



Finance and Administration Services Department

PURCHASING DIVISION

115 S. Andrews Avenue, Room 212, Fort Lauderdale, Florida 33301 | 954-357-6066 | FAX 954-357-8535 | broward.org/Purchasing Hours of Operation: Monday through Friday 8:30 a.m. to 5:00 p.m.

AWARD/REJECTION MEMORANDUM

RECOMMENDED VENDOR Vendor(s): Recommended Vendors for the Library 1. A.L. Jackson & Company P.A.* 2. Anthony Brunson, P.A.* 3. C Borders-Byrd, CPA LLC * 4. Grant, Stewart-Heron, LLC * 5. HCT Certified Public Accountants and Consultants 6. Janette L. Davis, CPA LLC * 7. S. Davis & Associates, P.A. * Vendor Number: *These vendors do not currently have a vendor number in PeopleSoft. Vendor account will be created upon receipt of appropriate documentation. Award: N/A Initial Award Amount: N/A Potential Award Amount: N/A Agree to accept P-Cards Yes No Four (4) of the seven (7) firms accepts P-Cards. Three (3) firms C Borders-Byrd CPA LLC, HCT Certified Public Accountants & Consultants, LLC and S. Davis & Associates P.A. does not accept P-Cards.	RECOMMENDATION FOR AWARD OR AWARD JUSTIFICATION Price Analysis Clarification Waiver* *IN ACCORDANCE WITH THE BROWARD COUNTY PROCUREMENT CODE, SECTION 21.30.F.1(c), A MINOR OR NON-SUBSTANTIVE LACK OF CONFORMITY MAY BE CONSIDERED A TECHNICALITY OR IRREGULARITY AND MAY BE WAIVED BY THE APPROPRIATE AWARD AUTHORITY.	Reject IN SECTION 21.30.f.3 (b), AFTER ALL BIDS ARE ANY OR ALL BIDS MAY BE REJECTED BY THE DIRECTOR OF PURCHASING BASIS OF REJECTION Does not meet specifications: [identify section/area] Single bidder: pricing not fair/reasonable [include justification] Non-responsive (did not conform to any/all material aspects of solicitation): [identify area] Non-responsible (does not have adequate resources to meet specifications): [identify area] Other Reason: This solicitation is reserved for CBE firms. The following firms are not certified County Business Enterprises (CBE) and are not in compliance with the CBE Reserve Program requirements: Absolute Accounting and Business Solutions, Inc., Hynds, Keize & Associates, LLC, Randy K. Lane, PC,
COLICITATION INCODMATION		
SOLICITATION INFORMATION		
Requisition No.: ACC0000114 Folder	No: 2121448 Solicitation	on No. BLD2121448B1
Solicitations Title: Request for Qualifications: Library of So	ervices for Certified Public Accounts	ant Client Agent: Accounting Division
ADDITIONAL INFORMATION AND/OR SUMMARY The purpose of this solicitation is to establish a libra not limited to: bookkeeping, financial reporting, and Accounting Division and various other Broward Coun	contract compliance for the Cou	nty on an as needed basis for the



Solicitation No. BLD2121448B1

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	15, 2020 and opened July 22, 2020 with eleven (11) responses led to move forward with seven (7) firms that were deemed to be	
done. This Award/Reject Memorandum is for the No. 33, dated June 16, 2020, the County Adminis	d Vendors List (QVL), no Recommendation for Award will be approval of the establishment of the QVL. Per Agenda Item strator has been authorized to execute Agreements, Contract ements of Request for Proposals during the Broward County Recess.	
☐ Short-summary for Sole Source/Sole Brand purch	nases over \$100,000.	
Purchasing Agent: Patricia Cruz PATRICIA CRUZ CRUZ Digitally signed by PATRICIA CRUZ Date: 2020.08.03 13:04:21-04'00'	ate: August 3, 2020	
Purchasing Manager: Carla Byrd BYRD CARLA BYRD Digitally signed by CARLA BYRD Date: 2020.08.03 13:53:53:53-04/00'	Date: August 3, 2020	
SOLICITATION METHOD	SOLICITATION POSTING AND RESPONSES	
☐ Invitation for Bid	Posted on: July 15, 2020	
☐ Emergency*	Opened on: July 22, 2020	
☐ Sole Source*	Number of responses: Eleven (11)	
☐ Sole Brand*	Number of declinations: Three (3)*	
One Reasonable Source	*Refer to Exhibit 2 regarding the Vendor's reason(s)	
☐ Standardized by☐ Board: [Insert Date] or☐ Director of Purchasing: [Insert Date]	for declination.	
☐ Piggyback		
*(Sole Source/Sole Brand, Emergency, and Single Bids over \$100,000 must be added to the monthly activity report to the Board of County Commissioners, and a copy of this Award Memorandum Checklist should be uploaded to your final PO or Procurement Contract)		





