



Solicitation No. BLD2121448B1

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](http://broward.org/Purchasing)  
Hours of Operation: Monday through Friday 8:30 a.m. to 5:00 p.m.

### AWARD/REJECTION MEMORANDUM

RECOMMENDED VENDOR	RECOMMENDATION FOR AWARD	OR	RECOMMENDATION TO REJECT
<p>Vendor(s): Recommended Vendors for the Library</p> <ol style="list-style-type: none"> <li>1. A.L. Jackson &amp; Company P.A.*</li> <li>2. Anthony Brunson, P.A.*</li> <li>3. C Borders-Byrd, CPA LLC *</li> <li>4. Grant, Stewart-Heron, LLC *</li> <li>5. HCT Certified Public Accountants and Consultants</li> <li>6. Janette L. Davis, CPA LLC *</li> <li>7. S. Davis &amp; Associates, P.A. *</li> </ol> <p>Vendor Number: <b>*These vendors do not currently have a vendor number in PeopleSoft. Vendor account will be created upon receipt of appropriate documentation.</b></p> <p>Award: N/A</p> <p>Initial Award Amount: N/A</p> <p>Potential Award Amount: N/A</p> <p>Agree to accept P-Cards <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Four (4) of the seven (7) firms accepts P-Cards. Three (3) firms C Borders-Byrd CPA LLC, HCT Certified Public Accountants &amp; Consultants, LLC and S. Davis &amp; Associates P.A. does not accept P-Cards.</p>	<p><input checked="" type="checkbox"/> Award</p>   <p><b>AWARD JUSTIFICATION</b></p> <p><input type="checkbox"/> Price Analysis</p> <p><input type="checkbox"/> Clarification <input type="checkbox"/> Waiver*</p> <p><small>*IN ACCORDANCE WITH THE BROWARD COUNTY PROCUREMENT CODE, SECTION 21.30.F.1(c), A MINOR OR NON-SUBSTANTIVE LACK OF CONFORMITY MAY BE CONSIDERED A TECHNICALITY OR IRREGULARITY AND MAY BE WAIVED BY THE APPROPRIATE AWARD AUTHORITY.</small></p>	<p><input checked="" type="checkbox"/> Reject</p> <p><small>IN SECTION 21.30.f.3 (b), AFTER ALL BIDS ARE ANY OR ALL BIDS MAY BE REJECTED BY THE DIRECTOR OF PURCHASING</small></p> <p><b>BASIS OF REJECTION</b></p> <p><input type="checkbox"/> Does not meet specifications: [identify section/area]</p> <p><input type="checkbox"/> Single bidder: pricing not fair/reasonable [include justification]</p> <p><input type="checkbox"/> Non-responsive (did not conform to any/all material aspects of solicitation): [identify area]</p> <p><input type="checkbox"/> Non-responsive (does not have adequate resources to meet specifications): [identify area]</p> <p><input checked="" type="checkbox"/> Other Reason: This solicitation is reserved for CBE firms. The following firms are not certified County Business Enterprises (CBE) and are not in compliance with the CBE Reserve Program requirements:</p> <ul style="list-style-type: none"> <li>• Absolute Accounting and Business Solutions, Inc.,</li> <li>• Hynds, Keize &amp; Associates, LLC,</li> <li>• Randy K. Lane, PC,</li> <li>• MSL, P.A.</li> </ul> <p>Refer to OESBD Compliance Memo dated July 24, 2020.</p>	

**SOLICITATION INFORMATION**

Requisition No.: ACC0000114

Folder No: 2121448

Solicitation No. BLD2121448B1

Solicitations Title: Request for Qualifications: Library of Services for Certified Public Accountant Client Agent: Accounting Division

**ADDITIONAL INFORMATION AND/OR SUMMARY**

The purpose of this solicitation is to establish a library of qualified firms to provide compilation services, including but not limited to: bookkeeping, financial reporting, and contract compliance for the County on an as needed basis for the Accounting Division and various other Broward County agencies that may have need of these services.



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Solicitation No. BLD2121448B1 was advertised July 15, 2020 and opened July 22, 2020 with eleven (11) responses and three (3) declinations received. It is recommended to move forward with seven (7) firms that were deemed to be CBE compliant.

**\*Please note that as this solicitation is a Qualified Vendors List (QVL), no Recommendation for Award will be done. This Award/Reject Memorandum is for the approval of the establishment of the QVL. Per Agenda Item No. 33, dated June 16, 2020, the County Administrator has been authorized to execute Agreements, Contract Amendments, Work Authorizations, and Advertisements of Request for Proposals during the Broward County Board of County Commissioner's 2020 Summer Recess.**

Short-summary for Sole Source/Sole Brand purchases over \$100,000.

Purchasing Agent: Patricia Cruz **PATRICIA CRUZ** Digitally signed by PATRICIA CRUZ Date: 2020.08.03 13:04:21 -04'00' Date: August 3, 2020

Purchasing Manager: Carla Byrd **CARLA BYRD** Digitally signed by CARLA BYRD Date: 2020.08.03 13:53:53 -04'00' Date: August 3, 2020

**SOLICITATION METHOD**

- Invitation for Bid
- Emergency\*
- Sole Source\*
- Sole Brand\*
- One Reasonable Source
- Standardized by
  - Board: [Insert Date] or
  - Director of Purchasing: [Insert Date]
- Piggyback

*\*(Sole Source/Sole Brand, Emergency, and Single Bids over \$100,000 must be added to the monthly activity report to the Board of County Commissioners, and a copy of this Award Memorandum Checklist should be uploaded to your final PO or Procurement Contract)*

**SOLICITATION POSTING AND RESPONSES**

Posted on: July 15, 2020  
Opened on: July 22, 2020

Number of responses: Eleven (11)  
Number of declinations: Three (3)\*

\*Refer to Exhibit 2 regarding the Vendor's reason(s) for declination.



