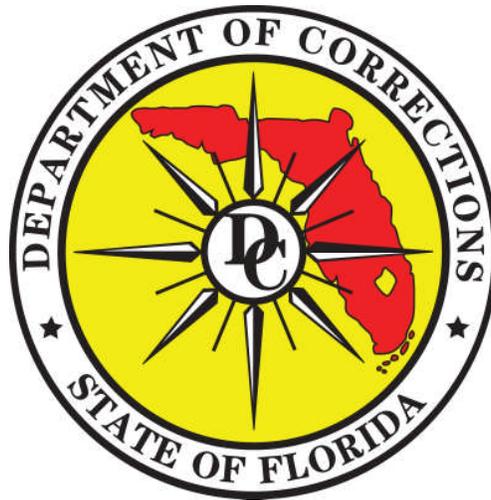


FLORIDA DEPARTMENT OF CORRECTIONS



MINORITY, WOMEN AND VETERAN-OWNED BUSINESS PARTICIPATION PLAN

FISCAL YEAR 2013 – 2014

**Michael D. Crews
Secretary**

FLORIDA DEPARTMENT OF CORRECTIONS
MINORITY, WOMEN AND VETERAN-OWNED
BUSINESS PARTICIPATION PLAN
Fiscal Year 2013-2014

I. Department of Corrections' overall mission, vision and statement of commitment for enhancing supplier diversity.

Mission: *To protect the public safety, to ensure the safety of Department personnel, and to provide proper care and supervision of all offenders under our jurisdiction while assisting, as appropriate, their re-entry into society.*

Vision: *To utilize effective and innovative correctional strategies that make Florida's Department of Corrections the best in the world.*

Pursuant to Chapter 945, F.S., the Department of Corrections is responsible for the care, custody, and control of the inmates, buildings, grounds, property and matters pertaining to facilities and programs for imprisonment, correction and rehabilitation of offenders. Additionally, the Department is responsible for the supervision of probationers and parolees in local communities and providing inmates and offenders the skills and tools needed for a successful re-entry into the community, thereby reducing recidivism while enhancing public safety and promoting post-release success. The Department is committed to equal opportunity and affirmative action in all of its functions.

The Department uses a large variety of products and services in maintaining the daily operation of the state's prison facilities. The commodities most often used include maintenance parts and supplies, construction materials, office furniture, technology supplies, canteen items, food products, security items and equipment and cleaning supplies. The contractual services most often utilized include drug treatment programs, equipment maintenance, construction management, educational training, information technology consulting, medical and other healthcare-related services.

The Department is committed to increasing staff awareness and promoting the use of minority, women and veteran-owned businesses in our procurement processes.

II. Department of Corrections' senior official responsible for monitoring and implementing this plan, tracking progress and adjusting strategy if necessary.

The agency's plan is implemented and monitored by the Office of Procurement & Contract Management, under the direction of the Chief of Staff. The Director of the Office of Procurement & Contract Management is responsible for day to day oversight of the agency's plan, including oversight of staff responsible for tracking progress, monitoring monthly expenditures and reporting subcontractor adjustments to the Office of Supplier Diversity.



Progress is tracked through a Key Performance Measure report to the Department's Executive Leadership Team and monthly tracking measures. The Director is also responsible for the oversight of analyzing data and trends and making recommendations on an on-going basis regarding ways to improve the Department's Minority, Women and Veteran-Owned Business Participation Plan and adjust strategies as necessary.

III. Department of Correction's proposal to establish programs or initiatives aimed at promoting minority, women and veteran-owned business participation.

The Department promotes participation of businesses owned by minorities, women and veterans by utilizing available resources to ensure that these entities are notified of procurement opportunities. In order to contact these businesses and increase their participation in procurement opportunities, the Department will:

- Encourage primary contractors to establish strategic alliances with businesses owned by minorities, women and veterans;
- Notify the Office of Supplier Diversity of competitive procurement opportunities;
- Participate in outreach activities and one-on-one meetings with vendors;
- Identify and monitor contracts for participation by these businesses;
- Assure all procurement staff continually seek, identify and assist these businesses; and
- Stress enhanced participation with all procurement staff.

