

Memorandum



Date: January 15, 2008
To: Department Directors
From: Penelope Townsley, Director
Department of Small Business Development (SBD)
Subject: Small Business Enterprise Program (SBE) & Micro Enterprise (ME) Utilization Report Workshop

The Small Business Enterprise (SBE) Program was adopted by the Board of County Commissioners on February 1, 2005 and implemented on May 19, 2005. Pursuant to the (SBE) Program, solicitations greater than \$50,000 are subject to review for the application of SBE measures. Also, departments are to expend five percent (5%) of the total value of contracts \$50,000 and under for goods and/or services with Micro Enterprises (MEs) by soliciting two (2) MEs and two (2) non-MEs when requesting quotes. Purchase orders \$50,000 or less are subject to a ten percent (10%) bid preference.

An informational training session is scheduled on January 24, 2008 and once a quarter thereafter as follows: April 17, 2008; and July 17, 2008 and October 16, 2008. These sessions are refreshers for individuals who have attended in the past and to familiarize new staff with program processes and procedures. For your convenience, we have also published the upcoming session schedules on our website at <http://www.miamidade.gov/sba/procurement-sbe-instructions-to-departments.asp>

SBD staff is available to provide assistance and guidance when needed. Please feel free to contact Yesenia Gomez, Business and Professional Development Division at (305)375-3127 or via e-mail: yeseng@miamidade.gov to schedule your training attendance.

Seating is limited! Please RSVP by the close of business on January 21, 2008.

Attachment:
Training Schedule

cc:
Departmental Procurement Liaisons
File

YOU ARE INVITED TO THE



SMALL BUSINESS ENTERPRISE PROGRAM (SBE) & MICRO ENTERPRISE (ME) UTILIZATION REPORT WORKSHOP

WHO:

- ADA Coordination
- Administrative Office of the Courts
- Animal Services
- Audit & Management Services
- Art in Public Places
- Board of County Commissioners
- Building Code Compliance Office
- Building Department
- Community Action Agency
- Community Relations
- County Attorney's Office
- Community & Economic Development
- Capital Improvements Construction
- County Manager
- Citizens Independent Transportation
- County Manager's Office
- Clerk of the Courts
- Commission on Ethics and Public Trust
- Communications
- Consumer Services Department
- Commission Support Staff
- Department of Cultural Affairs
- Department of Small Business Development (SBD)
- Department of Environmental Resource Management
- Department of Human Services
- Department of Planning & Zoning
- Department of Procurement Management
- Elections Department
- County Manager Office Executive Policy Support
- Emergency Operation Center
- Employee Relations Department
- Enterprise Technology Services
- Empowerment Zone
- Office of Fair Employment Practices
- Finance Department
- Food Service Bureau
- Guardian AD-LITEM
- General Obligation Bond
- General Service Administration
- Housing Finance Authority
- Miami-Dade Homeless Trust
- Independent Review Panel
- International Trade Consortium
- Juvenile Assessment Center
- Legislative Delegation Office
- Miami-Dade Library
- Miami Art Museum
- Mayor's Office
- Miami-Dade Airport
- Corrections & Rehabilitation Department
- Miami-Dade Fire Rescue
- Miami-Dade Housing Agency
- Miami-Dade Law Library
- Miami-Dade Police Department
- Park & Recreation
- Miami-Dade Transit
- Medical Examiner's Department
- Historical Museum of Miami
- Metro-Miami Action Plan
- Metro Planning Organization
- Office of Agenda Coordination
- Office of Commission Auditor
- Office of Countywide Healthcare
- Office of Community Relations
- Office of the Chair
- Office of Historic Preservation
- Office of Intergovernmental Affairs
- Office of Inspector General
- Office of Strategic Business Management
- Office of Safe Neighborhood Parks
- Office of Water Management
- Performing Arts Center
- Property Appraisal
- Public Works Department
- Seaport
- South Florida Employment & Training
- Solid Waste Management
- Team Metro
- Urban Revitalization Task Force
- Vizcaya
- Water & Sewer Department

WHEN: January 24, 2008* • April 17, 2008 • July 17, 2008 • October 16, 2008

TIME: 10:00 am - 12:00 pm (*The Jan. 24th meeting time is 1-3 pm)

WHERE: Department of Small Business Development (SBD)
111 NW 1st Street, 19th Floor (Main Conference Room) • Miami, Florida 33128
(Registration is on a first come, first served basis. Register early. Seating is limited!)

R.S.V.P - Please contact
Department of Small Business Development (SBD)
Yesenia Gomez (yeseng@miamidade.gov)
@ 305-375-3127