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**SOLICITATION TERM AND BASIS OF AWARD**

- Fixed (One time procurement)       Open-End (Initial period & renewals)

Initial Term: Date of Award to 5 Years from Date of Award

Number of Option(s) to Renew: N/A

Renewal Term(s): N/A

**NOTE: RESULTANT CONTRACT PERIOD FROM THE SOLICITATION TERM SHALL BEGIN ON [FILL IN, I.E. DATE OF AWARD, DATE AFTER EXPIRATION OF CURRENT CONTRACT, ETC.]**

- Low       Responsive       Responsible  
 Single       Split Award\*       Multiple Award\*\*  
 N/A

\* Award by Different Line Item or Different Group to more than one Bidder)  
\*\* Award Same Line or Same Group to more than one Bidder ( i.e. Primary, Secondary Tertiary, etc.)

**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT (OESBD)**

OESBD has reviewed this solicitation and this firm is a certified Small Business Enterprise (SBE), and therefore is considered a responsive and responsible bidder under the OESBD provisions of this contract.

Due to no responses received from SBE vendors during the original solicitation, this solicitation was re-bid to the open market. Per OESBD, no goals were applied to the re-solicitation,

This project has been designated a sole source/sole brand, reasonable sole source/brand, or emergency procurement by the Director of Purchasing, therefore, this project is not subject to the OESBD requirements.

OESBD reviewed this solicitation and determined it should be solicited to open market with no assigned goals.

Pursuant to Section 1-81.3(f) of the Broward County Business Opportunity Act of 2012 (the Act) as amended, when a CBE reserve is established in connection with a County solicitation, CBEs and non-CBEs may respond to the solicitation. An objective of the CBE program is to ensure that small Broward County-based businesses are provided sufficient opportunities to meaningfully participate in the award of contracts. Therefore, OESBD strongly encourages that the identified firms that meet the requirements are considered in the establishment of a Library of CPA Services for projects that will be funded under CARES Act and Surtax.

**This award/rejection authority memorandum checklist approves the posting of the Recommendation for Award and the following:**

- a.  In accordance with the Broward County Procurement Code Section 21.14.d, the Director of Purchasing shall approve purchases up to \$400,000, and over \$400,000 and up to \$500,000 jointly with the County Administrator.
- b.  In accordance with the Broward County Procurement Code Section 21.14.d, award bids up to \$500,000, provided that more than one bidder has submitted a response
- c.  In accordance with the Broward County Procurement Code Section 21.14.d, award bids in any amount over \$500,000, contingent upon no bidder has been determined to be non-responsive or non-responsible, no protests have been filed, and more than one bidder has submitted a response, and further provided that no Commissioner has expressed an objection within five (5) days after receiving notice of intended award from the Purchasing Division.
- d.  In accordance with Broward County Procurement Code Section 21.30.f.3 (b), Rejection After Bid Opening. After any vendor offer is opened, any or all offers may be rejected by the Purchasing Director or designee, includes those bids in which there is only one responsive vendor.
- e.  In accordance with the Broward County Procurement Code Section 21.30.F.1(c), a minor or non-substantive lack of conformity may be considered a technicality or irregularity and may be waived by the appropriate award authority.



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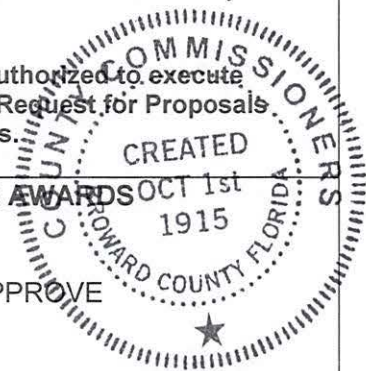
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Refer to Recommendation for Award, Award Justification (above).

- f.  In accordance with the County Administrative Procedures and Procedures, 10.G: Repairs, if a firm fixed price is not available for equipment repair, a unit must be taken to a repair shop for disassembly and determination of repair costs, and repair.
- g.  This approval authority is for posting the Recommendation of Award only. Agenda will be submitted for award by the Board of County Commissioners.

**Note: Per Agenda Item No. 33, dated June 16 2020, the County Administrator has been authorized to execute Agreements, Contract Amendments, Work Authorizations, and Advertisements of Request for Proposals during the Broward County Board of County Commissioner's 2020 Summer Recess.**



**APPROVAL AUTHORITY FOR AWARDS**

APPROVE  DISAPPROVE  
All Above Requirements

BRENDA BILLINGSLEY  
Digitally signed by BRENDA BILLINGSLEY  
Date: 2020.08.26 09:30:55 -04'00'  
\_\_\_\_\_  
Director of Purchasing

\_\_\_\_\_  
Date

**APPROVAL AUTHORITY FOR AWARDS (\$400,001 - \$500,000)**

APPROVE  DISAPPROVE  
Per Above Requirements a.

*Betha H*  
\_\_\_\_\_  
County Administrator

8/26/20  
\_\_\_\_\_  
Date

**ATTACHMENTS:**

- Bid Tab
- OESBD Memo
- Using Agency Concurrence
- Certificate of Insurance\*
- Price Analysis
- Sole Source
- Sole Brand
- Emergency Memo
- Purchasing Agent Report
- Other: Agenda Item No. 33, June 16, 2020

\*Per the solicitation, it is not necessary to have the level of the advertised insurance in effect at the time of submittal, but it is necessary to submit certificates indicating that the Vendor currently carries insurance.