



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: January 14, 2023

TO: Emily Wood, Director
Animal Care Division

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

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MCDONALD
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MICHAEL MCDONALD
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FROM: Maribel Feliciano, Assistant Director
Office of Economic and Small Business Development

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SUBJECT: No CBE Goal for Pet Licensing Tag Program

Broward County, via the Animal Care Division, is seeking to secure a contract with a *single vendor* that can provide a full pet licensing service that would include, but not limited to, marketing campaign of the County Pet program, registering pets into an online database, collecting payments online and forwarding them to the County, providing 24-7 customer support for the aforementioned functions, and, as a final product, shipping pet tags (via post mail) to the pet owner. The aforementioned components of the work must be compatible with an existing software product used by the Animal Care Division called Chameleon.

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.

This contract is NOT subject to the Broward County Workforce Investment Program.

This contract is NOT subject to the Construction Apprenticeship Program.

If you have any concerns regarding available subcontracting opportunities, please contact our office at (954) 357-6400.

cc: Donna-Ann Knapp, Small Business Development Manager, OESBD
Olga Sheyner, Small Business Development Specialist, OESBD