



FLORIDA  
INTERNATIONAL  
UNIVERSITY

FLORIDA INTERNATIONAL UNIVERSITY

Purchasing Services

**2013-2014  
Small & Minority Business  
Participation Plan**

**Submitted To:**  
Dr. Mark B. Rosenberg  
University President

**Submitted through:**  
Kenneth A. Jessell, Chief Financial Officer & Senior V.P.  
Kelly Loll, C.P.M., Director of Purchasing Services

**With a copy submitted to:**  
Office of Supplier Diversity, Tallahassee, Florida

**By:**  
Chandra Nix  
Coordinator  
Purchasing Services  
(305) 348-2161  
October 28, 2013

FLORIDA INTERNATIONAL UNIVERSITY · PURCHASING SERVICES  
MODESTO A. MAIDIQUE CAMPUS · MIAMI, FLORIDA 33199

**2013-2014  
Small & Minority Business Participation Plan**

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# FLORIDA INTERNATIONAL UNIVERSITY

## I. Small and Minority Business Program

### Mission Statement

Pursuant to University policy and guidelines, the Small and Minority Business Program (S/MBP) is responsible for ensuring equal opportunities in business contracting for all small business enterprises (SBE), including disadvantaged business enterprises (DBE), women-owned business enterprises (WBE), HubZone business enterprises and disabled veterans business enterprises (DVBE). The S/MBP serves as a liaison between the University and the small and minority business community, with the goal of increasing utilization of S/MBE's and maintaining diversity in the supplier and contractor base at Florida International University.

### Vision Statement

The S/MBP is an integral part of the University's administration, serving as the unit responsible for the implementation of the University's policy on equal opportunity in business contracting. The S/MBP is vital in its role as a connecting link between the University and the small and minority business community. The S/MBP seeks to heighten the awareness of purchasing personnel to the level that equal opportunity in business contracting is established and fostered in the procurement process. In this regard, the S/MBP seeks to:

- Ensure a continued high level of diversity in the University's supplier and contractor pools through equal opportunity.
- Identify additional Small and Minority Businesses for purchasing commodities, contractual services, architecture and engineering, construction, and business contracts to enhance the quality of suppliers and contractors providing goods and services.
- Establish a networking alliance with other organizations committed to promoting equal opportunity business contracting.
- Collaborate and cooperate with small and minority business development programs for the purpose of promoting the business interests of these groups.
- Improve departmental small and minority business utilization by informing campus departments about the University's equal opportunity policy and providing a base of qualified sources

## **Scope of Functional Responsibility**

Florida International University has achieved a high degree of diversity in the supplier and contractor base for the procurement of goods and services. In order to partner effectively with the University's Division of Research (DOR) in the administration of federal contracts at FIU, the S/MBP is committed to continuing its contracting diversity efforts on federally funded contracts.

## **Management Responsibility**

The Purchasing Director is the senior official that will take the lead with the aid of the Purchasing Services staff towards the successful monitoring and implementation of the Small and Minority Business Plan duties and responsibilities as follows:

## **Initiatives to Promote Outreach to the Small and Minority Business Community**

- 1) Participate in small and minority business development trade fairs for the purpose of bringing S/MBE's on campus and providing departmental staff the opportunity to meet new vendors.
- 2) Give presentations to civic and business organizations on business opportunities at FIU.
- 3) Identification of S/MBEs for purchasing commodities, contractual services, architectural and engineering services, and construction through participation in off-campus seminars and trade fairs.

## **Initiatives to Promote Small and Minority Business Participation to Campus Departments**

- 1) Maintain an on-line Small and Minority Business Directory with web links to the vendor databases of the Office of Supplier Diversity, the Florida Regional Minority Business Council, the Small Business Administration, etc. for broad use by campus departments.
- 2) Establish interactive relationship with campus departments for the purpose of discussing and addressing procurement issues.
- 3) Provide newly developed small and minority business sources to departments on an on going basis.
- 4) Provide the tools and knowledge necessary to help our buyers provide business opportunities to SMBEs.

## **Participation Tracking**

S/MBP participation and progress is tracked through databases on procurement activity. Utilization reports are issued on a quarterly basis for the campus. The Office of the President receives an annual report. Purchasing software (Panthersoft) captures statistical data based on the information given by vendors when they fill out our vendor application. The vendor application information is recorded and transferred to a statistical report that captures that information and records the dollar amount based on category and minority code when a purchase order is dispatched and paid. If necessary, the Program will utilize this information to adjust our participation and determine if an approach can be adjusted to improve the program.

## **Forecast – Fiscal Year 2013-2014**

Purchasing Services expects to maintain a level of S/MBP participation similar to previous years which are dependent on the current University's mission and campus department's budgetary needs. These two areas have a significant impact on the reporting of S/MBP participation.

