

Memorandum



Date: May 10, 2022

To: Department Directors

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Small Business Development Liaisons

On April 11th, 2022, I launched the County's new Values-Based Procurement (VBP) model which aims to reform the traditional procurement process and align it with the values and needs of our community. The VBP model prioritizes small business participation, equity, environmental sustainability, worker conditions, transparency, and efficiency to create greater economic opportunities. The recruitment and participation of small businesses in the procurement process is critical to the success of this plan, as they are the backbone of our local economy.

The Internal Services Department (ISD) oversees Small Business programs County-wide. In an effort to ensure we are actively engaging and assisting our small businesses, I am directing each County department to identify an employee to serve as a Small Business Development Liaison (SBDL). ISD will work with SBDL's to share pertinent information on contracting opportunities, monitoring prompt invoice processing and payment, and ensure compliance with the various Small Business program requirements. SBDL's will receive initial and continuous training on Small Business programs and ISD will collaborate with SBDL's on outreach, education, and available technical assistance for small businesses. In line with Resolution R-514-19, the SBDL's will also serve as the liaisons for capital construction projects for the following departments: Aviation, Internal Services, Parks, Recreation and Open Spaces, Public Housing and Community Development, Regulatory and Economic Resources, Seaport, Solid Waste Management, Transportation and Public Works, and Water and Sewer.

SBDL's will play an integral role in maximizing opportunities for small businesses to succeed. Please provide the SBDL contact for your department to Gary T. Hartfield, ISD Division Director, at Gary.Hartfield@miamidade.gov. ISD will follow-up to coordinate training, informational sessions, and regular meetings for SBDL's.

c: Alex Muñoz, Director, Internal Services Department
Gary T. Hartfield, Division Director, Internal Services Department