



**THE FLORIDA DEPARTMENT OF LAW
ENFORCEMENT MINORITY / WOMAN / SERVICE-
DISABLED VETERAN-OWNED BUSINESS
PARTICIPATION PLAN
FY 13/14**

Table of Contents

1) The Florida Department of Law Enforcement’s overall mission and vision:	3
2) Identify the senior official responsible for monitoring and implementing the Florida Department of Law Enforcement’s plan:	3
3) Identify how the Florida Department of Law Enforcement will track data related to the Agency’s plan:	3
4) Explain the Agency’s proposal to establish programs or initiatives aimed at promoting Minority/Woman/Service-Disabled Veteran-Owned business participation in Agency contracting activities:	3
5) Define the Department's outreach activities that target M/W/SDVeteran-Owned business enterprises (e.g., Activities that inform these businesses of available public contracting opportunities and/or encourage these businesses to seek work on public projects through the normal purchasing process):	4
6) Confirm whether the Florida Department of Law Enforcement plans to participate in the annual MatchMaker Conference and Trade Show and/or other regional MatchMaker workshops held in Florida:	5
7) Explain programs the Department offers to educate business owners about the various processes the Florida Department of Law Enforcement uses to award contracts, and the steps the Agency takes to ensure that these programs reach M/W/SDV-Owned businesses:	5
8) Summarize past contracting successes with M/W/SDV-Owned businesses, including a breakdown of purchasing dollars spent during the previous fiscal year with these businesses:	6
9) Explain how the Department captures and reports subcontractor information:	6
10) Outline any initiatives or internal procedures that enhance M/W/SDV-Owned business opportunities:	7

**THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT
MINORITY / WOMAN / SERVICE-DISABLED VETERAN-
OWNED BUSINESS PARTICIPATION PLAN
FY13/14**

1) State the Florida Department of Law Enforcement's (FDLE) overall mission and vision:

The Department's mission is to "promote public safety and strengthen domestic security by providing services in partnership with local, state and federal criminal justice agencies to prevent, investigate and solve crimes while protecting Florida's citizens and visitors." The vision of the Department is to provide "Service to the law enforcement community, Integrity to the organization and the individual, Respect for each member and Quality in everything it does."

2) Identify the senior official responsible for monitoring and implementing FDLE's plan:

The senior level officer responsible for monitoring and implementing the Agency's Minority/Woman/Service-Disabled Veteran-Owned Business (M/W/SDV) plan is General Service Administrator Carol McCallum, and the Government Operation Consultant I Coordinator Richlyn White.

3) Identify how FDLE will track data related to the Agency's plan:

Progress is tracked by means of a monthly minority expenditure report compiled by the Coordinator from numerous FLAIR financial reports. If progress seems to be below expectations, FDLE Business Managers are contacted and the need is stressed to reach out and encourage M/W/SDV businesses to participate in upcoming procurement opportunities.

4) Explain the Agency's proposal to establish programs or initiatives aimed at promoting M/W/SDV owned business participation in Agency contracting activities:

FDLE's M/W/SDV Owned Business Enterprise Plan includes the following components:

- It establishes an M/W/SDV Owned Business Enterprise Program located in the Office of General Services within the Business Support Division.
- The program coordinates efforts with FDLE Headquarters and all regions to facilitate increased vendor participation and program familiarity.
- It reviews spending activities and promotes coordination with seven regional business managers to ensure certified M/W/SDV's are considered for all possible purchasing opportunities.

5) Define the Department's outreach activities that target M/W/SDV business enterprises (e.g., activities that inform these businesses of available public contracting opportunities and / or encourage these businesses to seek work on public projects through the normal procurement process). FDLE's proposed outreach activities during FY 13/14 include the following:

- Participation in various workshops, seminars, trade shows and training sessions for M/W/SDV businesses.
- Attendance at annual National Institute of Governmental Purchasing (NIGP) Trade Show and one-on-one sessions.
- Attendance at the annual Florida Minority Supplier Development Council Conference and Trade Show, if budget constraints allow.
- Attendance at the Office of Supplier Diversity (OSD) 2014 Annual Matchmaker Conference and Trade Show, and participating in one-on-one sessions, if budget constraints allow.
- Attendance at local one-on-one sessions as scheduled by the OSD.
- Continual review of expenditures to identify non-certified M/W/SDV business enterprises utilized by the department, which may be directed to certified M/W/SDV businesses.
- E-mails sent periodically to frequently utilized, qualifying non-certified M/W/SDV businesses to encourage those vendors to become certified through the OSD. These e-mails contain links to the OSD website and OSD contact information as well as a summary of the benefits connected with certification.
- Providing division users with applicable information from M/W/SDV vendors that have reached out to the Department

through telephone calls, email inquiries or one-on-one sessions.