## **Federal Small and Minority Business Subcontracting Administration**

Pursuant to Public Law 95-507, the Division of Research (DOR) serves as plan administrator on federally funded research contracts of \$ 500,000 or more. DOR will, when necessary, submit a Small and Minority Business Subcontracting Plan that projects an anticipated level of dollar expenditures that can be subcontracted to SBEs, DBEs, WBEs, HubZone businesses, and DVBEs on federally funded research contracts. This becomes part of the University's contract with the federal funding agency. The DOR upon request, may submit reports to the funding agencies reporting subcontracting progress.

## **Small and Minority Business Enterprise Relations**

The S/MBP primarily provides suggested S/MBE sources to purchasing personnel. It also provides conflict resolution to S/MBEs experiencing problems while conducting business with the University. The S/MBP makes the appropriate inquiries and attempts to resolve such problems.

## **Subcontractor Information**

Purchasing Services has procedures to capture Subcontractor information through our Facilities Management department with the assistance of the Contractors and Project Managers. On major A&E and Construction projects,

invoices that are submitted to Facilities for payment will require Contractors to submit all backup information including any documents supporting the S/MBE Subcontractor reporting. This gives Purchasing Services the ability to keep track of S/MBE Subcontractor usage.

### **New Initiatives or Internal Procedures**

Currently Purchasing Services implemented a new vendor registration portal to improve the capture of vendor minority status at [http://finance.fiu.edu/purchasing/2vendor\\_forms.html](http://finance.fiu.edu/purchasing/2vendor_forms.html).

## **II. 2013-2014 PROPOSED OUTREACH ACTIVITIES**

**November 14, 2013**

**16th Annual SEFL NIGP Reverse Trade Show  
Coral Springs Gymnasium  
2501 Coral Springs Gymnasium  
Coral Springs, Florida 33065**

**May 2014**

**The Greater Miami Chapter of NIGP 6<sup>th</sup> Annual  
Reverse Trade Show and Golf Tournament**

**March 20-21, 2014**

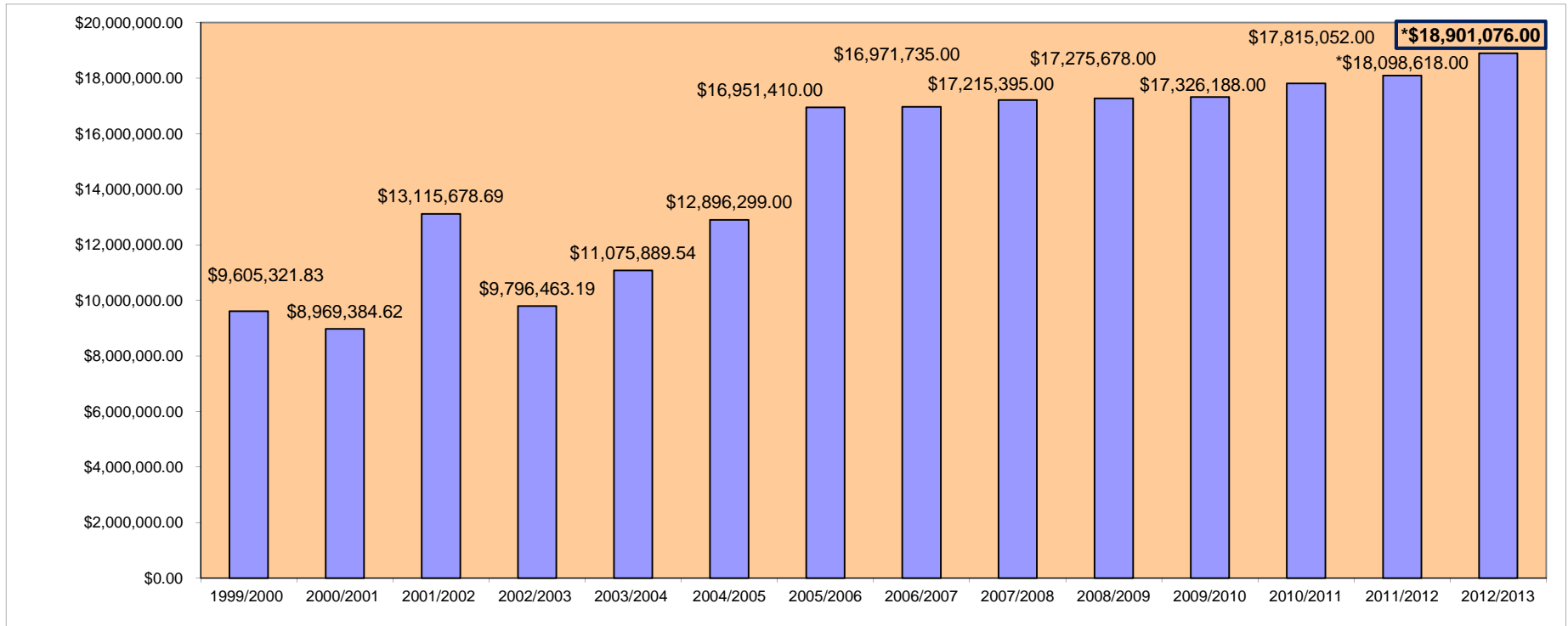
**SFRMBC 29th Annual Business Expo  
Broward County Convention Center  
Ft. Lauderdale, FL**

