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**Ron DeSantis, Governor**  
Pedro Allende, Secretary

November 7, 2023

Mr. Robert Major  
Executive Director  
Office of Supplier Diversity  
4050 Esplanade Way  
Tallahassee, FL 32399

Mr. Major:

The Florida Department of Management Services (DMS) submits its Diversity Business Participation Plan for fiscal year (FY) 2023-2024. The plan details the commitment of DMS to encouraging competition and ensuring state contracting opportunities without discrimination based on age, sex, race, color, religion, national origin, marital status, or disability.

DMS will continue to develop new ideas to enhance outreach, is committed to increasing supplier diversity, and looks forward to working with the Office of Supplier Diversity (OSD) to non-discriminately increase the diversity of business participation throughout Florida. For any questions, call 850-410-0102 or email [Andrew.Fier@dms.fl.gov](mailto:Andrew.Fier@dms.fl.gov).

Sincerely,

Andrew Rubin Fier  
Departmental Purchasing Director

Enclosure

Cc: Lance Dyal, CFO, Director of Finance and Administration  
Caitlen Boles, Deputy Director, Departmental Purchasing

## Contents

|   |   |
|---|---|
| Mission, Vision, and Commitment to Enhancing Supplier Diversity ..... | 1 |
| Officials Responsible for the Plan .....                              | 1 |
| Tracking Participation.....   | 2 |
| Programs, Initiatives, and Outreach.....                              | 2 |
| Proposed Outreach Activities .....                                    | 2 |
| Planned Education .....   | 2 |
| New Initiatives and Internal Procedures.....                          | 3 |
| Plan Incorporating the Use of Quotes to Improve Opportunities .....   | 3 |
| Agency Data for FY 2022-2023.....                                     | 3 |
| Agency Plan to Use More Certified Businesses .....                    | 4 |

## **Mission, Vision, and Commitment to Enhancing Supplier Diversity**

The mission of the Department of Management Services (DMS), Office Supplier Diversity (OSD), is to encourage competition and improve business opportunities for Florida-based small businesses. Purchasing decisions by DMS are non-discriminatory and are not influenced by a vendor's age, sex, race, color, religion, national origin, marital status, or disability.

DMS encourages all Florida businesses, including woman-, veteran- and minority-owned businesses to participate in the procurement process. DMS proudly adheres to all purchasing rules and regulations and ensures that solicitations promote competition, and DMS purchases commodities and contracted services from a variety of Florida-based businesses.

## **Officials Responsible for the Plan**

The officials responsible for implementing and monitoring the DMS Business Participation Plan include the following:

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## Tracking Participation

DMS will track participation by certified and non-certified woman-, veteran-, and minority-owned businesses by reviewing the Florida Accounting and Information Resource (FLAIR) and by reviewing contractor and subcontractor responses to competitive and non-competitive solicitations.

## Programs, Initiatives, and Outreach

The DMS Bureau of Departmental Purchasing will encourage increased participation from State of Florida certified and non-certified woman-, veteran- and minority-owned businesses by continuing to do the following:

- Ensure that competitive solicitations are written to remove barriers for State of Florida certified and non-certified woman-, veteran- or minority-owned businesses.
- Publish content on the DMS website that includes information on how to register as a State of Florida certified or non-certified women-, veteran- or minority-owned businesses with OSD.
- Incorporate supplier diversity information into the policies and procedures of the Bureau of Departmental Purchasing.
- Provide informational notices of competitive and non-competitive solicitations on the Vendor Information Portal.

## Proposed Outreach Activities

The DMS website will continue to provide vendors the most current information on state spending and vendor requirements. The OSD page is at the following link:

[https://www.dms.myflorida.com/agency\\_administration/agency\\_purchasing](https://www.dms.myflorida.com/agency_administration/agency_purchasing)

DMS outreach activities present opportunities to provide general education on the commitment of the agency to small businesses. These outreach efforts include participation in OSD Supplier Diversity Exchange events. The Bureau of Departmental Purchasing will encourage DMS staff to include randomly-selected vendors when requesting quotes and will participate in future local OSD Supplier Diversity Exchange events, encouraging OSD-certified businesses to attend.

## Planned Education

Educational activities within the Bureau of Departmental Purchasing include the following:

- Promoting inclusive business utilization.
- Informing businesses of DMS' spend plan, including anticipated procurement opportunities.
- Encouraging vendors to view the information OSD has posted on the DMS website.
- Encouraging non-certified businesses to become certified through OSD.

## New Initiatives and Internal Procedures

DMS is always seeking new, innovative ways to improve our business practices and gain efficiencies while serving our vendor community. In FY 2023-2024, the Bureau of Departmental Purchasing will increase awareness of opportunities for OSD-certified businesses through MyFloridaMarketplace and the Vendor Information portal.

## Plan Incorporating the Use of Quotes to Improve Opportunities

The Bureau of Departmental Purchasing will continue to review quoting opportunities to determine the viability of receiving more quotes from certified and non-certified minority-owned businesses.

## Agency Data for FY 2022-2023

| All DMS Expenditures by Purchase Type |                         |
|---------------------------------------|-------------------------|
| Architects/Engineers                  | \$7,470,917.07          |
| Commodities                           | \$70,273,686.73         |
| Construction                          | \$56,755,307.71         |
| Contractual Services                  | \$253,882,425.36        |
| <b>Total:</b>                         | <b>\$388,382,336.87</b> |

| All DMS Expenditures by Business Classification |                         |
|---|-------------------------|
| Certified Minority Businesses                   | \$6,272,216.59          |
| Non-Certified Minority Businesses               | \$46,436,562.01         |
| Nonprofit                                       | \$1,851,164.44          |
| Other Business Classification                   | \$333,822,393.83        |
| <b>Total:</b>                                   | <b>\$388,382,336.87</b> |

| <b>Amount and Percentage of Total Expenditures Awarded to Certified Business Enterprises (CBE)</b> |                  |
|--|------------------|
| Total Eligible Expenditures  | \$388,382,336.87 |
| Total CBE Expenditures   | \$6,272,216.59   |
| <b>Total CBE Percentage:</b>   | <b>1.61%</b>     |

| <b>Combined Total Expenditures for CBE and Non-CBE</b> |                  |
|--|------------------|
| Total Eligible Expenditures                            | \$388,382,336.87 |
| African American                                       | \$995,057.90     |
| Asian American   | \$11,205,910.91  |
| Veteran  | \$450,419.92     |
| Hispanic   | \$20,108,602.54  |
| Native American  | \$10,600,833.84  |
| Women  | \$9,347,953.49   |
| Total Minority Expenditures                            | \$52,708,778.60  |
| <b>Total Minority Percentage:</b>                      | <b>13.57%</b>    |

### **Agency Plan to Use More Certified Businesses**

DMS will encourage certified businesses to respond to competitive solicitations for placement on state term contracts and alternate contract sources, and encourage certified businesses to respond to requests for quotes.