

STATE OF FLORIDA



DEPARTMENT OF VETERANS' AFFAIRS

BUSINESS PARTICIPATION PLAN

(Minority, Service Disabled Veterans and Woman Owned Businesses)

FY 2009 – 2010

August 2009

“Veterans’ Advocacy”

Florida Department of Veterans' Affairs
FY 2009-10 Small Businesses Participation Program

Fiscal Year 2009 – 2010

AUTHORITY:

- Section 287.0945(8)(a), Florida Statutes, requires state agencies to submit a *Minority Business Enterprise Utilization Plan* for review and approval by the Office of Supplier Diversity (OSD).
- Florida Department of Management Services letter of July 28, 2009, *SMALL BUSINESSES, INCLUDING MINORITY, SERVICE DISABLED VETERANS AND WOMEN OWNED BUSINESSES, PARTICIPATION PROGRAM*

SMALL BUSINESS PARTICIPATION MISSION STATEMENT: The Florida Department of Veterans' Affairs (FDVA) will continue to demonstrate leadership, commitment and initiatives to successfully ensure full participation of small and minority businesses in the economic life of the State of Florida.

OBJECTIVES: The development and implementation of a strategy to foster the continued expansion and economic growth of small businesses, including minority, service disabled veterans and women-owned businesses, and adhering to the Governor's mission to promote equity in contracting. The objectives are:

1. Ensure each person involved in procuring commodities and services for the department is aware of the policy, this plan, and providing small businesses, including minority, service disabled veterans and women-owned businesses, the opportunity of doing business with FDVA.
2. Ensure all staff involved in purchasing activities has current information on small businesses, including minority, service disabled veterans and women-owned business vendors.

DEFINITIONS:

Certified Minority Business Enterprise means a business that has been certified by the Department of Management Services to be a minority business enterprise.

FLAIR (Florida Accounting Information Resource) is the statewide on-line accounting system.

Minority Business Enterprise (MBE) means any small business concern which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least fifty-one percent (51%) owned by minority persons and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession.

Small Business means an independently owned and operated business which employs one hundred (100) or fewer permanent full-time employees and which has at least fifty-one percent (51%) owned by minority persons and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession.

MFMP (My Florida Market Place) is the statewide on-line procurement system.

RESOURCES:

OSD web site: http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd

MBAAO Information and Compliance Manual

Florida Department of Management Services letter of July 28, 2009, *Small Businesses, Including Minority, Service Disabled Veteran and Women Owned Businesses, Participation Program*

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PROCUREMENT & CONTRACTING PROCESS:

PURCHASING ACTIVITY: Goods and services are procured for facilities and offices statewide.

1. Commodities purchase (partial list)

| | | |
|------------------------|--------------------------|------------------------|
| Audio/Video Equipment | Automobiles | Automobile Supplies |
| Building Renovations | Communications Equipment | Equipment and Supplies |
| Furniture | Janitorial Supplies | Linen Service |
| Mailing Equipment | Medical Equipment | Medical Supplies |
| Office Equipment | Paper and Paper Products | Promotional Items |
| Reprographic Equipment | Security Alarm Systems | Signs |
| Uniforms | | |

2. Services purchased (partial listing)

| | | |
|---------------------|----------------------------|---------------|
| Janitorial Services | Equipment Repair | Pest Control |
| Printing Services | Lawn & Grounds Maintenance | Waste Removal |

PURCHASE METHODS: Purchase Requisitions originated by FDVA staff are initiated utilizing My Florida Market Place and coordinated through FDVA Purchasing. Sources are selected and prices determined as appropriate for:

Commodities and Contractual Services:

1. Purchases pursuant to term contracts competitively awarded by State Purchasing.
2. Small purchases, \$25,000 or less, by informal price quotes, usually solicited by telephone or fax.
3. Formal Invitations to Bid (ITB), Requests for Proposal (RFP) or Invitation to Negotiate (ITN) for items totaling in excess of \$25,000. ITB's, RFP's and ITN's are advertised in the Vendor Bid System of State Purchasing.
4. Non-competitive sole source purchases of commodities or services costing in excess of \$25,000 and necessary to perform a required task, but available from only one vendor.
5. Emergency purchases costing in excess of \$25,000 arising from unforeseen circumstances, whose urgency will not permit the delay involved in soliciting formal bids or proposals.

Architectural and Engineering:

Competitive negotiations for architectural and engineering services.

