



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

March 6, 2024

TO: Alina Hernandez, Contract Supervisor
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y24-1031-AH, Multi-Family Affordable Housing
Development**

Under Section 17-320 of the Minority/Women Business Enterprise (M/WBE) Ordinance, there are specific participation goals for minority and women-owned businesses in county contracts for construction, professional services, and other areas. Consequently, the Business Development Division was exempt from reviewing the proposals for this solicitation. The Housing Division's adoption of the Procurement Division's Request for Proposals (RFP) process does not classify the project as a "Procurement contract." Instead, the RFP serves as a mechanism for selecting developers to receive loans for building affordable housing. Thus, this project is not governed by the M/WBE Ordinance's participation goals.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson 3.6.2024