



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Florida Department of Juvenile Justice Business Participation Plan for Small Businesses including Minority, Women and Veteran Owned Business Enterprises for Fiscal Year 2015-2016

Christina K. Daly, Secretary
Florida Department of Juvenile Justice
2737 Centerview Drive
Tallahassee, Florida 32399-3100

www.djj.state.fl.us

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Business Participation Plan for Small Businesses including Minority, Women and Veteran Owned
Business Enterprises for Fiscal Year 2015-2016

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Introduction

The Department of Juvenile Justice (Department) is committed to supplier diversity in its procurement of services and commodities. The Department puts forth great effort to educate minority businesses and contract service providers with the State and Department's Minority Business Enterprise programs. The Department also encourages and works with staff and contract service providers alike to ensure that they use and have access to small businesses including veterans, minority and women owned business enterprises (utilizing certified businesses when possible).

One major challenge we continue to face is locating small businesses including veterans, minority and women owned enterprises in remote or rural locations. The Department expended \$8,429,325.79 with small business, veterans, minority and women owned enterprises, during FY 2014/2015. To improve participation this year, the Department will constantly assess and identify opportunities and challenges through all of our program areas. We will routinely ask all of our program areas to report progress to the Minority Business Enterprises Administrator.

Strategies to increase participation include:

- Working with other agencies to continue best practices.
- Continuing to enhance electronic reporting mechanisms for DJJ contract providers reporting expenditures.
- Aggressive outreach to non-registered/certified businesses.
- Require programs to document why small businesses including veterans, minority, and women owned enterprises were not selected.

To be successful, we have established this Business Participation Plan for fiscal year 2015-2016.

VISION, MISSION AND STRATEGIES

Vision: Equality in business opportunities for small businesses including veterans, minority, and women owned enterprises (utilizing certified businesses whenever possible).

Mission: Demonstrate leadership, commitment and innovation in the education, outreach and promotion to successfully ensure full participation of small business, veterans, minority, and women owned enterprises.

Strategies:

1. Promote increased expenditures by the Department with small businesses including veterans, minority, and women owned enterprises:
 - a. The Department will use a purchasing system that requires all goods and services not purchased from state term contract, agency term contract, PRIDE, RESPECT or a purchasing exemption pursuant to Chapter 287 be purchased from a small business including veterans, minorities, and women owned enterprises (utilizing certified whenever possible). Written justification and documentation will be required on all purchases not meeting these criteria.
 - b. Agency purchasing liaisons and contract managers will be included as part of the team that represents the Department at tradeshow and one-on-one sessions when possible. This provides the opportunity for the day-to-day purchasing decision makers to meet with and become familiar with small businesses including veterans, minorities, and women owned enterprises.
2. Promote increased expenditures by Department contracted service providers.
 - a. The Department's Senior Official will be the Purchasing Director which serves as the MBE Administrator, will provide assistance to contract service providers by identifying and locating small businesses including veterans, minorities, and women owned enterprises.
 - b. The MBE Administrator, Purchasing staff and Bureau of Contracts will provide assistance to non-certified business enterprises utilized by contract providers to become certified.
3. Educate small businesses including veterans, minority, and women owned (certified where applicable) enterprises on the availability of business opportunities with the Department and its contracted service providers.

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- a. Department members will attend tradeshow and one-on-one sessions to network with, introduce and educate small businesses including veterans, minority, and women owned enterprises on the Department's procurement system.
 - b. The Department will review its website to include user friendly information on business opportunities and link access to:
 - (1) State purchasing rules and guidelines.
 - (2) Information on how to contact the Department's Purchasing and Contracts Offices.
 - (3) The Department's 90-Day Projected Expenditure Plan.
 - (4) Information on the Department's Grant Recipients.
 - (5) Access to the Department of Management Services Office of Supplier Diversity.
 - (6) Information on Department formal solicitation opportunities.
4. Monitor the Department's small business activities in an effort to ensure that expectations are achieved.
- a. Quarterly status reports will be provided to the MBE Administrator on the progress towards meeting its annual goal.
 - b. Reach out to other agencies for best practices in implementing and improving MBE programs.

RESOURCE COMMITMENT AND PLAN IMPLEMENTATION

The Department of Juvenile Justice under the direction of the Executive Leadership team through the Director of Administration is responsible for providing the vision and the direction for the program.

Senior Management Oversight (Procurement) – The designated senior manager, Ms. Michele Cook, Purchasing & Leasing Director is integral to the success of the Department's Small Business Participation Program as it relates to procurement and contractual matters. As a senior manager, Ms. Cook ensures agency procurement directives pertaining to vendor diversity are communicated to all employees involved in the acquisition process of commodities and services.

Program Management (Procurement) – The Department of Juvenile Justice Small Business Participation Program activities are systematically implemented and administered by Ms. Angela Jackson-Hall of the Purchasing Office. Ms. Jackson-Hall serves as a Purchasing Analyst and is directly responsible as a team leader and provides subject matter expertise ensuring successful implementation of initiatives as well as identification of new initiatives.

