



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 21, 2025

TO: Randall Luechauer, Manager, Tourist Development Tax
FASD RTT Tourist Development Taxes Section

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

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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 County Business Enterprise (CBE) Goal for Tourist Development Tax Section

The Broward County's Records Taxes and Treasury (RTT) Tourist Development Tax Section is seeking a qualified vendor to provide a professional software solution for the collection and administration of the Tourist Development Tax Ordinance. RTT desires to select a software platform for transient rentals from qualified respondents. The successful respondent will assume responsibility for the collection, administration, and reporting of all Tourist Development Tax including transient rentals in Broward County. The intent of this solicitation is to purchase the latest software and related technologies available in the realm of the Tourist Development Tax Collection. The goal is to improve RTT's collection, administration, enforcement, reporting, and distribution abilities of the Tourist Development Tax. The successful vendor will work closely with designated County personnel to deliver, install, implement, train, and support a comprehensive software solution. A survey of the Small Business Certified firm directory revealed that no County Business Enterprise (CBE) can provide the services requested to the full extent of the request. 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-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: Tabitha Pope, Small Business Development Specialist, OESBD