

FLORIDA DEPARTMENT OF EDUCATION



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November 7, 2013

Ms. Erin Rock
Chief of Staff
Department of Management Services
4050 Esplanade Way
Tallahassee, FL 32399-0950

RE: Business Participation Plan

Dear Ms. Rock:

The Florida Department of Education (the Department) strives to achieve equity in contracting for all small businesses including minority-, veterans and women-owned business enterprises. In response to your letter dated September 27, 2013, to Pam Stewart, Commissioner, the following plan is provided on behalf of Commissioner Stewart:

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

Our Mission

The mission of Florida's K-20 education system is to increase the proficiency of all students within one seamless efficient system, by allowing them the opportunity to expand their knowledge and skills through learning opportunities and research valued by students, parents and communities.

- Highest student achievement
- Seamless articulation and maximum access
- Skilled workforce and economic development
- Quality efficient services

MARTHA K. ASBURY
ASSISTANT DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

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Our Vision

Our vision is that Florida will have an efficient world-class education system that engages and prepares all students to be globally competitive for college and careers.

The Department's mission and vision are supported by placing a strong infrastructure behind the schools, educators and students of Florida; in this particular instance, via the Department's business model of a firm commitment to competitive bidding and the availability of multiple vendors. The Department has long made a goal of achieving equity in contracting with small businesses, including minority-, women-, and service-disabled veteran-owned business enterprises. The Department demonstrates its commitment to increasing and enhancing supplier diversity by:

- Providing minority-, women-, and service-disabled veteran-owned businesses inclusion in the procurement process.

In the years to come, the Department's vision and goal is to increase the number of minority-, women-, and service-disabled veteran-owned businesses that it contracts with and to increase spending with these businesses.

- Providing training to agency purchasing liaisons.

The Department is committed to continuously educating agency personnel on procurement practices that allow minority-, women-, and service-disabled veteran-owned businesses the opportunity to compete on all procurements possible.

- Providing businesses with the opportunities to expand their knowledge of doing business with the state and the Department.

The Department is committed to providing the knowledge needed for minority-, women-, and service-disabled veteran owned businesses to succeed in transacting business with the Department.

(2) Senior Official Responsible for Monitoring and Implementing Plan (explain how progress is tracked and adjust strategy, is needed)

- Janice Brown, Director; Office of Contracts and Procurement Services

The Director of the Office Contracts and Procurement Services is the senior official responsible for monitoring and implementing the Department's Business Participation Plan. The Director monitors spending on a monthly and quarterly basis using reports from the Department of Financial Services' database. In the event spending is not on target, analyses are done to determine the cause with appropriate follow-up to get back on track.

- Martha K. Asbury; Assistant Deputy Commissioner for Finance and Operations

The Assistant Deputy Commissioner for Finance and Operations is constantly available to the Director of Procurement Services and continually involved with monitoring and implementation of the Business Participation Plan.

(3) Programs and Initiatives aimed at promoting minority-, women-, and service-disabled veteran-owned business participation

- Reaching out beyond current technology to make sure minority-, women-, and service-disabled veteran-owned businesses are made aware of potential opportunities for prime contracting as well as subcontracting.
- Training contract managers and purchasing liaisons regarding their role in the Department's Diversity on Contracting Initiative.

(4) Department of Education's Proposed Outreach Activities

- The Department will participate in matchmaker conferences and other matchmaking opportunities. At these events we will participate in one-on-one sessions during which Department staff will instruct vendors on how to locate advertised bid opportunities; navigate the Department's website; locate other procurement entities, such as school districts, community colleges and universities - which are not under the Department's procurement authority; and doing business with the state.
- The Department will include language in all formal procurements that informs potential primary contractors on how to locate certified small businesses and ask that they be considered for subcontracting opportunities.
- The Department, when conducting formal procurements, will notify the Office of Supplier Diversity (OSD) to assist in making sure small businesses are informed of the opportunities.
- The Department will continue to attach a Subcontractor Utilization form to each contract. This Subcontractor Utilization form encourages prime contractors to report certified subcontractor expenditures along with each invoice.
- The Department will continue to post its 90-day Spending Plan on the Department's website as well as providing it to be posted on the OSD website. This tool provides small businesses, including minority-, women-, and service-disabled veteran-owned business enterprises information on upcoming spending opportunities and contact information directly to the office that anticipates making the purchase.

