



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: April 16, 2025

TO: Esther M. Mitchell, Assistant Benefits Manager
Human Resources Division - Employee Benefit Services

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

SANDY-MICHAEL MCDONALD
Digitally signed by SANDY-MICHAEL MCDONALD
Date: 2025.04.16 15:04:35 -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: 2025.04.16 11:50:21 -04'00'

SUBJECT: No CBE Goal for Group Long Term Disability Insurance

This memorandum supersedes the previous memorandum dated April 9, 2025.

Broward County, via the Employee Benefit Services, is seeking a qualified Prime vendor who possesses a current Certificate of Authority through the Florida Office of Insurance Regulation as a Life and Health Insurer in effort to provide Group Long Term Disability Insurance to benefit-eligible employees.

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