



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: July 22, 2025

TO: Michael Rittenhouse, Safety & Occupational Health Coordinator
FASD Risk Management Safety & Health Division

THRU: Maribel Feliciano, Assistant Director
Office of Economic and Small Business Development

SANDY-MICHAEL
MCDONALD

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

Donna-Ann
Knapp

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SUBJECT: No County Business Enterprise (CBE) Goal for Occupational Medical Services

The Risk Management Safety & Health Division is seeking a vendor to provide the County with general and special Occupational Medical Services and with Drug and Alcohol Testing Program Services. The scope includes, but is not limited to, the furnishing of all labor, materials, equipment, services, and incidentals for the Occupational Medical Services/Drug & Alcohol Testing Program for the Risk Management Division and various Broward County agencies that may have the need for these services and products. A survey of the Small Business Certified firm directory revealed one (1) County Business Enterprise (CBE) that can provide the requested supplies. 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, 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-

No CBE Goal for **Occupational Medical Services**

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

cc: Sandy-Michael McDonald, Director, OESBD
Tabitha Pope, Small Business Development Specialist, OESBD