



**Minority, Women-Owned and Florida Veteran
Business Enterprise Plan**

Fiscal Year 2013-2014

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Mission

The Department of Highway Safety and Motor Vehicles (DHSMV) strives to create sound business relationships, strengthen economic development and viability for Certified Minority Business Enterprises while providing a value-added approach that increases competition to ensure the best use of Department funds.

Vision

To be a leader in supplier diversity among state agencies within Florida by having a positive impact on the economic growth and viability of Certified Minority Business Enterprises.

Statement of Commitment

The Department is committed to maintaining current partnerships and establishing new partnerships with Florida's minority business community. DHSMV ensures that small and minority businesses are afforded the opportunity to participate in the competitive selection process for any commodity or service where they offer products or business solutions. Knowledgeable procurement staff members participate in outreach sessions and one-on-one meetings to educate and assist these businesses with both responding to solicitations and where to focus their marketing efforts.

Objective Statement

The Department of Highway Safety and Motor Vehicles seeks to increase its utilization of contracts with Certified Minority Business Enterprises (CMBEs). To be successful, we have established the following objectives:

- Encourage the participation of CMBEs in formal and informal bid solicitations.
- Provide a means for vendors to report the use of CMBE subcontractors in all bid solicitations.
- Alert CMBEs of upcoming formal solicitations.
- Alert the Office of Supplier Diversity of upcoming formal solicitations.
- Foster relationships with CMBEs by providing information about DHSMV contacts to both the Matchmaker and National Institute of Governmental Purchasing (NIGP) Trade Shows.
- Educate end users on Office of Supplier Diversity (OSD) resources to identify CMBEs.
- Promote and enhance CMBE participation within the procurement process during leadership team meetings and purchasing training sessions.
- Require that all requestors of commodities and services first solicit CMBE vendors when available.

DHSMV recognizes the value of a diverse supplier base and its impact on both the business community and population at large. In recognition of this fact, the Department has developed this Minority Business Plan to ensure that it continues to creatively seek new supplier sources to fulfill the business opportunities at the Department and that minority, women-owned and Florida veteran business enterprises are given the opportunity to compete for business opportunities.

Minority Business Enterprise Participation Initiative

DHSMV has established a Minority Business Program. This program is designed to vigorously seek out, identify, and use state and locally-certified minority, women-owned and Florida veteran business enterprises that provide goods/services purchased by the Department. Through our work with federal and state councils, we seek to develop mutually beneficial partnerships with businesses that thoroughly represent the make-up of the communities we serve. The senior official responsible for monitoring and implementing this plan is the Bureau Chief of the Purchasing and Contracts.

Reports: The Annual Business Participation Plan is prepared by the DHSMV Bureau of Purchasing and Contracts CMBE Liaison and submitted to the Florida Office of Supplier Diversity. Copies of the plan are shared with the DHSMV executive staff. In addition, the Bureau of Purchasing and Contracts tracks each month's spend with certified minority vendors.

Solicitation Review Process: The Bureau Chief of Purchasing and Contracts reviews all formal bids before public solicitation. During this review the Bureau Chief:

- Requires the procurement agents to include minority, women-owned and Florida veteran business enterprises in the contact list,
- Instructs the procurement agents to contact minority, women-owned and Florida veteran business enterprises to alert them of the opportunity to bid,
- Ensures that the Department of Management Services, Vendor Bid System website contains detailed and current information in reference to any active solicitations, and,
- Ensures that a courtesy copy of all formal solicitations is sent to the Florida Office of Supplier Diversity as soon as the solicitation is advertised.

Informal Quotations: All informal quotations not subject to the bid requirement will, to the extent possible, include minority, women-owned and Florida veteran business enterprise participation. The Bureau of Purchasing and Contracts offers regular input into the vendor selection process. The program areas and Florida Highway Patrol Troops are encouraged to submit the names and addresses of known CMBE suppliers so that they can be added to the selection list of vendors that have been identified as underutilized.

Department of Highway Safety and Motor Vehicles Minority Participation

The Department's CMBE goal for money spent utilizing CMBEs for Fiscal Year 2012/2013 was \$3,827,559.64. The Department achieved 43% of this goal for a total spend of \$1,643,933.99. The Department's CMBE goal for Fiscal Year 2013/2014 is set at \$847,022.84*.

*This goal may be revised if additional budget reductions by the Legislature occur.

Minority Business Enterprise Liaison

Duties and Responsibilities:

The Minority Business Liaison will assist the Department, program areas and Troops to achieve successful compliance with the State of Florida Office of Supplier Diversity. The Liaison will accomplish this task through consulting, training, developing/administering policies and/or procedures, and coordinating bids.