6) Confirm whether FDLE plans to participate in the annual MatchMaker Conference and Trade Show and/or other regional MatchMaker workshops held in Florida:

FDLE is very supportive of efforts of the OSD to solicit M/W/SDV participation in Florida government procurements and will attend any/all OSD sponsored MatchMaker activities that the Agency budget will allow. Agency representatives will attend and support any/all OSD sponsored activities held in the local area.

7) Explain programs the Department offers to educate business owners about the various processes FDLE uses to award contracts, and the steps the Agency takes to ensure that these programs reach M/W/SDV businesses:

- Efforts include the education of business owners regarding various purchases through dissemination of an FDLE informational brochure.
- Providing information to M/W/SDV businesses promoting a good understanding of the types of goods and services FDLE purchases. Specific information provides more focused attention to the needs of the Department, especially the Department's unique scientific purchases.
- Providing brochures titled "Purchasing Opportunities-FDLE" to the Small Business Administration offices in Florida.
- Disseminating information outlining the needs of the Department, especially the Department's unique scientific purchases, at all trade fairs and one-on-one meetings with vendors, if budget constraints allow.
- Directing vendors to the appropriate division users to help form strategic alliances for acquisition activities.

8) Summarize FDLE's past contracting successes with M/W/SDV businesses, including a breakdown of related contracting with M/W/SDV businesses:

FY 12/13 Commodity/Service/Travel Expenditures through Certified M/W/SDV businesses:

FY 12/13 Breakdown	Commodities	Services	Travel
<i>H-African American</i>	\$136,078.60	\$0.00	\$0.00
<i>I-Hispanic</i>	\$550,631.18	\$246,661.04	\$0.00
<i>J-Asian/Hawaiian</i>	\$294.00	\$701,339.92	\$0.00
<i>K-Native American</i>	\$15.50	\$513,049.50	\$0.00
<i>M-American Woman</i>	\$230,491.67	\$136,565.16	\$54,315.01
<i>W-Service-Disabled Veteran</i>	\$0.00	\$0.00	\$0.00
Sub Total	\$917,510.95	\$1,597,615.62	\$54,315.01
<i>Other (Office Depot)</i>	\$6,806.00	\$0.00	\$0.00
Total	\$924,316.95	\$1,597,615.62	\$54,315.01

Due to the past spending patterns we have set our new anticipated spend amount at \$1,530,000.00.

9) Explain how the Department captures and reports subcontractor information:

FDLE currently does very few facility construction and maintenance contracts and none of FDLE's other contractual services currently involve sub-contractors. If future procurements include sub-contracting, FDLE by way of procurement documents would request that general contractors use M/W/SDV sub-contractors if possible and produce a monthly excel report of such use.

10) Outline any initiatives and internal procedures that enhance M/W/SDV business enterprises:

- New and updated vendor information is continually disseminated to the Region and divisions as new business relationships are identified.
- A link to the OSD vendor search has been placed on the FDLE/OGS intranet site.
- All divisions and regional offices are encouraged to use M/W/SDV businesses in their spending plans. By reviewing the monthly FLAIR reports, we are able to monitor spending levels and motivate areas where Certified M/W/SDV spending is deficient.
- A monthly summary of M/W/SDV spending is available in Office of General Services showing the M/W/SDV spending of each region.
- The MBE Coordinator regularly reviews the Department's procurement and spending documents to identify and make contact with qualified non-certified M/W/SDV businesses for potential certification.
- All agency personnel are regularly reminded of the importance of including M/W/SDV vendors in all department acquisitions.
- The MBE Coordinator developed an Agency Minority Business Information Booklet, containing OSD information, rules, visitation reports and many other pertinent documents to help run the FDLE Minority Business Program.