

Ken Lawson, Secretary

Rick Scott, Governor

October 28, 2013

Mr. Thad Fortune
Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, Florida 32399-0950

Subject: Fiscal Year 2013/2014 MBE Utilization Plan for the Department of Business and Professional Regulation

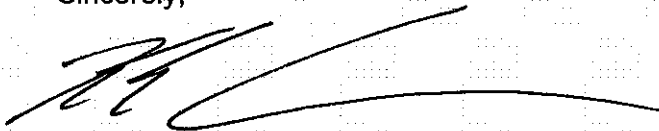
Dear Mr. Fortune:

I have attached the Fiscal Year 2013/2014 Minority, Service-Disabled Veteran and Women-Owned Business Enterprise Utilization Plan for the Department of Business and Professional Regulation.

Our agency is committed to the continuation of progressively implementing initiatives that are aligned with the Office of Supplier Diversity's guidance to afford significant opportunities for economic growth within the diverse business industry in the State of Florida.

If you have any questions or comments in regards to the utilization plan, please contact Diana Blue, who is the Purchasing Analyst at DBPR. She can be reached at 850.717.1372 or Diana.Blue@myfloridalicense.com.

Sincerely,



Ken Lawson, Secretary

Enclosures
cc: Director Ruth Dillard

Ken Lawson, Secretary

Rick Scott, Governor

**DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION
MINORITY, VETERANS AND WOMEN BUSINESS ENTERPRISES
BUSINESS PARTICIPATION PLAN**

1. Mission, Vision and Statement of Commitment for Enhancing Supplier Diversity

The Department of Business and Professional Regulation (DBPR) mission is to continue to demonstrate commitment and innovation through outreach, education and matchmaking activities to enhance supplier diversity. The vision of the Department is to continue to actively pursue a steady increase of participation with the minority, veterans and women-owned business community.

2. Senior official responsible for monitoring and implementing the agency plan including explanation on how progress is tracked and strategy adjusted if necessary:

The Bureau Chief of Purchasing, Tracy Pyke, has overall responsibility of the program. The Department has assigned Diana D. Blue, Purchasing Analyst, to fulfill the role of Agency Minority Business Enterprise (MBE) Coordinator.

Progress is tracked by means of a Summary of Certified Minority Vendor Activity Expenditure Report compiled by the MBE Coordinator from FLAIR. This report includes expenditure activities for CMBE, Non-CMBE, service-disabled veteran, and women-owned business enterprises. We encourage all users to solicit CMBE vendors in daily procurement activities whenever possible. Progress is also tracked through agency purchasing requisitions. If quotes are obtained for a requisition at least one must be from a minority vendor. If no minority vendors are available for that particular purchase, an explanation shall be included in the comments field of the requisition.

3. Agency proposal to establish programs or initiatives aimed at promoting the participation of minority, service-disabled veteran, and women-owned business enterprises, including those certified by OSD:

DBPR through the Bureau of Purchasing personnel currently utilizes key initiatives to ensure CMBE participation. The Bureau has internal policies and procedures that apply to a diverse expenditure program on the department's internal website.

The Bureau of Purchasing encourages participation of non MBEs by adding language onto direct orders to educate them about the OSD Certification Program. The OSD web link is also included.

The Department's website will be updated to include relevant information on contracting opportunities and contact information.

The Department's internal website is being updated to include promoting and educating Department employees on the importance of diversity in the procurement program and process.

The Department has added the OSD Certification web link onto the back of all licenses.

Participation will be promoted through education and direct assistance to all purchasing liaisons throughout the Department to encourage minority diversity in all contracting opportunities.

4. **Agency's proposed outreach activities targeting both certified and non-certified minority, service disabled veteran and women-owned business enterprises, informing them about available public contracting opportunities, and encouragement to seek work on public projects through the normal purchasing process for all businesses:**

DBPR representative will attend and support OSD sponsored activities held in the local area to advise minority vendors of upcoming opportunities and encourage their participation in procurement activities.

DBPR participates in outreach efforts at the annual MatchMaker Conference and Trade Show and other regional MatchMaker workshops, as the budget allows, reaching out to all businesses desiring to do business with DBPR.

5. **Agency planned programs to educate business owners in the various processes the agency uses and the steps the agency plans to take to ensure that these programs reach both certified and non-certified minority, service-disabled veteran and women-owned business enterprises;**

The Department's Purchasing Office will continue to encourage all business owners to check the State Vendor Bid System for potential procurement opportunities. The MBE Coordinator will assist all interested business owners with the Office of Supplier Diversity certification process and encourage business owners to continue to communicate with OSD to ensure they are receiving up-to-date information regarding potential business opportunities.

The Department will provide information to all business owners and encourage attendance of the regional and statewide conferences, trade fairs, and one-on-one sessions.

6. **Agency summary addressing past contracting success with minority, women and service-disabled veteran-owned business:**

CMBE VENDOR CODE	COMMODITIES	SERVICES
H - African American	102,645.00	831.42
I-Hispanic	5,444.68	178,117.50
J-Asian/Hawaiian	1,650.00	1200.00
K-Native American	126.55	18.15
M-American Woman	453,727.25	36,072.38
W-Service-Disabled Veteran	3,772.30	81.93
Total FY 12/13	\$567,365.78	\$216,321.38

7. **Agency process for capturing and reporting subcontractor utilization information;**

Currently there is no process in place for capturing subcontractor information. DBPR contractual services currently involve no sub-contractors.

8. **Agency's new initiatives or internal procedures that enhance minority, service-disabled veteran and women-owned business enterprises:**

The Department plans to develop an outreach program to be introduced via its intranet website. This new web program will provide information to DBPR employees on how to access Small, Minority, Service Disabled Veteran and Minority Non-Profit businesses for their purchasing needs.

The Department continues to develop an ongoing education program to ensure awareness among all DBPR employees. This education plan includes notifications to targeted employees, reminding and encouraging use of minority vendors.

The Department currently implements fee waivers for initial professional licenses, temporary licenses for military spouses and acceptance of military training for license qualification for service-disabled veterans. A Veterans Quality Circle, comprised of DBPR employee representatives, has been created to develop recommendations for assisting veterans in becoming new licensees and better utilizing DBPR.