



RICK SCOTT
GOVERNOR

STATE OF FLORIDA

Office of the Governor

THE CAPITOL
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October 28, 2013

Mr. Thad Fortune
Office of Supplier Diversity
Dept. of Management Services
4050 Esplanade Way, Suite 380
Tallahassee, Fl 32399-0950

Dear Mr. Fortune:

Attached is the Business Participation Plan for the Executive Office of the Governor. Both the activities plan and summaries of the agency's 2012-2013 diversity spending activity are included.

Please contact either Catherine Heth or myself at 850-717-9210 if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dawn Hanson", with a long, sweeping flourish extending to the right.

Dawn Hanson
Administration Director

**Executive Office of the Governor
Business Participation Plan
2013 - 2014 Fiscal Year**

The Executive Office of the Governor (EOG), as a State of Florida agency, conducts its internal business operations consistent with statutory requirements and the Governor's goals and objectives. The EOG is committed to furthering the Governor's mission of economic development including opportunities for minority-, service-disabled veteran- and women-owned business enterprises.

The EOG Business Participation Plan has two primary parts:

- A. Internal agency plans and actions to continue encouraging contracting diversity
- B. External and outreach activities focusing on access to the EOG and State of Florida procurement.

The Attachment, Summary of Certified Minority Vendor Activity, is the final State of Florida accounting system report for the fiscal year 2012-13 spending by the EOG.

A. Internal Agency Plan and Actions

The EOG's plan is to improve procurement diversity through an on-going and consistent effort. The procurement and payment roles are overseen by EOG's Administration Office under the leadership of Dawn Hanson as Director. She is responsible for monitoring EOG compliance with statutory and rule requirements while making sound business decisions. Among administration staff, contracting for goods and services is the primary responsibility of Catherine Heth, Purchasing Director, including vendor diversity and outreach. The responsibility for proper and prompt payment rests with Kelley Sasso, Finance and Accounting Director. Efficient state procurement combined with prompt and accurate payment encourages small businesses to seek economic opportunities with State of Florida agencies.

Internally, EOG staff solicits competitive prices from vendors through open market price quotes and Department of Management Services' state term contracts. The EOG strives to follow good business practices and is also required by law to use state term contracts and appropriate competitive solicitations. Seeking diversity in EOG's procurement activities is a priority.

The following is a selected list of methods used by the EOG to focus attention on internal, day-to-day practices and their impact on diversity.

1. Assist other staff with vendor contact information and reinforce the expectation of including diverse companies in all quotes or research.
2. Attentive review of buying request for ways to encourage diversity while getting the best value for the agency in all transactions. The EOG disbursement records are also reviewed for possible ways to increase participation either through direct contracting or subcontracting opportunities.

3. On-going review of disbursements to increase prompt payment procedures, to ensure internal coding of payments in the State accounting system accurately reflects the transaction, etc.
4. Prepare analyses as requested by the Office of Supplier Diversity (OSD) regarding projected contracting and buying opportunities.
5. Explore new agency opportunities for subcontractor diversity in State and Federal Financial Assistance projects, public/private partnership programs and contractual services agreements.
6. Obtain subcontractor spending reports from the EOG project managers. Currently, the EOG managers send subcontractor spending reports to the Administration Office by email or copies. The Purchasing Director monitors receipt and obtains missing documents through the project managers. The Purchasing Director verifies the subcontractor information and manually submits the agency's adjustment requests to the OSD.
7. Include minority-, service-disabled veteran- and women-owned business enterprises in pricing solicitations whether conducted by the Administration Office or another agency unit. These solicitations may be formal or informal, in the open marketplace or between State of Florida term contractors and authorized resellers.

B. External and Outreach Activities

External activities target improved participant diversity in the procurement process through more transparency and access to solicitations and decision-makers. The following are methods used to recruit small businesses to participate in EOG and State of Florida procurement. In general, these activities are aimed at finding more sources or businesses, educating business owners on agency and State of Florida practices and procedures, etc.

1. Participate in outreach events organized by the OSD or other public and private sector organizations as staffing and available resources allow. These events may include regional or statewide trade fairs or "matchmaker" conferences.
2. Participate in the Statewide Diversity Working Group organized by OSD.
3. Encourage businesses including minority-, service-disabled veteran- and women-owned enterprises to register to do business with the State of Florida, contact OSD for certification information and to pursue other State of Florida opportunities.

