



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.

Requirements for Reporting Sub Vendors and Suppliers

Broward County's reporting requirement of its prime vendors requires prime vendors to provide information on all sub vendors and all suppliers, where the supplier provides in excess of \$50,000 in materials. With regards to the collection of information on suppliers, the intent is to capture any 3rd party suppliers that are part of larger projects; direct purchases from the manufacturer or authorized distributor do not need to be reported.

Prime vendors on contracts which are participating in either the Community Business Enterprise (CBE) or the Federal Disadvantage Business Enterprise (DBE) programs will continue to report on the sub vendors and suppliers certified in these programs in the same fashion as before. These prime vendors will need to begin reporting on the sub vendors and suppliers that are not certified.

Prime vendors on contracts that are not participating in either program must report on all sub vendors and suppliers.

Specific information on the reporting requirement is included in the solicitation documents provided on this website. Please review the solicitation documents carefully and ensure that all the requested information is provided with your submittal.