### **III. EDUCATIONAL OUTREACH PROGRAM**

- Participate in small and minority business development trade fairs for the purpose of bringing S/MBEs to the campus and providing departmental staff the opportunity to meet new vendors.
- Give presentations to civic and business organizations on business opportunities at FIU.
- Identification of S/MBEs for purchase of commodities, contractual services, architectural and engineering services, and construction through participation in off-campus seminars and trade fairs.
- Periodically do emailings to small and minority business enterprises to advise them of opportunities at the university and to solicit vendor applications.
- Act as a liaison between small/minority businesses and buyers and the university community.
- Work with the OSD, SFRMBC, NIGP, NAEP and other organizations to promote business opportunities in the small and minority business community.

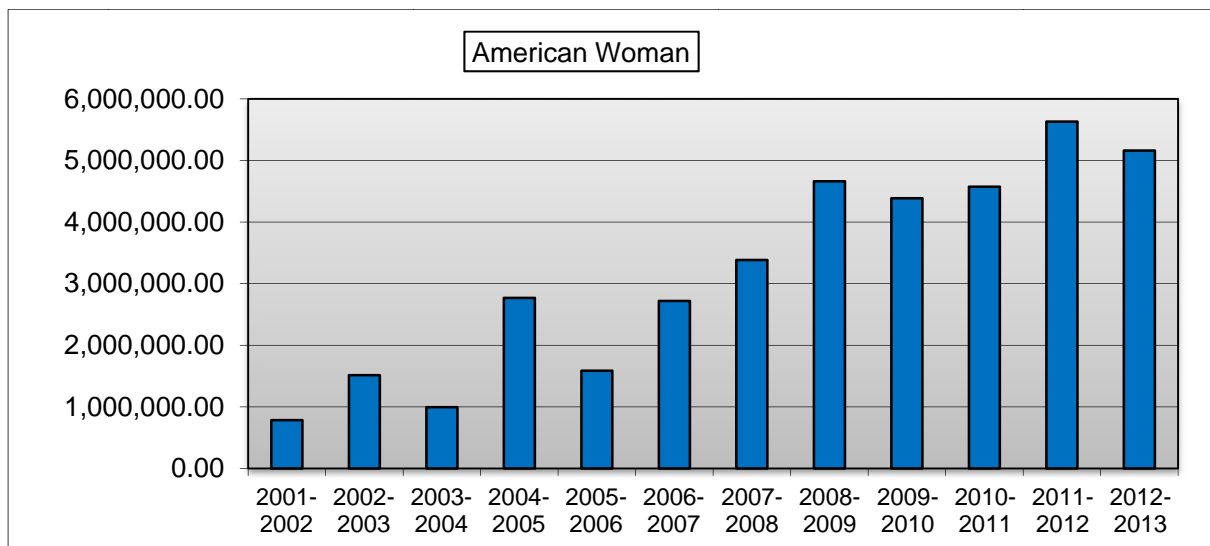
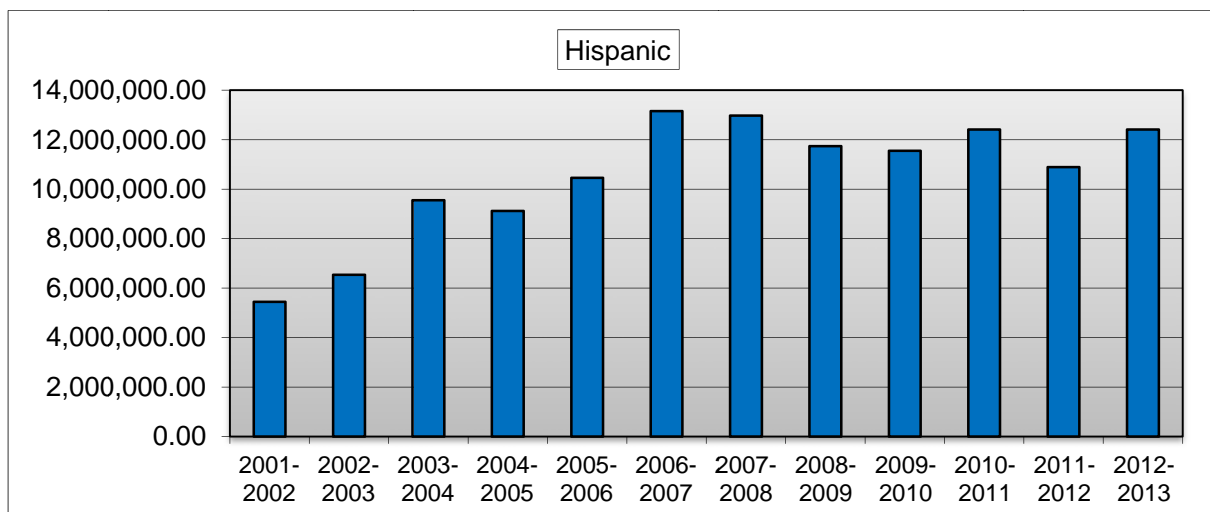
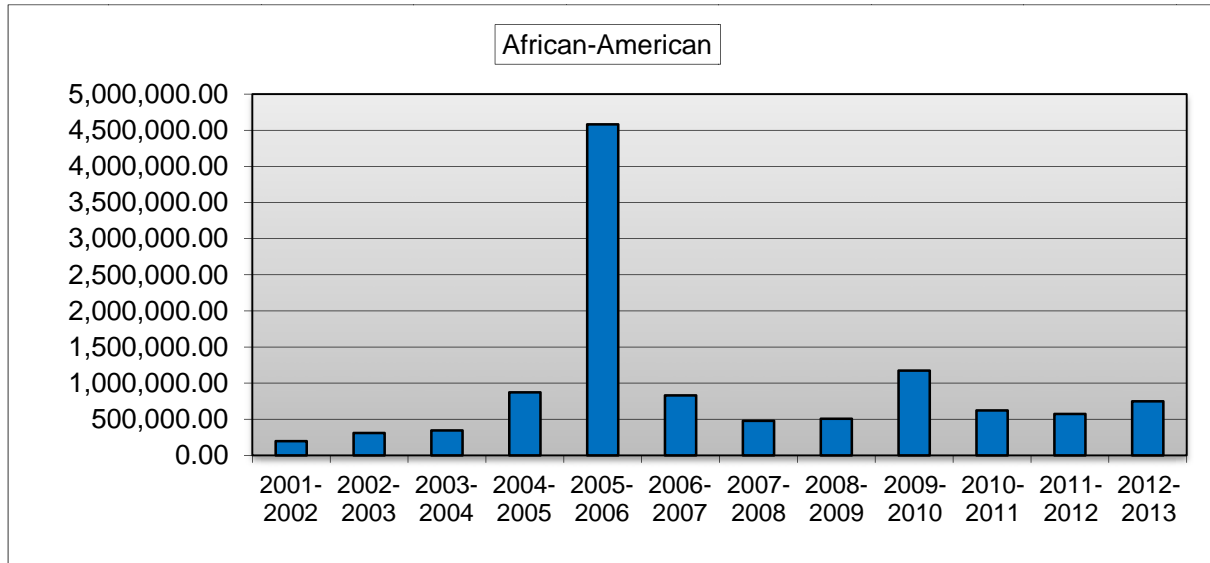


