

Memorandum



Date: November 6, 2013

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Transfer of Small Business Development Division to the Internal Services Department

In order to better align the County's operational functions, the Small Business Development (SBD) division of the Department of Regulatory and Economic Resources (RER) will be transferred, effective immediately to the Internal Services Department (ISD).

The mission of RER is to enable sustainable economic growth through smart regulatory strategies and business expansion initiatives. Although SBD provides critical outreach and assistance to many local firms and County vendors, much of this assistance is provided through the implementation of a County contract participation program for small businesses. In particular, SBD: 1) stewards small businesses through a County certification process so that they may participate in County procurement projects with small business participation requirements, and 2) ensures County vendors comply with these required small business participation levels and with the prompt payment of subcontractors. In this way, SBD's efforts are critical to support healthy small business participation in County contracts, but they do not focus on the broader economic development agenda of RER.

Given that SBD performs a critical monitoring function over County procurement efforts, SBD will not be merged into the Procurement Management Services Division (Procurement) of ISD, but rather report directly to the ISD Director as a separate operating division. Efficiencies in information sharing may also result from transferring the division to ISD because SBD and Procurement work with many of the same firms and vendors.

To effectuate this change, 32 budgeted positions will be transferred from RER to ISD. The budgeted revenue and expenditure authority will be transferred through the mid-year FY 2013-14 budget amendments.

If you need further information, please contact Deputy Mayor Edward Marquez at 305-375-1451 or Deputy Mayor Jack Osterholt at 305-375-5695.

c: Honorable Harvey Ruvlin, Clerk, Circuit and County Courts
Robert A. Cuevas, County Attorney
Office of the Mayor Senior Staff
Department Directors
Christa Erml-Martinez, Assistant Director, RER Administrative Services Division
Departmental Procurement Liaisons