



Florida Department of Children and Families Minority, Women and Service-Disabled Veteran Owned Business Participation Plan – September 2010

Mission, Vision and Statement of Commitment for Enhancing Supplier Diversity

The Mission of the Department of Children and Families is to ***Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency.***

As part of this mission, the Department is committed to enhancing diversity in the purchase of commodities, contractual services, architectural and engineering services, and construction contracts. The Department strives to identify new minority, women and service-disabled veteran owned businesses and we encourage participation by established Certified Minority Business Enterprises (CMBE's) in providing goods and services to the Department.

The Department recognizes the value of a diverse supplier base and its impact on Florida's communities and population at large. The Department is committed to ensure efforts to creatively seek new supplier resources to meet continued business opportunities and encourage business partnerships that can assist the Departments challenges to meet the needs of Florida's most vulnerable citizens.

The Department procures items needed to support administrative office functions, and community directed services as well as all goods and services required to meet the needs of our clients in residence. The commodities most often used include technology equipment and supplies, software, office furniture and supplies, maintenance parts and supplies, printing and copying, pharmaceutical products, food, clothing, repair tools, and facility operational equipment. The contractual services most often used include client assistance services, medical and other health-care related services, equipment maintenance, technology maintenance, food services, educational training, management consulting and technology services. Outsourced contractual partnerships offer additional avenues for business opportunities through community-based care consortia and Mental Health Treatment facility management.

The vision of the Department's Minority, Women and Service-Disabled Veteran Owned program is to enhance supplier diversity through outreach, education and matchmaking activities to provide continued business opportunities. For fiscal year 2009-2010 the Department of Children and Families expended **\$7,150,191.57** to certified minority businesses and **\$21,354,782.31** to non-certified minority businesses. Our commitment for fiscal year 2010-2011 is to exceed last year's spending.

Senior Official Responsible for Monitoring and Implementing Plan

The Office of General Services is responsible for the development, management and implementation of the Department's Minority, Women and Service-Disabled Veteran Owned participation plan. The Assistant Staff Director for Purchasing will be responsible for day to day oversight, reporting and monitoring of the Department's plan. The Assistant Staff Director for Purchasing will provide resources to educate staff on outreach activities and actions. Create realistic processes and procedures that will support and enhance representation, accessibility and collaboration through business opportunities with certified minority, women and service disabled veteran companies.

Proposal to Establish a Minority Business Enterprise Contracting Program

The Department coordinates the following practices to increase diversity within our programs:

- ✚ Including minority, women and service-disabled veteran owned business enterprises in prospective bidder's lists to receive formal and informal solicitations;
- ✚ Encouraging the importance of soliciting certified minority, women and service-disabled veteran businesses for sub-contracting opportunities to prime contractors at pre-bid conferences or pre-solicitation meetings;
- ✚ Using the services of minority community groups, including contractors' associations, business assistance offices and other professional organizations that provide assistance in the recruitment and placement of minority business enterprises or minority persons;
- ✚ Notifying the Office of Supplier Diversity of competitive procurement opportunities;
- ✚ Promoting business opportunities through community-based organizations and Department partners;
- ✚ Participating in outreach activities and one-on-one vendor resource meetings to educate Department's outreach plan with interested businesses and organizations;
- ✚ Identifying purchases that can be divided by commodity group into smaller units to afford opportunities to minority, women or service-disabled veteran owned business enterprises, wherever possible. This is done within all purchasing laws and regulations;
- ✚ Encouraging large corporations and contractors to enter into partnerships with minority, women and service-disabled veteran owned business enterprises or use them as subcontractors or sub vendors whenever possible.

Proposed Outreach Activities

The Department is committed to create an environment which affords all individuals and businesses open access to the business opportunities available within the Department of Children and Families in a manner that reflects the diversity of its service areas. The Department will demonstrate good faith efforts to increase awareness and understanding of the procurement process through education and communication.

Our efforts include:

- ✚ Participating in the Office of Supplier Diversity Matchmaker Conference and Trade Show annually;

- ✚ Participating in regional outreach conferences, seminars and One-on-One vendor sessions where available in Florida market areas;
- ✚ Providing assistance to vendors on how to prepare and respond to competitive and non-competitive opportunities;
- ✚ Providing guidance to vendors on registration process in MyFloridaMarketplace;
- ✚ Promoting minority, women and service-disabled veteran owned business collaboration within Department's intranet to reach and educate buyers and cardholders on vendor resources;
- ✚ Encouraging good faith efforts by prime construction contractors in establishing minority business participation when appropriate;
- ✚ Encouraging our Community Based Care contract providers to report their small business expenditures to us on a quarterly basis, specifically including minority, women and service-disabled veteran owned business enterprises;
- ✚ Working with the Department's Office of Contracted Client Services to identify additional contract providers and to capture data related to CMBE spending by contractors.

Education of Business Owners

The department will continue to conduct one-on-one vendor education concerning potential business opportunities with us. The department invites minority, women and service-disabled veteran owned business enterprises to meet with us to discuss possible business opportunities. We also provide our statewide purchasing contact resource lists to vendors and provide spend history by business categories. Also, we have developed a "Procurement Vendor Guide" to educate vendors on Department programs, and how to understand the procurement processes handled throughout the state.

SUMMARY OF FISCAL YEAR 2009-2010 CONTRACTING WITH MINORITY, WOMEN, AND SERVICE-DISABLED VETERAN OWNED BUSINESSES

<u>Vendor Classification</u>	<u>Certified</u>	<u>Non-Certified</u>
African American	\$ 1,144,654.85	\$ 5,941,895.02
Hispanic	\$ 613,829.42	\$ 8,586,497.60
Asian/Hawaiian	\$ 107,972.80	\$ 2,166,813.61
Native American	\$ 1,445.91	\$ 43,683.37
American Women	\$ 4,925,119.20	\$ 4,287,853.09
Service-Disabled	\$ 357,169.39	\$ 327,989.62
Grand Total	\$ 7,150,191.57	\$21,354,732.31

How You Capture and Report Subcontractor Information

In addition to information contained in MyFloridaMarketPlace, the Department currently maintains a separate system for contract information and reporting. This system does not capture second tier spending for subcontractors. In specific situations, vendors provide data to the Department on subcontractor spending (for example, Office Depot does this with Magnetic Imaging Supplies remanufactured toner cartridges).

New Initiatives or Internal Procedures That Enhance Minority, Women and Service-Disabled Veteran Owned Businesses

New initiatives on the forefront are:

- 1) Dedicating a vendor communication advocate within Purchasing to develop opportunities and additional outreach to minority, women and service disabled veteran owned businesses;
- 2) Developing an internal intranet forum within the Department Webpage to promote minority business relationships and partnerships within purchasing guidelines and policies;