CONSTRUCTION CONTRACTS MV TYPE	CURRENT MONTH VO.	MONTH AMOUNT	YEAR TO DATE TRAVEL AMOUNT	DMS ADJUSTMENTS	VO.	YEAR TO DATE TOTALS AMOUNT	GOAL	% OF GOAL
BUSINESS CLASSIFICATION								
A.NON-MINORITY	0	0.00	0.00	0.00	0	0.00	0.00	0.00
B.SMALL BUS ST	0	0.00	0.00	0.00	0	0.00	0.00	0.00
C.SM BUS FED	0	0.00	0.00	0.00	0	0.00	0.00	0.00
D.MBE FED.	0	0.00	0.00	0.00	0	0.00	0.00	0.00
E.GOV'T AGEN	0	0.00	0.00	0.00	0	0.00	0.00	0.00
F.NON-PROF ORG	0	0.00	0.00	0.00	0	0.00	0.00	0.00
G.P.R.I.D.E	0	0.00	0.00	0.00	0	0.00	0.00	0.00
L.SER DIS VET	0	0.00	0.00	0.00	0	0.00	0.00	0.00
NON-MBE SUBTTL	0	0.00	0.00	0.00	0	0.00	0.00	0.00
CERTIFIED MBE								
H.AFRICAN AMER	0	0.00	0.00	0.00	0	0.00	0.00	0.00
I.HISPANIC	0	0.00	0.00	0.00	0	0.00	0.00	0.00
J.ASIAN/HA	0	0.00	0.00	0.00	0	0.00	0.00	0.00
K.NATIVE AMER	0	0.00	0.00	0.00	0	0.00	0.00	0.00
M.AMER WOMAN	0	0.00	0.00	0.00	0	0.00	0.00	0.00
W.SER.DIS.VET	0	0.00	0.00	0.00	0	0.00	0.00	0.00
CERT MBE SUBTTL	0	0.00	0.00	0.00	0	0.00	0.00	0.00
NON-CERTIFIED MBE								
N.AFRICAN AMER	0	0.00	0.00	0.00	0	0.00	0.00	0.00
O.HISPANIC	0	0.00	0.00	0.00	0	0.00	0.00	0.00
P.ASIAN/HA	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Q.NATIVE AMER	0	0.00	0.00	0.00	0	0.00	0.00	0.00
R.AMER WOMAN	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Y.SER.DIS.VET	0	0.00	0.00	0.00	0	0.00	0.00	0.00
NON-CERT SUBTTL	0	0.00	0.00	0.00	0	0.00	0.00	0.00
NON-PROFIT ORGANIZATION								
S.MIN BOR DIRS	0	0.00	0.00	0.00	0	0.00	0.00	0.00
T.MIN EMPLOYEES	0	0.00	0.00	0.00	0	0.00	0.00	0.00
U.MIN COMM SVD	0	0.00	0.00	0.00	0	0.00	0.00	0.00
V.OTHER N-PROF	0	0.00	0.00	0.00	0	0.00	0.00	0.00
N-PROFIT SUBTTL	0	0.00	0.00	0.00	0	0.00	0.00	0.00
OTHER CLASSIFICATION								
Z.NO SELECTION	0	0.00	0.00	0.00	0	0.00	0.00	0.00
OTHER SUBTTL	0	0.00	0.00	0.00	0	0.00	0.00	0.00

06/2013

ARCHITECTS / ENGINEERS MV TYPE	YEAR TO DATE		YEAR TO DATE		GOAL	% OF GOAL
	VO.	AMOUNT	VO.	TOTALS		
BUSINESS CLASSIFICATION						
A. NON-MINORITY	0.00	0.00	0.00	1	9,159.00	0.00
B. SMALL BUS ST	0.00	0.00	0.00	1	5,180.25	0.00
C. SM BUS FED	0.00	0.00	0.00	0	0.00	0.00
D. MBE FED.	0.00	0.00	0.00	0	0.00	0.00
E. GOV'T AGEN	0.00	0.00	0.00	0	0.00	0.00
F. NON-PROF ORG	0.00	0.00	0.00	0	0.00	0.00
G. P.R. I.D.E	0.00	0.00	0.00	0	0.00	0.00
L. SER DIS VET	0.00	0.00	0.00	0	0.00	0.00
NON-MBE SUBTTL	0.00	0.00	0.00	2	14,339.25	0.00
CERTIFIED MBE						
H. AFRICAN AMER	0.00	0.00	0.00	0	0.00	0.00
I. HISPANIC	0.00	0.00	0.00	0	0.00	0.00
J. ASIAN/HA	0.00	0.00	0.00	0	0.00	0.00
K. NATIVE AMER	0.00	0.00	0.00	0	0.00	0.00
M. AMER WOMAN	0.00	0.00	0.00	0	0.00	0.00
W. SER. DIS. VET	0.00	0.00	0.00	0	0.00	0.00
CERT MBE SUBTTL	0.00	0.00	0.00	0	0.00	0.00
NON-CERTIFIED MBE						
N. AFRICAN AMER	0.00	0.00	0.00	0	0.00	0.00
O. HISPANIC	0.00	0.00	0.00	0	0.00	0.00
P. ASIAN/HA	0.00	0.00	0.00	0	0.00	0.00
Q. NATIVE AMER	0.00	0.00	0.00	0	0.00	0.00
R. AMER WOMAN	0.00	0.00	0.00	0	0.00	0.00
Y. SER. DIS. VET	0.00	0.00	0.00	0	0.00	0.00
NON-CERT SUBTTL	0.00	0.00	0.00	0	0.00	0.00
NON-PROFIT ORGANIZATION						
S. MIN BOR DIRS	0.00	0.00	0.00	0	0.00	0.00
T. MIN EMPLOYEES	0.00	0.00	0.00	0	0.00	0.00
U. MIN COMM SVD	0.00	0.00	0.00	0	0.00	0.00
V. OTHER N-PROF	0.00	0.00	0.00	0	0.00	0.00
N-PROFIT SUBTTL	0.00	0.00	0.00	0	0.00	0.00
OTHER CLASSIFICATION						
Z. NO SELECTION	0.00	0.00	0.00	0	0.00	0.00
OTHER SUBTTL	0.00	0.00	0.00	0	0.00	0.00