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SOLICITATION TERM AND BASIS OF AWARD	OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT (OESBD)	
Fixed Open-End (One time procurement) (Initial period & renewals) Initial Term: Date of Award to 5 Years from Date of Award	OESBD has reviewed this solicitation and this firm is a certified Small Business Enterprise (SBE), and therefore is considered a responsive and responsible bidder under the OESBD provisions of this contract.	
Number of Option(s) to Renew: N/A	☐ Due to no responses received from SBE vendors during the	
Renewal Term(s): N/A NOTE: RESULTANT CONTRACT PERIOD FROM THE SOLICITATION TERM	original solicitation, this solicitation was re-bid to the open market. Per OESBD, no goals were applied to the re-solicitation,	
SHALL BEGIN ON [FILL IN, I.E. DATE OF AWARD, DATE AFTER EXPIRATION OF CURRENT CONTRACT, ETC.]	This project has been designated a sole source/sole brand, reasonable sole source/brand, or emergency procurement by the Director of Purchasing, therefore, this project is not subject to the	
Low Responsive Responsible	OESBD requirements.	
☐ Single ☐ Split Award* ☐ Multiple Award**	OESBD reviewed this solicitation and determined it should be solicited to open market with no assigned goals.	
* Award by Different Line Item or Different Group to more than one Bidder) ** Award Same Line or Same Group to more than one Bidder (i.e. Primary, Secondary Tertiary, etc.)	☑ Pursuant to Section 1-81.3(f) of the Broward County Business Opportunity Act of 2012 (the Act) as amended, when a CBE reserve is established in connection with a County solicitation, CBEs and non-CBEs may respond to the solicitation. An objective of the CBE program is to ensure that small Broward County-based businesses are provided sufficient opportunities to meaningfully participate in the award of contracts. Therefore, OESBD strongly encourages that the identified firms that meet the requirements are considered in the establishment of a Library of CPA Services for projects that will be funded under CARES Act and Surtax.	
This award/rejection authority memorandum checklis following:	at approves the posting of the Recommendation for Award and the	
a. In accordance with the Broward County Procurement Code Section 21.14.d, the Director of Purchasing shall approve purchases up to \$400,000, and over \$400,000 and up to \$500,000 jointly with the County Administrator.		
b. In accordance with the Broward County Procurement Code Section 21.14.d, award bids up to \$500,000, provided that more than one bidder has submitted a response		
\$500,000,contingent upon no bidder has been dete	ocurement Code Section 21.14.d, award bids in any amount over rmined to be non-responsive or non-responsible, no protests have been esponse, and further provided that no Commissioner has expressed an of intended award from the Purchasing Division.	
d. ☐ In accordance with Broward County Procurement Code Section 21.30.f.3 (b), Rejection After Bid Opening. After any vendor offer is opened, any or all offers may be rejected by the Purchasing Director or designee, includes those bids in which there is only one responsive vendor.		
e.	ment Code Section 21.30.F.1(c), a minor or non-substantive or irregularity and may be waived by the appropriate award authority.	





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f. In accordance with the County Administrative Procedures and Procedures, 10.G: Repairs, if a firm fixed price is not available for equipment repair, a unit must be taken to a repair shop for disassembly and determination of repair costs, and repair.		
M This annual address to formation the December of Assert and Asse		
g. A This approval authority is for posting the Recommendation of Award only. Agenda will be submitted for award by the Board of County Commissioners.		
Note: Per Agenda Item No. 33, dated June 16 2020, the County Administrator has been authorized to execute Agreements, Contract Amendments, Work Authorizations, and Advertisements of Request for Proposals during the Broward County Board of County Commissioner's 2020 Summer Recess.		
APPROVAL AUTHORITY FOR AWARDS APPROVAL AUTHORITY FOR AWARDS (\$400,001 - \$500,000) APPROVAL AUTHORITY FOR AWARDS (\$400,001 - \$500,000)		
APPROVE DISAPPROVE Per Above Requirements a.		
BRENDA BILLINGSLEY Digitally signed by BRENDA BILLINGSLEY Date: 2020.08.26 09:30:55 -04'00' Digitally signed by BRENDA BILLINGSLEY Date: 2020.08.26 09:30:55 -04'00' Details at set set set set set set set set set se		
Director of Purchasing Date County Administrator Date		
ATTACHMENTS: ☐ Bid Tab ☐ OESBD Memo ☐ Using Agency Concurrence ☐ Certificate of Insurance*		
☐ Price Analysis ☐ Sole Source ☐ Sole Brand ☐ Emergency Memo		
☐ Purchasing Agent Report ☐ Other: Agenda Item No. 33, June 16, 2020		
*Per the solicitation, it is not necessary to have the level of the advertised insurance in effect at the time of submittal, but it is		
necessary to submit certificates indicating that the Vendor currently carries insurance.		