



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

April 17, 2024

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y24-1017-AV, Professional Language Interpretation

The Business Development Division evaluated the **three bids** submitted for this project. **The bidders are** not Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid opening, there was no M/WBE availability. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

Also, I confirm my recommendation is free of conflicts of interest.

Sheena Ferguson 4.24.2024