

From: [Klitsberg, Nathaniel](#)
To: [Messersmith, Carolyn](#); [Cordo, Anthony](#); [Mele, Maria](#)
Cc: [Mangan, Constance](#); ["Greater FTL Convention Visitors Bureau General 30033 0000 Email"](#)
Subject: RE: Submittals for Solicitation RFP No. GEN2116476P1, Advertising Agency Services [BC-CAO.FID241]
Date: Wednesday, May 08, 2019 4:11:06 PM

Litigation Review completed. From a review of the electronic files of the Office of the County Attorney, a Broward County Clerk of Courts records search (for state court actions in Broward), and a PACER search of federal lawsuits, none of the firms have any active or closed litigation against Broward County to report.

Please let me know if you need anything further. Thanks,

nathaniel

From: Messersmith, Carolyn <CMESSERSMITH@broward.org>
Sent: Friday, April 26, 2019 9:25 PM
To: Cordo, Anthony <ACORDO@broward.org>; Mele, Maria <MAMELE@broward.org>; SBCOMP <sbcomp@broward.org>; Certificate of Insurance <CERTIFICATEOFINSURANCE@broward.org>; Klitsberg, Nathaniel <Nklitsberg@broward.org>
Cc: Mangan, Constance <CMANGAN@broward.org>; Messersmith, Carolyn <CMESSERSMITH@broward.org>
Subject: Submittals for Solicitation RFP No. GEN2116476P1, Advertising Agency Services

Good day:

To: Review Team Members (Using Agency, OESBD, Risk Management Division, and County Attorney's Office)

Provided in the link below are eleven vendor submittals. On Monday, another five will be uploaded to the repository, for a total of sixteen vendor submittals received in response to the subject solicitation. Additionally, refer to the attached response log for vendor information.

Link:

<http://www.broward.org/Purchasing/RepositoryDocuments/GEN2116476P1%20CVB%20Advertising%20Agency%20Services.html>

Your review memoranda (OESBD, litigation, insurance) and the Project Manager's Evaluation Matrix with vendor reference verifications are due to me by **Friday, May 10, 2019 at 5:00 p.m.** Your timely response is critical to the procurement process in allowing sufficient time for Purchasing staff to compile all findings and complete the draft Director of Purchasing's Recommendation Memorandum, prior to the preparation meeting. Your review memo is an integral part of the Director of Purchasing's memorandum to the Evaluation Committee that must be prepared with staff findings prior to the preparation meeting.

There will be an internal staff preparation meeting scheduled to discuss your office's review memoranda and all other documentation, including the Project Manager's Evaluation Matrix with reference checks, in support of the Evaluation Committee meeting for this project. This process ensures that staff is prepared to discuss any anomalies and/or be prepared to respond to any questions which may come from the Evaluation Committee.

If you require additional information from the vendor, please e-mail the vendor directly and copy me (Purchasing Agent). In contacting the vendor include a time certain for the response to be provided. Vendor contact information is contained in the Vendor's Questionnaire response and in the attached response log.

ADDITIONAL NOTE - if staff identifies any Personal Identifiable Information (PII) in a submittal, please immediately contact the Purchasing Agent and Purchasing Manager, identifying the name of the vendor's submittal (do not attach files by e-mail). Personal Identifiable Information includes an individual's first name (or initial) and last name, plus any one of the following information:

- a. social security number;
- b. driver license or identification card number or other similar number issued on a government document used to verify identity (i.e. passport number, military identification number);
- c. a financial account number or credit or debit card number, in combination with any required security code, access code, or password that is necessary to permit access to an individual's financial account;

These vendors listed below removed their claim of confidentiality of their submittals. Attached are there letters:

- Lightship Studios
- ModOp
- PPK

Thank you in advance for your cooperation and participation in this solicitation. If you have any questions, please contact me.

Regards,



Carolyn Messersmith, Purchasing Agent, Senior
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115 S. Andrews Avenue, Room 212
Fort Lauderdale, FL 33301
Office: 954-357-5857
Fax: 954-357-7975
www.broward.org

Customer Care is my priority. How am I doing? Please contact my Manager, Connie Mangan, at cmangan@broward.org with feedback.