



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

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

**MEMORANDUM**

**DATE:** June 23, 2025

**TO:** Andre Morrell, Records Taxes & Treasury Manager  
FASD – Records Taxes & Treasury Division

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

**SANDY-MICHAEL**  
**MCDONALD**

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MICHAEL MCDONALD  
Date: 2025.06.25 11:49:07  
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**FROM:** Donna-Ann Knapp, Small Business Development Manager  
Office of Economic and Small Business Development

**DONNA-ANN**  
**KNAPP**

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**SUBJECT:** No County Business Enterprise (CBE) Goal for On-Site Official  
Records Microfilm Conversion Services

Broward County's Finance & Administrative Services Department (FASD) is seeking a vendor to provide microfilm conversion services of approximately 7,626,500 official records' images (~5,200 16mm and 32mm rolls). A survey of the Small Business Certified Firm Directory did not reveal any County Business Enterprise (CBE) vendors that can provide the requested services. 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.

Additionally, 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 responsive, responsible, bid received from a nonCBE or nonSBE firm, the CBE or SBE (as applicable) shall be offered the opportunity to match the lowest responsive, responsible bid. If the CBE or SBE firm (as applicable) matches 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. 1-81.10 (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. In the event the vendor elects to use subcontractors, the county encourages the vendor to give full consideration to use CBE firms to perform work under the contract.

## No CBE Goal for On-Site Official Records Microfilm Conversion Services

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  
Daniel Louisdor, Small Business Development Specialist, OESBD