



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: March 5, 2024

TO: Richard Burgwyn, Accounting Supervisor
Water and Wastewater Services Business Operations Division

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

SANDY-MICHAEL
MCDONALD

Digitally signed by SANDY-
MICHAEL MCDONALD
Date: 2024.03.07 17:18:24
-05'00'

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

DONNA-
ANN KNAPP

Digitally signed by
DONNA-ANN KNAPP
Date: 2024.03.07
10:26:17 -05'00'

**SUBJECT: No County Business Enterprise (CBE) Goal Memo – Water & Wastewater Utility Statement Data Processing, Printing and Mailing Services
NO CBE GOAL**

Broward County's Water & Wastewater Services Division is looking to secure an open-end contract with a qualified vendor to provide utility bill design services, data processing, printing, folding, inserting, metering, mailing and presorting Water and Wastewater Utility Bills, customer newsletters, and various other special notices. A survey of the Small Business Certified firm directory revealed an insufficient number of County Business Enterprises (CBEs) that would be eligible to perform the required service. 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,

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Tim Ryan • Michael Udine
Broward.org

CBE Evaluation Memo - Water & Wastewater Utility Statement Data Processing, Printing and Mailing Services

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.

This solicitation is not subject to the requirements of the Broward County Construction Apprenticeship Program (CAP).

This solicitation is not subject to the requirements of the Broward County Workforce Investment Program (WIP).

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 assignment is based on an 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: Maribel Feliciano, Assistant Director, OESBD
Geoffrey Simmons, Small Business Development Specialist (Trainee), OESBD