED GOAL: The Broward County Business Opportunity Act as amended established a minimum goal of 25%.

APPROACH: Weighted availability of CBE-eligible firms was based on scopes of work as identified by the using agency. The Project Manager has identified the breakdown of the scope of work for the project. All portions of the scope of work are included for purposes of assessing overall relative availability of CBE-eligible firms by NAICS code.

DATA: Data from OESBD database of CBE-certified firms and the 2021 County Business Patterns of the U.S. Census Bureau for Broward County firms relative to NAICS codes were used for this analysis.

NAICS	Description	Scope %	CERT Firms	CBP as of 2021	Avail	Weighted Used
423430	Computer software	100.00%	0	363	0.0%	0.00%
	Total:	100.0%				0.00%

Weighted Availability: 0.0%
CBE Goal: No CBE Goal

ADJUSTMENT: A goal was not established due to insufficient availability of CBEs under the given NAICS Code. The NAICs code 423430 revealed zero (0) CBE certified firms in the directory that can provide all the requested services for this contract, King’s Cup, Inc. According to the Act, Sec. 1-81.3 (1) (a) if there are fewer than two (2) certified CBEs available to participate in a specific project. 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 firm, the CBE shall be offered the opportunity to match the lowest responsive, responsible bid.