EXECUTIVE OFFICE OF THE GOVERNOR
SUMMARY OF CERTIFIED MINORITY VENDOR ACTIVITY
06/2013

COMMODITIES MV TYPE	CURRENT MONTH VO.	MONTH AMOUNT	YEAR TO DATE		DMS ADJUSTMENTS	YEAR TO DATE		GOAL	% OF GOAL
			TRAVEL AMOUNT	VO.		TOTALS VO.	AMOUNT		
BUSINESS CLASSIFICATION									
A. NON-MINORITY	359	18,350,385.79	0.00	0.00	0.00	3982	192,447,016.30		
B. SMALL BUS ST	6	34,620.34	0.00	0.00	0.00	41	289,685.93		
C. SM BUS FED	2	630.80	0.00	0.00	0.00	8	4,724.20		
D. MBE FED.	0	0.00	0.00	0.00	0.00	0	0.00		
E. GOV'T AGEN	7	599,289.90	0.00	0.00	0.00	51	2,473,395.76		
F. NON-PROF ORG	0	0.00	0.00	0.00	0.00	0	0.00		
G. P.R.I.D.E	0	0.00	0.00	0.00	0.00	0	0.00		
L. SER DIS VET	0	0.00	0.00	0.00	0.00	0	0.00		
NON-MBE SUBTTL	374	18,984,926.83	0.00	0.00	0.00	4082	195,214,822.19		
CERTIFIED MBE									
H. AFRICAN AMER	0	0.00	0.00	0.00	0.00	8	176,965.20		
I. HISPANIC	1	420.00	0.00	0.00	0.00	7	6,970.50		
J. ASIAN/HA	0	0.00	0.00	0.00	0.00	0	0.00		
K. NATIVE AMER	0	0.00	0.00	0.00	0.00	1	28.90		
M. AMER WOMAN	3	5,403.30	0.00	0.00	0.00	16	35,993.02		
W. SER. DIS. VET	0	0.00	0.00	0.00	0.00	1	5,573.50		
CERT MBE SUBTTL	4	5,823.30	0.00	0.00	0.00	33	225,531.12		
NON-CERTIFIED MBE									
N. AFRICAN AMER	0	0.00	0.00	0.00	0.00	5	240,436.68		
O. HISPANIC	0	0.00	0.00	0.00	0.00	0	0.00		
P. ASIAN/HA	2	7,919.52	0.00	0.00	0.00	26	128,048.43		
Q. NATIVE AMER	0	0.00	0.00	0.00	0.00	0	0.00		
R. AMER WOMAN	3	12,302.00	0.00	0.00	0.00	48	61,291.31		
Y. SER. DIS. VET	2	700.16	0.00	0.00	0.00	6	74,168.95		
NON-CERT SUBTTL	7	20,921.68	0.00	0.00	0.00	85	503,945.37		
NON-PROFIT ORGANIZATION									
S. MIN BOR DIRS	0	0.00	0.00	0.00	0.00	0	0.00		
T. MIN EMPLOYEES	3	113,745.93	0.00	0.00	0.00	9	221,524.80		
U. MIN COMM SVD	7	271,406.13	0.00	0.00	0.00	60	12,574,331.25		
V. OTHER N-PROF	22	1,335,883.08	0.00	0.00	0.00	202	11,045,754.70		
N-PROFIT SUBTTL	32	1,721,035.14	0.00	0.00	0.00	271	23,841,610.75		
OTHER CLASSIFICATION									
Z. NO SELECTION	0	0.00	0.00	0.00	0.00	7	3,852.47		
OTHER SUBTTL	0	0.00	0.00	0.00	0.00	7	3,852.47		