IV. Department of Correction's outreach activities targeting both certified and non-certified minority business enterprises, informing them about available public contracting opportunities and encouraging them to seek work on public projects through the normal purchasing process for all businesses.

The Department of Corrections continues to promote the participation of certified minority, women and veteran-owned businesses by ensuring that each person involved in procuring commodities and services for the Department is aware of this plan, and the importance of providing these business partners the opportunity of doing business with the Department and the State of Florida. The Department continues to make efforts to identify businesses owned by these entities to increase the pool of qualified vendors to participate in the State of Florida's procurement opportunities. This is accomplished through attending workshops, conferences, matchmakers and trade fairs; participating in monthly working groups with procurement staff from other state agencies led by the Office of Supplier Diversity; monitoring expenditure reports in the state accounting system FLAIR; and seeking quotes from qualified businesses for non-competitive procurements.



The Department demonstrates a good faith effort to increase awareness and understanding of the procurement process by these businesses by conducting educational outreach efforts. This is accomplished through:

- Providing assistance to vendors on how to prepare and respond to competitive and non-competitive opportunities;
- Providing guidance to vendors on the registration process in MyFloridaMarketPlace and the Vendor Bid System;
- Participating in seminars to explain general and specific conditions and other requirements of bid documents;
- Requesting assistance, when needed, from the Office of Supplier Diversity in organizing, planning and releasing bids; and
- Advising these businesses of the assistance available from the Office of Supplier Diversity; and
- Participating in conferences, trade fairs, seminars and workshops held around the state.

V. Department of Correction's planned programs to educate business owners about the various processes the agency uses and the steps taken to ensure that these programs reach both certified and non certified minority, women and veteran-owned businesses.

The following steps are taken to assure businesses owned by both certified and non-certified minorities, women and veterans are aware of the Department's commitment to the program:

- Posting the plan and other state procurement guidelines on the Department of Corrections internet page;
- Staff support and participation in outreach efforts and events;
- Staff participation at MatchMaker workshops and educational programs;
- Tracking of spending with minority, women and veteran-owned businesses; and
- Providing assistance to vendors with registration in MyFloridaMarketPlace and the Vendor Bid System.

VI. Summary addressing past contracting success with certified minority, women and veteran-owned businesses, including a breakdown of purchasing dollars spent during the previous fiscal year with these businesses and future projected targets.

During Fiscal Year 2012-13 the Department of Corrections spent \$22.2 million with certified minority, women and veteran-owned businesses and \$28.7 million with non-certified minority, women and veteran-owned businesses. The Department of Corrections also performs all purchasing functions for the Florida Parole Commission. The following charts provide a summary of spending with both certified and non-certified businesses.



CERTIFIED SPENDING FOR FY 2012-13*

	Department of Corrections	Parole Commission
H – African American	\$6,753,354	\$436
I – Hispanic	\$224,667	\$0
J – Asian/Hawaiian	\$681,145	\$0
K – Native American	\$520,997	\$0
M – American Woman	\$14,005,962	\$10,770
W – Veteran	\$48,556	\$0
TOTAL	\$22,234,681	\$11,206

*See Attachments 1 and 2 which outline spending by Business Classification and Industry for the Department of Corrections.

NON-CERTIFIED SPENDING FOR FY 2012-13

	Department of Corrections	Parole Commission
N – African American	\$2,856,865	\$894
O – Hispanic	\$13,629,382	\$643
P – Asian/Hawaiian	\$3,260,138	\$2,118
Q – Native American	\$155,617	\$1,252
R – American Woman	\$4,187,509	\$11,229
Y – Veteran	\$4,639,258	\$465
TOTAL	\$28,728,769	\$16,601

Department of Corrections expenditures with these businesses included the areas of construction management, construction materials, medical supplies and services, IT consultant services and equipment, substance abuse and faith-based institutional programs, re-entry programs, security equipment, and others. Reduced spending with certified minority, women and veteran-owned businesses this fiscal year was a result of a decrease in construction projects and negotiated cost reductions for service contracts. The department will continue to provide outreach and assistance to minority, women and veteran-owned businesses in all areas in an effort to maximize participation and expenditures.