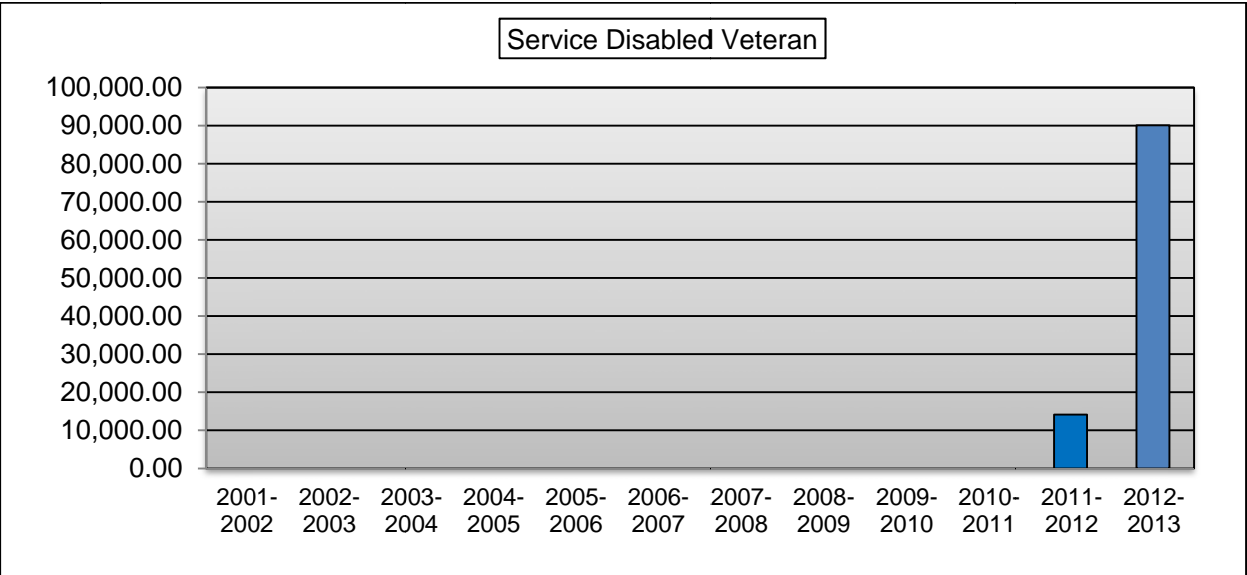
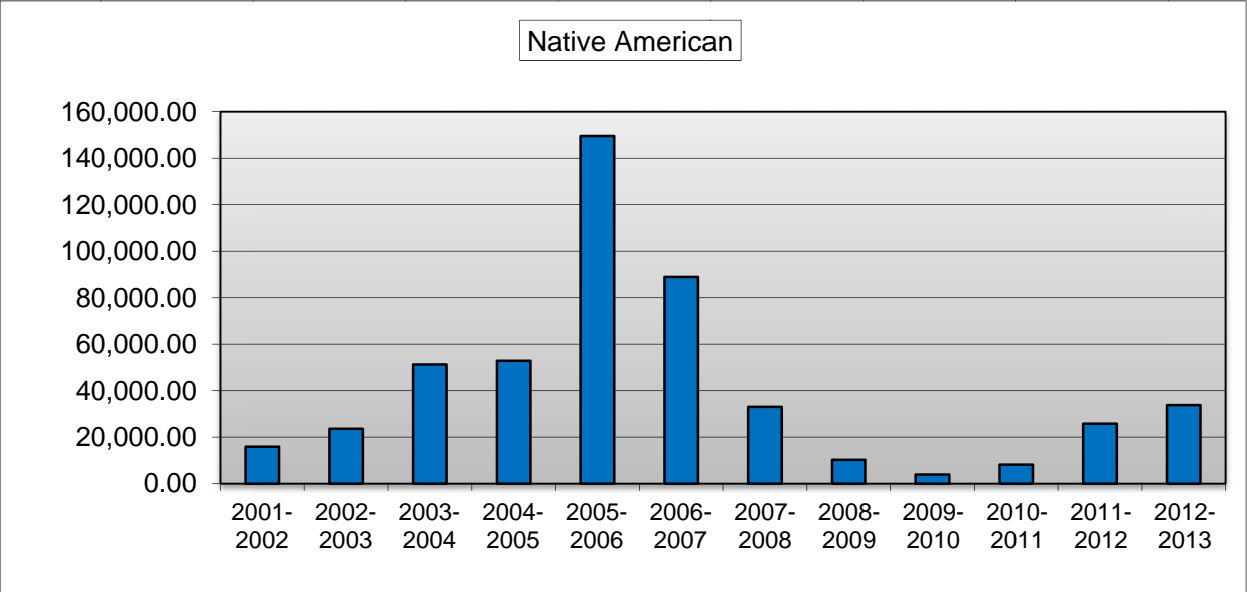