CONTRACTUAL SERVICES MV TYPE	CURRENT MONTH VO.	AMOUNT	YEAR TO DATE		DMS ADJUSTMENTS	VO.	YEAR TO DATE		GOAL	% OF GOAL
			TRAVEL AMOUNT	TOTALS			AMOUNT	TOTALS		
BUSINESS CLASSIFICATION	468	465,731.56	0.00	5127	0.00	5127	5,267,393.05			
A.NON-MINORITY	10	30,820.45	0.00	90	0.00	90	265,114.35			
B.SMALL BUS ST	0	0.00	0.00	5	0.00	5	3,852.35			
C.SM BUS FED	0	0.00	0.00	0	0.00	0	0.00			
D.MBE FED.	0	0.00	0.00	27	0.00	27	4,073.52			
E.GOV'T AGEN	0	0.00	0.00	0	0.00	0	0.00			
F.NON-PROF ORG	0	0.00	0.00	0	0.00	0	0.00			
G.P.R.I.D.E	0	0.00	0.00	0	0.00	0	0.00			
L.SER DIS VET	0	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0.00
NON-MBE SUBTTL	478	496,552.01	0.00	5249	0.00	5249	5,540,433.27	0.00	0.00	0.00
CERTIFIED MBE										
H.AFRICAN AMER	0	0.00	0.00	3	0.00	3	122,202.00	0.00	0.00	0.00
I.HISPANIC	0	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0.00
J.ASIAN/HA	2	9,440.00	0.00	18	0.00	18	193,857.29	0.00	0.00	0.00
K.NATIVE AMER	0	0.00	0.00	2	0.00	2	9,471.50	0.00	0.00	0.00
M.AMER WOMAN	26	835,654.86	801.60	210	0.00	210	13,074,091.95	0.00	0.00	0.00
W.SER.DIS.VET	0	0.00	0.00	6	0.00	6	633,355.24	0.00	0.00	0.00
CERT MBE SUBTTL	28	845,094.86	801.60	239	0.00	239	14,032,977.98	0.00	0.00	0.00
NON-CERTIFIED MBE										
N.AFRICAN AMER	1	27.04	0.00	22	0.00	22	34,111.45	0.00	0.00	0.00
O.HISPANIC	1	381.18	0.00	17	0.00	17	54,668.93	0.00	0.00	0.00
P.ASIAN/HA	1	2,025.00	0.00	24	0.00	24	56,837.60	0.00	0.00	0.00
Q.NATIVE AMER	1	105.00	0.00	6	0.00	6	14,192.28	0.00	0.00	0.00
R.AMER WOMAN	12	9,706.10	0.00	71	0.00	71	136,818.26	0.00	0.00	0.00
Y.SER.DIS.VET	6	65.80	0.00	46	0.00	46	8,862.54	0.00	0.00	0.00
NON-CERT SUBTTL	22	12,310.12	0.00	186	0.00	186	305,491.06	0.00	0.00	0.00
NON-PROFIT ORGANIZATION										
S.MIN BOR DIRS	0	0.00	0.00	1	0.00	1	73.00	0.00	0.00	0.00
T.MIN EMPLOYEES	0	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0.00
U.MIN COMM SVD	5	51,916.01	0.00	36	0.00	36	1,075,907.45	0.00	0.00	0.00
V.OTHER N-PROF	11	35,087.94	0.00	80	0.00	80	1,416,214.12	0.00	0.00	0.00
N-PROFIT SUBTTL	16	87,003.95	0.00	117	0.00	117	2,492,194.57	0.00	0.00	0.00
OTHER CLASSIFICATION										
Z.NO SELECTION	2	41.52	0.00	33	0.00	33	4,043.38	0.00	0.00	0.00
OTHER SUBTTL	2	41.52	0.00	33	0.00	33	4,043.38	0.00	0.00	0.00

TOTAL GOAL \$ 0.00
 TOTAL PERCENTAGE 0.00

PAYMENTS TO CERTIFIED MINORITY BUSINESSES FOR SUBCONTRACTOR PAYMENTS MUST BE ACCUMULATED AND REPORTED SEPARATELY TO THE DEPARTMENT OF MANAGEMENT SERVICES. THE DEPARTMENT OF MANAGEMENT SERVICES COMPILES THE DATA FOR THE YTD TOTALS SHOWN ON THIS REPORT FOR TRAVEL. IF YOU HAVE ANY QUESTIONS CONCERNING TRAVEL, PLEASE CALL DEPARTMENT OF MANAGEMENT SERVICES MINORITY BUSINESS ASSISTANCE OFFICE AT 487-0915.