



**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:** March 28, 2023

**TO:** Windelle Jean-Pierre, CPPB  
Purchasing Division, Senior Purchasing Agent

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

SANDY-MICHAEL MCDONALD  
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Date: 2023.04.03 10:49:21 -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: 2023.04.03 10:12:47 -04'00'

**SUBJECT:** RFP No. TRN2125190P1 Transit Comprehensive Operational Analysis and Service Optimization - County Business Enterprise (CBE) Compliance Review

*This memorandum supersedes the previous memorandum dated March 24, 2023.*

The Office of Economic and Small Business Development (OESBD) conducted a review of the respondents' compliance with CBE Program requirements for the above referenced project. An overview is provided as follows:

**The CBE goal for this project is: 30%**

**Met the CBE Requirements:**

<u>Firms</u>	<u>Category</u>	<u>Percentage</u>
<b>Jarret Walker &amp; Associates, LLC (Prime)</b>		
DDEC LLC	CBE	30%
<b>Total</b>		30%
<b>Nelson/Nygaard Consulting Associates Inc. (Prime)</b>		
Holt Communications, Inc.	CBE	6%
Insight Transportation Consulting Inc.	CBE	10.1%
ElJenn Inc.	CBE	7.69%
CH Planning, LTD	CBE	6.4%
<b>Total</b>		30.19%

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<b>Dudly's Professional Services</b>	CBE	30%
<b>Total</b>	CBE	30%

**CBE Compliance Comments:**

Both Jarret Walker & Associates LLC and Nelson/Nygaard Consulting Associates have submitted Letters of Intent (LOIs) for each certified CBE firm they intend to use to fulfill the goal. Dudly's Professional Services did not initially provide the required LOIs, so they were contacted and given a three-day window to submit them. Unfortunately, Dudly's Professional Services failed to provide the requested documentation within the given time frame, and as a result, they were deemed non-compliant with the Office of Economic and Small Business Development's (OESBD) Small Business requirements.

However, the situation was later revised, and Dudly's Professional Services was included as compliant due to a 48-hour Director of Purchasing Memorandum that contained the vendor's LOIs. To sum it up, Jarret Walker & Associates LLC, Nelson/Nygaard Consulting Associates, and Dudly's Professional Services have all submitted the required LOIs for each certified CBE firm they plan to use to achieve the goal. As a result, all three vendors are compliant with OESBD's Small Business Requirements.

**Volume of Work – Active Projects from 02/22/2018 to 02/22/2023**

The following is a report of the respondents' CBE compliance history for active projects completed within the last five (5) years of the RFP's opening date.

**Sources:** ALTS, Contract Central, Monthly Utilization Report (MURs)

No active projects with CBE requirements were found for Jarret Walker & Associates, LLC, and Nelson/Nygaard Consulting Associates, Inc., and Dudly's Professional Services within the last 5 years.

**Volume of Work - Completed Projects from 02/22/2018 to 02/22/2023**

**Source:** ALTS, Contract Central, Monthly Utilization Report (MURs)

No completed projects with CBE requirements were found for Jarret Walker & Associates, LLC, and Nelson/Nygaard Consulting Associates, Inc., and Dudly's Professional Services within the last 5 years.

**Performance of Affiliated Entities:**

The following is a report of the respondents' declared affiliated entities in meeting small business participation commitments on CBE projects completed within the last five (5) years of the RFQ's opening date. The information is compiled from various sources including Contracts Central and OESBD's Database (ALTs):

**Jarret Walker & Associates, LLC.** – No affiliated entities of principal(s) declared by vendor.

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**Nelson/Nygaard Consulting Associates Inc.** - No affiliated entities of principal(s) declared by vendor.

**Dudly's Professional Services within the last 5 years** – No affiliated entities of principal(s) declared by vendor.

cc: Maribel Feliciano, Assistant Director, OESBD

Kenneth Lopez, Small Business Development Specialist, OEBSD