(5) Programs to Educate Business Owners

- Participation in OSD-sponsored matchmaker events and meeting on-on-one with business representatives
- Participation in matchmaker conferences throughout the year. Department staff will use these opportunities to meet with small businesses, including minority-, women-, and service-disabled veteran-owned business enterprises face to face, present general and targeted information to them and answer any questions they may have regarding doing business with the State and the Department of Education.
- Instructing non-minority prime contractors on how to locate potential certified minority subcontractors.
- Providing OSD with information regarding potential bidding or subcontracting opportunities.
- Small businesses, including minority-, women-, and service-disabled veteran-owned business enterprises may contact the Procurement Director to schedule a meeting to discuss how the Department does business and locating bidding opportunities.

(6) Summary of Past Contracting Success

The department's past contracting success with minority, service-disabled veteran, and women owned business enterprises (including a breakdown of purchasing dollars spent during the previous fiscal year) summarized below.

<u>Certified MBE Code</u>	<u>FY 12/13 Contracted Dollar Amount</u>
H-African American	\$ 123,923.68
I-Hispanic	\$ 703,999.48
J-Asian/Hawaiian	\$ 2,891,793.33
K-Native American	\$ 966.20
M-Non-Minority Women	\$ 3,964,172.08
W-Service-disabled Veteran	\$ 66,829.04
TOTAL CERTIFIED	\$ 7,751,683.81

FY 12/13 Expenditures increased by 79% over FY 11/12.

The department anticipates exceeding the above contracted dollars in the upcoming fiscal year.

(7) Method for Capturing and Reporting Subcontractor Information

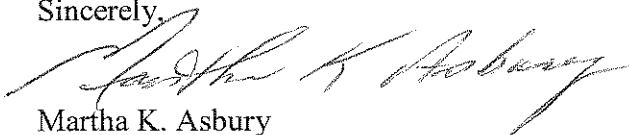
- In all formal procurements and contracts, the Department encourages completion of a Minority Subcontractor Utilization Report. This form is submitted with each invoice by contractors reporting dollars paid to certified minority subcontractors.
- The procurement office collects subcontractor utilization data and will report it to the OSD, which then makes the necessary adjustments in the Department of Financial Services database.
- Dollars spent with subcontractors for the Office Consumables state contract are reported to the Department and to the OSD. The OSD makes the necessary adjustment in the Department of Financial Services database.
- On a quarterly basis the Department of Education collects 3rd tier small businesses, including minority-, women-, and service-disabled veteran-owned business enterprise spend data from the Office of Early Learning Coalitions. This data will be provided to the OSD who makes the necessary adjustments in the Department of Financial Services database.

(8) New Initiatives and/or Internal Operating Procedures enhancing MBE efforts

- Procurement staff provides information to certified vendors or OSD when there are potential opportunities for subcontracting where existing technology does not identify these vendors.
- Internal procedures require that at least one minority-, women-, and service-disabled veteran-owned business be contacted for a quote with each informal bidding opportunity; otherwise, justification must be provided to explain why it is not included.
- The Department will utilize the enhancement to the MyFlorida eQuote system to identify potential minority, women or service-disabled veteran business when seeking eQuotes for purchases.

I am confident this information will be helpful to you. Please feel free to contact me (David.Guido@fldoe.org, 850-245-0735) or Janice Brown (Janice.Brown@fldoe.org 850-245-0819) if you have additional questions.

Sincerely,



Martha K. Asbury
Assistant Deputy Commissioner
Finance and Operations

cc: Linda Champion
Janice Brown