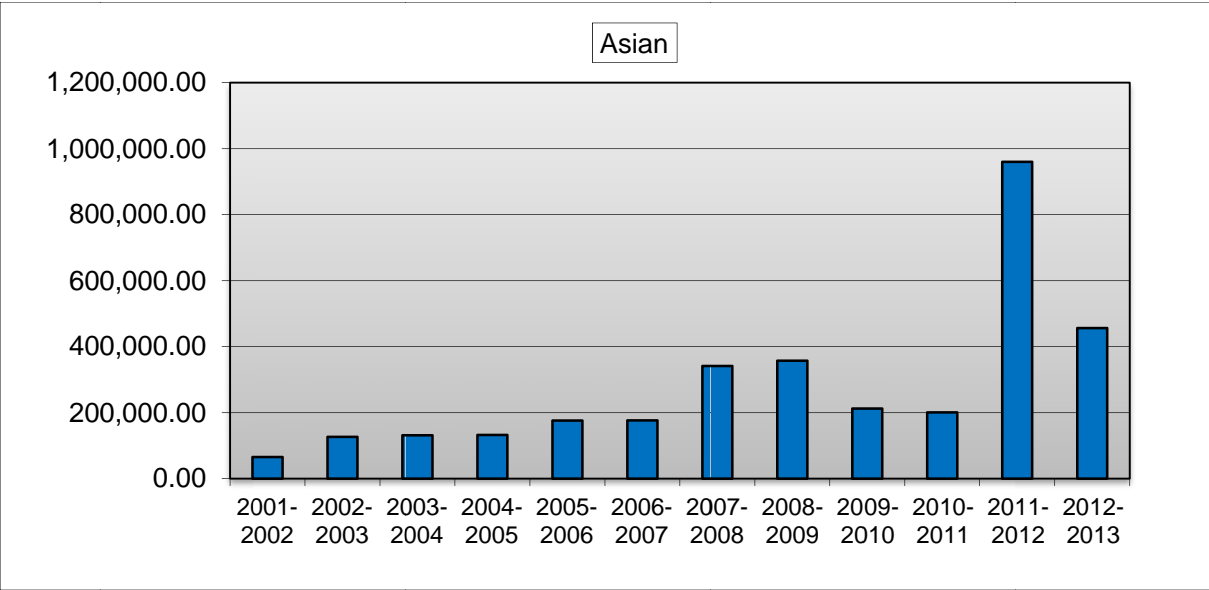
#### IV. FIU SBME Expenditures by Fiscal Year