VII. Department’s process for capturing and reporting subcontractor information.

The Department of Corrections captures subcontractor information by requesting prime contractors to submit monthly reports to the Department where it is summarized and submitted to the Office of Supplier Diversity for inclusion in FLAIR as adjustments. Once adjustments are reported in FLAIR, the following month’s report is reviewed by Department staff to assure proper adjustments were included.



VIII. New initiatives or internal procedures that enhance minority, women and service-disabled veteran-owned businesses.

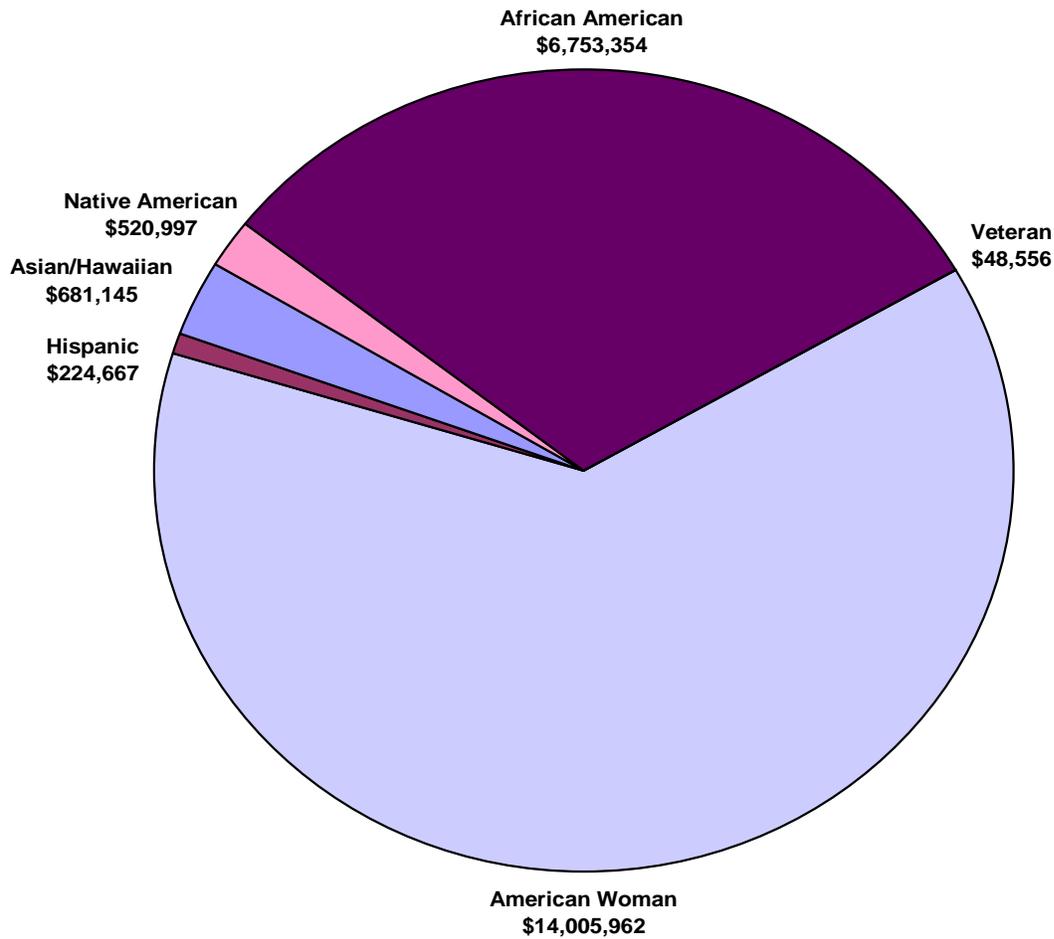
The Department of Corrections continues to promote the use of minority, women and veteran-owned businesses by:

- Encouraging non-certified vendors to become certified through the Office of Supplier Diversity, if eligible;
- Keeping the Department's public website updated to include additional resources and links to the Office of Supplier Diversity;
- Encouraging prime contractors to become involved with the Department of Supplier Diversity's Mentor Protégé Program;
- Participating in outreach efforts and workshops which provide training to vendors on how to do business with the State of Florida; and
- Establishment of measures to capture data on a monthly basis documenting outreach efforts and successes with small businesses including minority, women and veteran-owned businesses (see Attachment 3 for outreach measures).