PROMOTING PARTICIPATION

The Department will continue to promote and educate business owners in various processes used by the Department through the following strategies to ensure that all program areas reach small businesses including veterans, minority, and women owned (certified where possible) enterprises.

1. Department staff will attend tradeshow and one-on-one sessions to explain services and commodities purchased by the Department as well as current or future opportunities. Participants will be provided information on how to contact the Department's Purchasing Liaisons, Contract Managers, Contract Providers and grant recipients. Participants will also be provided information on how to access the latest information regarding MyFloridaMarketPlace, RFP'S, ITN'S, ITB'S, etc.
2. Encourage vendors to call or meet with Department Purchasing, Contracts, and program staff outside of the tradeshow and one-on-one sessions so that we can dedicate more time to educating them on the State of Florida procurement process and available business opportunities in the State of Florida procurement system.
3. Recruit and encourage non-certified businesses to register with the state. DJJ Purchasing Liaisons, Contract Managers and others will assist with the registration process.

OUTREACH

The Department's proposed outreach activities listed below will target both non-certified and certified small businesses including veterans, minority, and women owned enterprises. These activities will inform such enterprises of the availability of particular public contracting opportunities and to encourage them to seek work on public projects through the normal procurement processes as applied to all.

1. Require Department employees to obtain exemptions for certain items and services that are not purchased from small businesses including veterans, minority, and women owned enterprises.
2. Encourage the local purchasing liaisons to develop a relationship with small businesses including veterans, minority, and women owned (certified where applicable) enterprises in their region and to develop knowledge of the services and vendors available.
3. Require local and regional purchasing officials to help recruit local non-certified enterprises into the state certified program.

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4. Provide one-on-one opportunities between small businesses including veterans, minority, and women owned enterprises and local/regional Department purchasing authorities. This will be accomplished through tradeshow, one-on-one sessions and day-to-day purchasing transactions.
5. Department staff will attend tradeshow and one-on-one sessions to lead the effort in developing a larger small business, veterans, minority, and women owned enterprise (certified where applicable) network for the Department.
6. Encourage small business including veterans, minority, and women owned, (certified where applicable) enterprises to regularly review and respond to the proposals and bids listed on the MyFloridaMarketPlace and Vendor Bid System at:
http://vbs.dms.state.fl.us/vbs/main_menu.
7. Provide small businesses including veterans, minority, and women owned (certified where applicable) enterprises with assistance in understanding MyFloridaMarketPlace and its components.
8. Use the Department's, MyFloridaMarketPlace, and Office of Supplier Diversity websites as a tool to educate non-certified and certified small businesses including veterans, minority, and women owned enterprises on the current opportunities available.

INTERNAL IMPLEMENTATION OF THE PLAN

1. The Department's continued strategy for implementing its Small Business, Veterans, Minority, and Women Owned Business Participation Plan is outlined above.
2. The Department's leadership will be provided quarterly updates on small business, veterans, minority, and women owned enterprise expenditures.

PAST PERFORMANCE

The Department expended \$8,429,325.79 with small business, veterans, minority and women owned enterprises, during FY 2014/2015.

The following are some of the small businesses including veterans, minority, and women owned enterprises that currently serve as primary contractors with the Department. Most of these businesses hold long-term (2 to 5 year) contracts with the Department. Where possible, these primary contract service providers also subcontract with small businesses including veterans, minority, and women owned enterprises:

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Bob Barker	Logical Linen
Citrus Health Network, Inc.	Miami's River of Life, Inc.
Cleopatra Ortiz, M.D.	Poetter and Poetter, P.A.
Davis LLC, Lisa M	Pace Center for Girls
Florida Network of Youth Services	Psychological Assessment and Treatment Services
Gerena, Juliana PSY. D., PA	Psychological Medical Solutions
Haga, Kimberly S., PH.D	Tirumalasetty, Sarawathi, MD JPM
Heartwork of Orlando, Inc.	Unity in the Family Ministry, Inc.
Hume-Guliford, Marie, PHD	Visionary Vanguard Group, Inc.
ITM Group	Visions of Manhood, Inc.
JPM Center of Miami Gardens Dr., Inc.	Wake Up Mentoring

SUBCONTRACTOR UTILIZATION

1. All subcontractors are required to submit MBE Utilization Report forms monthly indicating the name of subcontractors, SSAN or FEID Vendor number, MBE code, and the expended amount.
2. The Department's Purchasing Office also checks MFMP and the Office of Supplier Diversity directory to see if the subcontractors are registered as CMBE vendors.

VENDORS NOT CURRENTLY REGISTERED

1. The Department's Purchasing Office submits a list of any vendors not currently registered to Office of Supplier Diversity and request that they assist the vendors with registration.
2. Agency purchasing liaisons meet personally with unregistered vendors outside of MatchMakers and Tradeshows to discuss Departmental needs and provide guidance in registering as a CMBE vendor.