**\*2012-2013 Total expenditures with SBME exceeded 2011-2012 total expenditures by \$802,458.00.**

## V. EXPENDITURES BY CATEGORY





## VI. CERTIFIED & NON-CERTIFIED EXPENDITURE REPORT

### FLORIDA INTERNATIONAL UNIVERSITY

#### Certified and Non-Certified Small & Minority Business Expenditure Report

Total for Fiscal Year 2012-2013 (Period July 1, 2012 - June 30, 2013)

CATEGORY	CONSTRUCTION	ARCH & ENGR	COMMODITIES	SERVICES	TOTAL
<b>NON-MBE:</b>					
NON-MINORITY	\$99,469,705	\$1,845,431	\$36,184,217	\$34,047,765	\$171,547,118
SMALL BUS. ST.	\$56,400		\$121,120	\$61,122	\$238,642
SMALL BUS. FED.			\$44,845	\$1,574,227	\$1,619,072
MBE. FED.					
GOV'T AGENCIES	\$1,525		\$4,536,073	\$792,332	\$5,329,930
NON-PROFIT ORG.	\$1,083		\$135,231	\$948,766	\$1,085,080
P.R.I.D.E.					
<b>TOTAL NON-MBE:</b>	<b>\$99,528,713</b>	<b>\$1,845,431</b>	<b>\$41,021,486</b>	<b>\$37,424,212</b>	<b>\$179,819,842</b>
<b>CMBE:</b>					
AFRICAN-AMERICAN			\$680		\$680
HISPANIC	\$3,042,237	\$72,284			\$3,114,521
ASIAN-HAWAIIAN					
NATIVE AMERICAN			\$2,250	\$251,546	\$253,796
AMERICAN WOMAN	\$587,895		\$9,245		\$597,140
SERVICE-DISABLED VETERAN	\$62,065		\$22,115		\$84,180
<b>TOTAL CMBE:</b>	<b>\$3,692,197</b>	<b>\$72,284</b>	<b>\$34,290</b>	<b>\$251,546</b>	<b>\$4,050,317</b>
<b>NON-CMBE:</b>					
AFRICAN-AMERICAN	\$360,265		\$118,776	\$268,817	\$747,858
HISPANIC	\$3,509,627	\$390,288	\$3,248,015	\$2,147,695	\$9,295,625
ASIAN-HAWAIIAN			\$48,794	\$156,076	\$204,870
NATIVE AMERICAN				\$31,515	
AMERICAN WOMAN	\$2,079,305	\$16,425	\$806,704	\$1,662,544	\$4,564,978
SERVICE-DISABLED VETERAN				\$5,913	
<b>TOTAL NON-CMBE:</b>	<b>\$5,949,197</b>	<b>\$406,713</b>	<b>\$4,222,289</b>	<b>\$4,272,560</b>	<b>\$14,850,759</b>
<b>TOTAL MBE:</b>	<b>\$9,641,394</b>	<b>\$478,997</b>	<b>\$4,256,579</b>	<b>\$4,524,106</b>	<b>\$18,901,076</b>

## VII. Facilities SMBE Subcontractor Reporting



**FLORIDA INTERNATIONAL UNIVERSITY - FACILITIES PLANNING DEPARTMENT  
MINORITY BUSINESS DATA FORM**

<b>PROJECT#:</b>		<b>PAY REQUEST#</b>	
<b>PROJECT NAME:</b>		<b>PAY REQUEST AMOUNT:</b>	
<b>A/E; CM; GC NAME</b>		<b>CONTRACT AMOUNT:</b>	
<b>ADDRESS:</b>		<b>CONTRACT #:</b>	

**MBE ID'S: H=AFRICAN AMERICAN I=HISPANIC J=ASIAN AMERICAN K=NATIVE AMERICAN W=WOMAN Y=SERVICE-DISABLED VETERAN**

MINORITY BUSINESS ENTERPRISE	MBE VENDOR#	MBE ID	CONTRACT VALUE	AMOUNT REQUESTED THIS PAY	TOTAL COMPLETED TO DATE	BALANCE REMAINING

**CERTIFICATION BY THE CONSTRUCTION MANAGER:** I certify that I have checked and verified this MBE: that to the best of my knowledge and believe, the Above is a true statement of the value of the work performed by this MBE; that all work has been performed and material supplied in full accordance with the terms of this Contract, and the above values are represented in the Certificate of Payment.