Note: Although this plan specifically addresses the Department of Corrections, it is also to be referenced for the Florida Parole Commission (FPC) as the Department of Corrections' procurement staff processes all purchase requests submitted by the FPC.



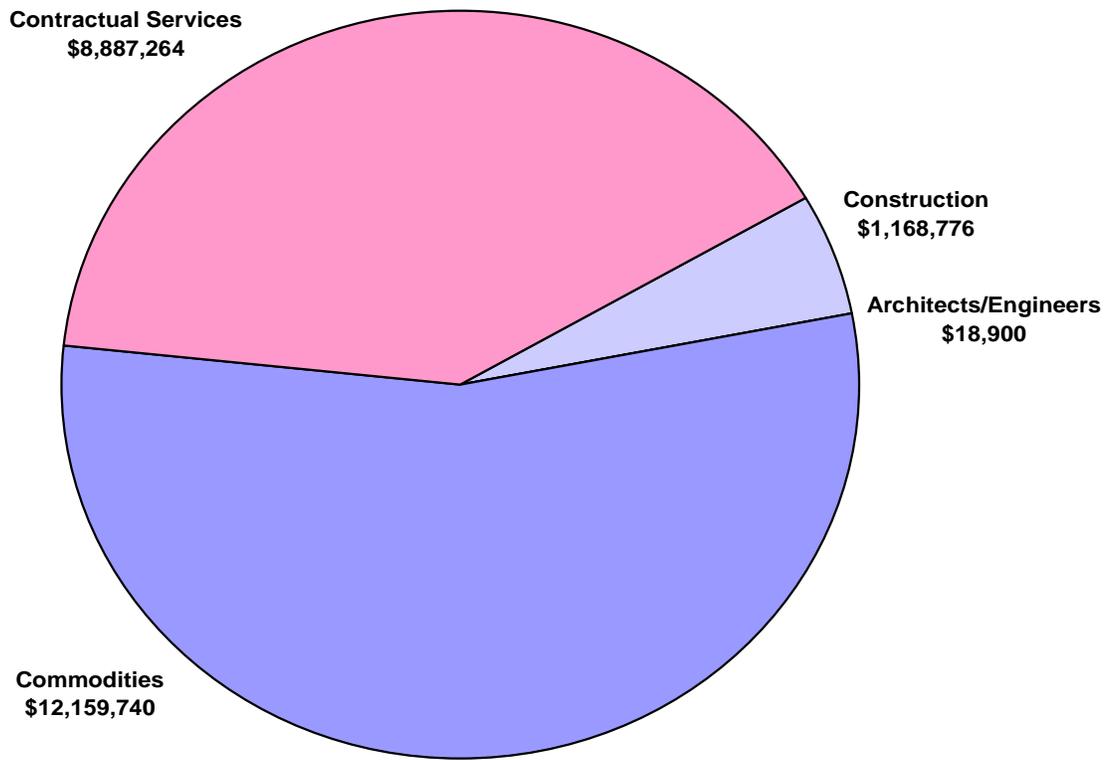
Florida Department of Corrections Certified Minority Spending by Business Classification FY 2012-13



Note: Expenditures referenced on this chart include purchases made by prime contractors to certified minority vendors totaling \$6.5 million.



Florida Department of Corrections Certified Minority Spending by Industry FY 2012-13



Note: Expenditures referenced on this chart include purchases made by prime contractors to certified minority vendors totaling \$6.5 million.



Monthly Tracking Measures for Minority Outreach

- Number of RFQ's sent to MBEs
- Number of vendors assisted with "Doing Business with DC"
- Number of vendors referred to OSD for possible certification
- Number of conferences/workshops/seminars attended by staff
- Number of vendors met with at conferences/workshops/seminars
- Number of purchase orders issued to MBEs
- Number of formal procurements sent to MBEs
- Number of formal procurements sent to OSD for review
- Number of formal procurements awarded to MBEs

MBEs refers to small businesses including minority, women and veteran-owned businesses