Construction:

Competitive bidding in accordance with Chapter 255, Florida Statutes

Methods and Procedures: Methods and procedures to accomplish the Small Businesses, including Minority, Service Connected Disabled and Women Owned Businesses, Participation Program goals of section 287.09451(4)(n), F.S. and as modified by the DMS Letter of July 28, 2009, include the following:

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Small Business Enterprise Contracting Program:

1. Targeting bid solicitations to small businesses, including certified minority business enterprises, service disabled veteran and women owned businesses;
2. Prioritization of contracts to small businesses, including certified minority business enterprises, service disabled veteran and women owned businesses;
3. Prioritizing contracts for competitive bidding among contractors who agree to utilize to small businesses, including certified minority business enterprises, service disabled veteran and women owned businesses as sub-contractors;
4. Identifying those large contracts that can be divided into smaller units which will be awarded to small businesses, including certified minority business enterprises, service disabled veteran and women owned businesses;
5. The participation of small businesses, including certified minority business enterprises, service disabled veteran and women owned businesses vendors in construction contracting;
6. Issuing Requests for Proposal to small businesses, including certified minority business enterprises, service disabled veteran and women owned businesses or businesses that offer significant participation opportunities to small businesses, including certified minority business enterprises, service disabled veteran and women owned businesses as sub-contracts or suppliers.

Proposed Small Business Outreach and Education Program Although a small state department with limited resources for active outreach, FDVA will utilize the forum of the several Small Business Expositions, including the Matchmaker Conference, held yearly throughout the state for this purpose. Management and Purchasing representatives from both the headquarters staff and/or the State Veterans Homes will provide representation and information to the small businesses, including certified minority business enterprises, service disabled veteran and women owned businesses, in attendance.

Minority and Small Business Vendor Activity – 2008-2009

Construction:

| <u>Business Classification</u> | <u>Amount</u> |
|--------------------------------|---------------|
| Small Business State | \$45,244.00 |
| Cert MBE - African American | 5,280.00 |
| Cert MBE - American Woman | 7,805.26 |
| Non-Cert MBE - Hispanic | 490.00 |

Commodities:

| <u>Business Classification</u> | <u>Amount</u> |
|---------------------------------|---------------|
| Small Business State | \$75,461.31 |
| Small Business Federal | 20,102.19 |
| Cert MBE - African American | 3,390.00 |
| Cert MBE - Hispanic | 12,760.77 |
| Cert MBE - Asian/Hawaiian | 665,484.87 |
| Cert MBE - American Woman | 58,714.16 |
| Non-Cert MBE - African American | 30,667.76 |
| Non-Cert MBE - Hispanic | 352.80 |
| Non-Cert MBE - Asian/Hawaiian | 263,462.70 |
| Non-Cert MBE – Native American | 7,702.45 |
| Non-Cert MBE – American Woman | 37,576.65 |

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Contractual Services:

| <u>Business Classification</u> | <u>Amount</u> |
|---------------------------------|---------------|
| Small Business State | \$39,024.41 |
| Small Business Federal | 239,534.22 |
| Cert MBE – African American | 15,418.50 |
| Cert MBE – Hispanic | 110,041.69 |
| Cert MBE – American Woman | 3,860.75 |
| Non-Cert MBE – African American | 18,907.34 |
| Non-Cert MBE – Hispanic | 4,075.39 |
| Non-Cert MBE – Asian/Hawaiian | 46,785.45 |
| Non-Cert MBE – American Woman | 972,926.18 |

Identification of Agency Official

The Department of Veterans' Affairs official responsible for overseeing the Agency's MBE program is Christina Porter, Director, Division of Administration, telephone (727) 518-3202, ext. 538. The alternate is Ken Dirmitt, Purchasing Officer, telephone (727) 518-3202, ext. 557.

Vendor Rights: Section 215.422, F.S., provides that agencies have five (5) working days to inspect and approve goods and services, unless bid specification or the purchase order specifies otherwise. With the exception of payments to health care providers for hospital, medical or other health care services, if payment is not available within forty (40) days (measured from the date the invoice or the goods or services are received inspected and approved), a separate interest penalty, set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, vendors may contact the agency's Fiscal Office at (727) 518-3202. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than thirty-five (35) days from the date of eligibility for payment is determined and pay the health care provider interest at a rate of 1 percent per month calculated on a calendar day basis on the unpaid balance from the expiration of such 35-day period until such time as payment is made to the health care provider. Invoices returned to a vendor due to preparation errors will result in payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency.

2009-2010 Fixed Capital Outlay/Budget

Fixed Capital Outlays are budgeted and expended in two primary categories; new veterans homes construction and operational veterans homes capital improvements. The Department of Management Services manages new veterans homes construction projects and incorporates MBE contracting and purchasing into the construction process. Subcontractor information is captured and reported by the Department of Management Services. Operational veterans homes capital improvements are itemized and budgeted in the Agency Capital Improvement Plan (CIP).

2009-2010 Architectural and Engineering Services Budget

Architectural and Engineering Services Budgets are associated with new veterans homes construction. The Department of Management Services manages new veterans homes construction projects and incorporates MBE architectural and engineering services contracting into the construction process.