



**PAM BONDI**  
**ATTORNEY GENERAL**  
**STATE OF FLORIDA**

OFFICE OF THE ATTORNEY GENERAL  
General Services

PL-01, The Capitol  
Tallahassee, FL 32399-1050  
Tel: (850) 414-3300 Fax: (850) 487-0168  
<http://www.myfloridalegal.com>

---

November 14, 2013

Mr Thad Fortune  
Office of Supplier Diversity  
4050 Esplanade Way, Suite 380  
Tallahassee, Florida 32399-0950

Dear Mr Fortune

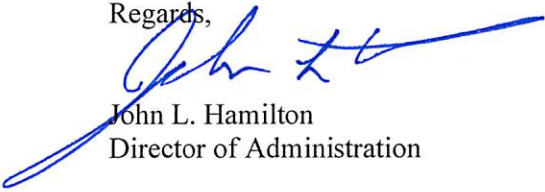
Please find the attached Fiscal Year 13/14 Business Participation Plan for the Office of the Attorney General (OAG). In addition, the spending levels by object codes for Fiscal Year 12/13 and the anticipated spending for the same classifications in Fiscal Year 13/14 are included.

As you review the agency plan, please note that the total spending level with small businesses, including minority-, service-disabled veteran- and women owned business enterprises during FY 12/13 increased to \$480,101.00. This additional spending represents a 45% increase from \$264,211.00 that was spent in FY 11/12.

The OAG remains committed to providing opportunities to all small businesses, including minority-, service disabled veteran- and women-owned business enterprises and will continually review and assess our effectiveness in interacting with and purchasing from the all small business enterprises referenced herein.

Should you have any questions, please contact either myself at 414-3535 or Steve Copeland, Purchasing Director at 414-3417.

Regards,

  
John L. Hamilton  
Director of Administration

**Office of the Attorney General**  
**Small Businesses, Including Minority-, Service Disabled Veteran-**  
**and Women-Owned Business Enterprise Participation Plan**  
**Fiscal Year 2013 /2014**

The Florida Office of the Attorney General (OAG) is committed to providing opportunities for small businesses, including minority-, service disabled veteran- and women-owned business enterprises to competitively participate in procurement opportunities. The OAG strives to provide equal access to all suppliers and encourages participation by small businesses, including minority-, service disabled veteran- and women-owned business enterprises in the procurement process.

The OAG's Purchasing Director is responsible for implementing the agency's small business including minority-, service disabled veteran- and women-owned business enterprise program.

The OAG solicits price quotes for non-contract purchases from small business vendors, to include minority-, service disabled veteran- and women-owned business enterprises. The majority of commodity purchases are from state contract vendors. The OAG will continue to seek minority-, service disabled veteran- and women-owned business enterprise vendors on state contract and to the extent practicable, include additional price quotes from new and infrequently used minority-, service disabled veteran- and women-owned business enterprises that may be able to provide commodities and contractual services required by the OAG. Given that the use of state contracts is mandatory, the OAG has focused on discretionary spending since this is an area that allows flexibility in spending for goods and services. The purchasing office is actively involved in disseminating to all agency divisions the purchasing opportunities with minority-, service disabled veteran- and women-owned business enterprises.

The OAG will continue to advertise all of its competitive solicitations on the Department of Management Services' Vendor Bid System (VBS) and will notify the Office of Supplier Diversity of such solicitations. Additionally, the OAG will ensure that small business, including minority-, service-disabled veteran- and women owned business enterprises will be directly notified of any pending competitive solicitation.

To further enhance the participation of small business, including minority-, service disabled veteran- and women-owned business enterprises the following practices will be further developed:

- The OAG will continue to submit to the Office of Supplier Diversity (OSD) the names of eligible non-certified minority-, service disabled veteran- and women-owned businesses to encourage them to pursue certification.
- The OAG will participate in outreach activities hosted by the Office of Supplier Diversity, to include the annual Matchmaker Conference in Tallahassee and when scheduled, the same conference in Orlando and may include regional trade fairs.
- The OAG will encourage contractors, to sub-contract with minority-, service disabled veteran- and women-owned business enterprises. This is incorporated in our competitive solicitations and contractual service agreements.

- Include minority-, service disabled veteran- and women-owned business enterprises in pricing solicitations, whether formal or informal.
- Review on a monthly basis the FLAIR spending reports, to include purchases with the State of Florida visa card, to ensure greater consideration is given to minority-, service disabled veteran- and women-owned business enterprises. If spending is below expectations, additional emphasis will be placed within the purchasing office of the spending opportunities with the minority-, service disabled veteran- and women-owned business enterprises. Additionally, there is on-going coordination with OSD and other state agencies to ensure best spending practices are addressed and implemented.
- The OAG will review the E-Quote function in MyFloridaMarketPlace (MFMP) to determine the possibility of increasing the number of quotes from minority-, service disabled veteran- and women-owned business enterprises.

The OAG administers State Contract 972-310-06-1, Court Reporting Service and will continue to work with the OSD to encourage those court reporters that meet the minority-, service disabled veteran- and women-owned business enterprise eligibility but are not certified as a minority-, service disabled veteran- and women-owned business enterprise to complete the Florida Certified Business Enterprise process. Additionally, the OAG will encourage eligible expert witnesses to contact the OSD to initiate the Florida Certified Business Enterprise process. This will be an on-going process as the OAG is continually seeking new firms to provide these contractual services.

***Office of the Attorney General  
Minority Vendor Expenditures  
Fiscal Year 12/13***

<b>Object Code</b>	<b>Description of Object Code</b>	<b>Actual MBE FY 12/13 Expenditures</b>	<b>Projected MBE FY 13/14 Expenditures</b>
131300	Consulting	\$ 16,110.00	\$ 17,000.00
131400	Court Reporting	\$ 8,063.00	\$ 9,000.00
131800	Expert Witness	\$ 5,575.00	\$ 6,000.00
139900	Independent Contractor	\$ 346,566.00	\$340,000.00
139903	Contractual Services OPS	\$ 4,400.00	\$ 5,000.00
231000	Copies of Transcripts	\$ 4,390.00	\$ 5,000.00
242010	Maintenance Contracts	\$ 4,990.00	\$ 5,000.00
261500	In-State Air Fare	\$ 10,320.00	\$ 11,000.00
380000	Office Supplies - Consumable	\$ 32,935.00	\$ 33,000.00
381001	Office Supplies - Non-consumable	\$ 7,381.00	\$ 8,000.00
391000	Data Processing Supplies	\$ 5,847.00	\$ 6,000.00
461800	Registration Fee / No Travel	\$ 10,525.00	\$ 10,000.00
49800	State Awards	\$ 3,219.00	\$ 4,000.00
516010	DP > \$1,000.00	\$ 17,503.00	\$ 18,000.00
	<u>Other Object Codes</u>	<u>\$ 3,277.00</u>	<u>\$ 4,000.00</u>
		<b>\$ 480,101.00</b>	<b>\$ 481,000.00</b>