**NAME:**

**DATE:**

## **VIII. Appendix**

- **Vendor's Guide 'How to Do Business with FIU'**
- **Procurement Services Trade Show Brochure**
- **Quarterly Spending Reports**

## **Vendor Guide** **'How to do Business with FIU'**

### **1. FIU Purchasing**

The purpose of FIU's procurement function is to ensure that all conduct related to the procurement of goods and services on behalf of the University, is in accordance with the procedures set forth by the Florida International University Board of Trustees, the Office of the President and the applicable Federal and State laws. FIU must also ensure that in any business transaction the requirements for competition have been met, negotiations have been conducted according to established policies and no conduct of compromise to the public trust is present. FIU recognizes the important services rendered by our vendors in helping us to fulfill requirements in an economical and efficient manner.

We are open for business from 8:30 a.m. to 5:00 p.m., Monday through Friday, with the exception of legal and University holidays. We encourage vendors to make appointments during business hours. The Purchasing office is located at:

Florida International University  
Modesto A. Maidique Campus  
Campus Support Complex – CSC 410  
Miami, FL 33199  
For Information Call: (305) 348-2161

### **2. Purchasing's Objectives and Responsibilities**

Our goal is to acquire (buy, lease, rent, or lease-purchase) those things our FIU departments need at the lowest economical cost consistent with quality and time considerations. Specifically, Purchasing Services:

- establishes competition wherever practicable including assisting in the development of procurement specifications, soliciting and processing requests for quotations, conducting negotiations for price, terms and conditions, and where necessary, conferring with University Counsel for advice and resolution of matters;
- ensures requirements for competition have been met, negotiations have been conducted according to established guidelines, and prices to be paid are reasonable in the particular circumstances;
- establishes and administers annual price agreements and contracts in accordance with sound procurement practices. Such contracts and agreements include university bids, state contracts, campus local agreements, specialty contracts and consortium agreements;
- maintains suitable sources of supply by facilitating vendor outreach for campus requirements and ensuring equal opportunity in University business contracting;

- assumes a proactive role with campus customers to assure the effective management and delivery of quality and expert purchasing;
- administers and maintains purchase records for federal, state and internal purchasing audits;

### 3. How to Get Started

Good marketing strategies are largely dependent upon reaching the right people in an organization. It is therefore important to understand how the organization is structured. At FIU, purchasing consists of a Central Purchasing Office with buyers assigned to specific commodities and/or departments/schools. The procurement needs of all University departments, laboratories and institutes flow through the Central Purchasing Office. For your convenience, an on-line directory is available on the University's Purchasing Services website, <http://finance.fiu.edu/purchasing/>, to help you locate the buyer responsible for the product or service you offer.

### 4. Access to FIU Competitive Solicitation Information

There are 3 ways to receive competitive solicitations: the ITB (Invitation to Bid), RFP (Request for Proposals), and ITN (Invitation to Negotiate) information:

- **Electronically:** Visit our Purchasing Webpage for current information at <http://finance.fiu.edu/purchasing/>.
- **Visit:** Visit our Purchasing Services office at FIU Modesto A. Maidique Campus in the Campus Support Complex Building on the 4<sup>th</sup> Floor.
- **Phone:** Call the Office of the Controller reception desk at (305) 348-2161 to have the requested documents electronically sent or mailed to you. Please ask to speak with our Purchasing Support Specialist.

### 5. Supplier Obligations

Receiving a Purchase Order from FIU carries with it the obligation to supply the ordered goods or services at the agreed-upon price, at the promised time, and without the need for buyer's intervention, renegotiation, or continued expediting. Full performance of contractual obligations will help your company earn a favorable evaluation and opportunities for further participation in our purchasing program. Here's what we expect: \* dependable products and services \* delivery as promised \* competitive prices \* no substitutions \* good communications \* timely resolution of claims \* compliance with purchasing, shipping and invoicing procedures. Our Purchase order terms & conditions are located at <http://finance.fiu.edu/purchasing/PDFs/terms.pdf>



## **6. Supplier Diversity - Small and Minority Business Program**

It is the policy of Florida International University (consistent with state and federal law), to optimize opportunities for business contracting with small and minority business enterprises in the areas of commodities, construction, contractual services, and architectural and engineering services. It is the goal of the program to reach out to the small, minority, and small disadvantaged business community and to give responsive and responsible suppliers a fair and equal opportunity to compete for campus business.

The Small and Minority Business Program provides the following services to the campus and business communities:

- Identifies suppliers of goods/services for possible use by FIU.
- Counsels vendors on how to do business with FIU.
- Provides key campus buying personnel with vendor source materials.
- Acts as liaison between small and minority business vendors and buyers, referring vendors to the procurement specialists as appropriate.

Small and minority businesses that do business with FIU must complete an FIU Vendor Application available on our website. Our vendor application includes a section in which you are asked to provide your minority status. This enables the University to identify S/MBP dollar spending with the University. Our current Vendor Application system is a payment driven system only. If you are unable to access the form via email, contact our Procurement Support Specialist at the address below or call (305) 348-2161.