The Liaison will aggressively seek out and identify minority, women-owned and Florida veteran business enterprises that provide goods and services that the Department purchases and shall disseminate this information throughout the Department.

Outreach activities include/have included:

1. Participation in the Matchmaker Conference (Nov. 16-18, 2011) sponsored by the Office of Supplier Diversity in Orlando, Florida.
 - Participated in one-on-one sessions with individual CMBE firms.
 - Attended seminars on promoting CMBE involvement.
 - Attended the CMBE trade fair.
2. Regional Matchmaker Conference (September 26, 2013) sponsored by the Office of Supplier Diversity in Tallahassee, Florida.
 - Unable to attend the conference but obtained the list of CMBE firms interested in one-on-one sessions with DHSMV. We have contacted these firms to still provide a session with each.
3. Participation in the upcoming Matchmaker Conference (Spring of 2014) sponsored by the Office of Supplier Diversity in Orlando, Florida.
 - Will participate in one-on-one sessions with individual CMBE companies.
 - Will attend CMBE trade fair.
4. Notifying the Office of Supplier Diversity of all DHSMV solicitations and provides direct links of each solicitation.
5. Notifying CMBE firms of upcoming solicitations and provides contact information for their inquiries.
6. Contacting potential CMBE vendors about upcoming solicitations.

Purchasing Services Responsibility:

The Liaison will be responsible for developing, maintaining and monitoring minority business activity in the Department's Bureau of Purchasing and Contracts. Duties consist primarily of the following:

- Developing, recommending and implementing policies/procedures that promote and enhance the use of minority, women-owned and Florida veteran business enterprises, suppliers and subcontractors,
- Reviewing all formal bids and request for proposals before solicitation to ensure business participation by supplementing each Purchasing Officer's bid list with applicable minority, women-owned and Florida veteran business enterprises,
- Compiling and distributing CMBE directories from the state and local government to Purchasing Officer's and Bureau requestors; and,
- Monitoring bid tabulation sheets to verify participation of minority, women-owned and Florida veteran business enterprises.

Identification of Minority, Women-Owned and Florida Veteran Business Enterprises:

The Minority Business Liaison will actively identify and recruit minority, women-owned and Florida veteran business enterprises with the goal of allowing genuine opportunity for business involvement. The Liaison will identify commodities and contractual services that could be provided by minority, women-owned and Florida veteran business enterprises. The following techniques will be used to increase public awareness that the Department is committed to increasing minority, women-owned and Florida veteran business enterprise involvement:

- Attendance and participation in major business trade fairs, seminars and workshops in Florida.
- Conduct minority, women-owned and Florida veteran business enterprise site visits to learn more about their capabilities and to explain the procurement process at the Department.
- Advertisement in appropriate business publications.

Recognition of Minority, Women-Owned and Florida Veteran Business Enterprise Subcontractors:

The Department implemented a reporting mechanism to collect and track minority, women-owned and Florida veteran business enterprise involvement. The mechanism is in the form of an attachment to all formal solicitations the Department advertises which will allow the winning vendor to report track minority, women-owned and Florida veteran business enterprise subcontractor use.

Marketing Minority, Women-Owned and Florida Veteran Business Enterprises:

The Minority Liaison will be responsible for conducting activities designed to promote and introduce small businesses to the Department's end-users and purchasing agents. Activities may include:

- Promotion availability of DHSMV solicitations via the Internet.
- Promotion of minority, women-owned and Florida veteran business enterprises among Department end-users and purchasing agents through training and education.
- Presentations to offer vendors opportunities to establish relationships with DHSMV purchasing coordinators.

Partnerships:

Below is a list of some of the Department's partnerships with Minority, Women-Owned and Florida Veteran business enterprises:

- Tower Construction
Construction Services
- Red Enterprises
Promotional Products
- Pinson Communications
Communications
- ISOCORP
IT Services
- AAJ Computer Services Inc.
IT Services
- Solo Printing
Printing Services
- Associated Services & Supplies
Janitorial Services
- Accent Office Interiors
Furniture
- Dawil Components
Electronic Products
- Office Depot
Office Supplies
- Veterans Cleaning Service of
Gainesville, Inc.
- Vitaver & Associates, Inc.
- Migual Lopez.J, Inc.
- Kyra Infotech, Inc.
- United Data Technologies, Inc.
IT Services
- Express Printing & Copying
- Federal Eastern International, Inc.
- Crown Electric of South Florida, Inc.
- Dammel Cleaning Enterprise, Inc