


# Memorandum



**Date:** June 12, 2012

**To:** Department Directors

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Small Business Enterprise Set-Aside Program for Contracts Valued Up to \$100,000

---

On March 6, 2012, the Board of County Commissioners adopted Ordinance No. 12-13, which requires Miami-Dade County to shelter all purchases for goods and services valued up to \$100,000 for competition among certified Small Business Enterprise ("SBE") firms. This sheltered market requirement must be complied with unless the Small Business Development Division ("SBD") of the Department of Regulatory and Economic Resources (RER) determines that there is an insufficient number of qualified and/or available SBEs.

The following guidelines provide basic operational information to ensure proper implementation and compliance with this amendment to the SBE program. This memorandum is not intended to be a detailed guide describing all scenarios encountered during the procurement process. The SBE Implementing Order will be updated and training sessions scheduled to provide more detailed guidelines.

### **Small Purchase Orders and Work Order Proposals**

When three (3) or more certified SBE firms are available to provide the goods and/or services, the competition must be sheltered among those firms. Similarly, where there are three (3) or more certified SBE firms available in an established pre-qualification pool, the work order competition must be sheltered among those firms. To confirm that vendors are certified SBE firms and that the commodity is eligible for set-aside, departments must check the certification list located on the SPEED website (<http://www.miamidade.gov/business/reports-certification-lists.asp>). In cases where there are three (3) or more certified firms, but less than three (3) respond to the solicitation, departments may award to the responsive, responsible bidder. In cases where there are less than three (3) certified SBE firms, Micro-SBE respondents will receive a ten percent (10%) preference applied to quotes for evaluation purposes.

### **Micro Enterprises**

Bids and quotes submitted by Micro Enterprise firms for Set-aside contracts up to \$100,000 will receive a ten percent (10%) bid preference. The departments shall deduct the preference amount from the total bid or quoted price in order to calculate the price to be used for evaluation.

### **Contract Measures**

If the cost estimate of a contract exceeds \$50,000, SBD will review the contract for small business measures. If the cost estimate differs from the actual bid amount and changes the applicability of the set-aside requirement, the County Attorney's Office shall be consulted to determine if the solicitation needs to be re-issued with the appropriate measures.

All County departments must comply with this ordinance. Should you have any questions or require clarification, please contact Veronica Clark, Assistant to the Director, RER.

c: Deputy Mayors  
Deputy and Assistant Directors  
Procurement Liaisons