



**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 24, 2023

**TO:** Jill Sears, Assistant Director  
Libraries Division

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

**SANDY-MICHAEL MCDONALD**  
Digitally signed by SANDY-MICHAEL MCDONALD  
Date: 2023.05.31 11:34:48 -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: 2023.05.24 13:41:20 -04'00'

**SUBJECT:** No CBE Goal for Libraries PC Reservation and Print Management Solution

Broward County, via the Libraries Division, is seeking an open-ended contract to modernize the services, hardware, and software for its public computer access, reservation, print management, and cost recovery system.

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