



**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:** March 6, 2025

**TO:** Olga Bast, Program/Project Coordinator Senior  
 Information Systems Division

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

**SANDY-MICHAEL  
 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

**DONNA-ANN  
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**SUBJECT: No County Business Enterprise (CBE) Goal for Homeless Management  
 Information Systems Application Services**

Broward County Human Services is seeking a vendor who can provide a Homeless Management information System (HMIS)] software, and adequate staffing. 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 (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 contract is not subject to the Broward County Construction Apprenticeship Program.**  
**This contract is not subject to the Broward County Workforce Investment 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. If you have any concerns regarding available subcontracting opportunities, please contact our office at (954) 357-6400.

cc: Maribel Feliciano, Assistant Director, OESBD  
 Darnell Kimbrew, Small Business Development Specialist, OESBD