



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: May 8, 2025

TO: Sarah Townsend, Program Project Coordinator Senior
 Parks and Recreation Division

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

SANDY-MICHAEL MCDONALD
 Digitally signed by SANDY-MICHAEL MCDONALD
 Date: 2025.05.08 12:05:16 -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: 2025.05.08 10:19:53 -04'00'

SUBJECT: No CBE Goal for **FEMA Tarps**

This memorandum supersedes the memorandum dated November 15, 2024.

The Parks and Recreation Division is seeking a commodity-only contract for supply and delivery of roof tarps that will be purchased in response to a declared disaster event.

Currently there is an insufficient number of CBE firms that can provide the required services. Therefore, consistent with the Broward County Business Opportunity Act, as amended, Sec. 1-81.3(a)(1), no CBE goal is applicable for this project. According to Sec. 1-81.10(a)(1) of the Act, 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 bid. Similarly, Per Sec. 1-81.10(a)(2) if a non-CBE firm is the highest-ranked firm, and a responsive, responsible CBE firm receives a score that is within five percent (5%) of the score obtained by the non-CBE firm, the highest-ranked responsive, responsible CBE 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.

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 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 questions or concerns regarding this assignment, please feel free to contact our office at (954) 357-6400.

cc: Maribel Feliciano, Assistant Director, OESBD
 Olga Sheyner, Small Business Development Specialist, OESBD