



**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:** August 22, 2023

**TO:** Keith A Wolf, Information Systems Administrator  
FASD ETS Infrastructure Services

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

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**SUBJECT:** No CBE Goal for Microsoft Surface Products and Accessories

Broward County's Enterprise Technology Services (ETS) is seeking to allow County Agencies to procure Microsoft Surface products and associated Microsoft Accessories. This commodities-based contract uses COTS software with no onsite services required. All warranties are serviced directly by Microsoft and pre-purchased at time of order. A review of the Small Business Directory revealed that there are no certified firms available that have the requirements to provide this commodity and service. There are no opportunities for subcontracting. Therefore, consistent with the Broward County Business Opportunity Act, as amended, Sec. 1-81.3 (1) (a), no CBE goal is applicable for this project. According to 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 bid received from a non-CBE firm, the CBE shall be offered the opportunity to match the lowest bid. For Request for Proposals (RFPs), if upon the completion of final rankings, a responsive and responsible CBE is within 5% of the highest ranked non-CBE proposer, the CBE shall be considered the highest-ranked proposer and shall have the opportunity to proceed to negotiations with the County.

This service **is not** subject to the Broward County Workforce Investment Program.

This service **is not** subject to the Broward County Construction Apprenticeship Program.

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. CBE goals are 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  
Tabitha Pope, Small Business Development Specialist, OESBD