Florida International University  
Purchasing Services, CSC-411  
Modesto A. Maidique Campus  
11200 S.W. 8th Street  
Miami, Florida 33199

## **7. FIU's Competitive Solicitation Policy**

### **Authority to Solicit Requests for Quotations**

FIU Purchasing buyers will act to generate formal requests for competitive solicitations (RFP, ITB or ITN) or requests for quotations (RFQ) when required by policy, or when deemed to be in the best interest of the University. Purchase orders, contracts and agreements must be executed by the purchasing staff with the specifically delegated authority.

### **Requirements for Competitive Bids**

FIU's purchasing policy of awarding contracts to suppliers requires that we meet the University's need for goods and services at the lowest overall cost and the highest practical quality while affording the maximum opportunity practicable to those who wish to become suppliers to the University.

There are three conditions applicable to the award of contracts for goods and services which exceed the amount delegated to departments for purchasing authority:

- Purchase Transactions up to \$75,000 are transacted based on a request for quotation (RFQ) process as follows: Purchasing RFQ guidelines require that a verbal quote be obtained for orders between 0 and \$14,999. One (1) written or verbal quotation must be obtained if the total cost of the order is between \$15,000 and \$25,000. For orders with total costs between \$25,000 and \$75,000 two (2) written quotations are required.
- Purchase Transactions Above \$75,000: Purchasing contracts involving an expenditure of more than \$75,000 shall be awarded based on the formal competitive solicitation process with awards being made based on specification requirements. Many Statewide contracts or FIU purchasing agreements have been established as a result of the competitive solicitation process. Once such contracts are established, FIU buyers can purchase goods and services under these contracts without being constrained by any additional requirement for competition.
- Products or Services deemed Unique or Proprietary, Single or Sole Source: The requirement for competitive soliciting of goods and services regardless of price shall not apply when the Purchasing Director determines that a product or service is unique or proprietary, single or sole source which is defined as "a product or service the characteristics and functions of which are such that only a single product or service will properly satisfy the University's needs and all other products or services will be unacceptable for such needs." Any product or service of this kind that is \$100,000 and over and deemed a Sole Source must be signed by the President or his delegate of signature authority.

## **8. The Purchase Order**

Suppliers may be presented with different types of authorized purchase transactions; (1) a purchase order processed by the FIU purchasing office, or (2) a Commodity Card, which is a credit card (VISA) used by authorized individuals throughout the University. Following are descriptions of each of these purchasing methods.

- **Purchase Orders**  
Purchase orders are required for any purchase of commodities or services, including freight and handling charges. These purchases are performed by the

University's Central Purchasing Services staff who have the authority to approve purchases. Buyers are presented with an on-line requisition from campus departments. The buyer will take action to procure the goods or services requested by campus departments after ensuring that all policies, procedures and authorizations have been observed.

- **FIU Commodity Card**

Suppliers may be presented with a new method of doing business with FIU employees called the Commodity Card. The Commodity Card is a credit card issued by a financial institution. The Commodity Card is designed to be used by authorized FIU employees to purchase routine goods and services costing less than \$1,000 or on established contracts (no dollar limit except capital items), including shipping, handling and tax. The Commodity Card is also used for employee travel. While full liability rests with the University for immediate payment, the person whose name is imprinted on the card (i.e. the cardholder) is responsible for all purchases made using the Commodity Card. The Commodity Card is a purchase card based system which benefits FIU and suppliers through:

- prompt payment to suppliers through the bank card program
- elimination of purchase orders and invoices
- distribution of low value purchase authority

Just like any credit card, the card can be used at the supplier site or to place orders via telephone or internet by giving the card account number to the supplier. No invoices or monthly statements are required from the suppliers although cardholders may request some form of confirmation from the vendor that identifies the detail of the items being purchased and shipped. The bank "invoices" FIU electronically for the net amount of all authorized transactions processed. Each Commodity Card has a pre-set spending limit that may not be exceeded and is also subject to certain merchant code restrictions. The Commodity Card is only to be used for official university business. Purchases of a personal nature are prohibited.

## **9. Commodity Card Restrictions**

There are products and services which cannot be ordered by Commodity Card, some of which are indicated below:

- Alcoholic beverages
- Construction, architect or facility refurbishment services
- Hazardous materials
- Independent contractor or consultant services
- Narcotics, dangerous drugs
- Radioactive materials
- Capital asset items

## 10. Shipments

It is important that your shipments be addressed exactly as shown on the purchase order. Each shipment must have a packing slip affixed to the outside of the package showing our purchase order number and the contents of the shipment. Failure to identify the shipment properly may be cause for refusal. Partial shipments are not desirable and are not encouraged unless shortness of supply demands split shipments. Vendor will ship goods FOB Destination.

## 11. Sales Tax

FIU is exempt from Florida state sales tax. The tax exempt certificate is available at our Office of Controllers website below:

[http://finance.fiu.edu/controller/QL\\_TaxCert.html](http://finance.fiu.edu/controller/QL_TaxCert.html)

By policy, FIU generally requires the Seller to pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of work under a contract, and all applicable sales use, excise, transportation, privilege, occupational and other taxes applicable to materials and supplies furnished or work performed.

## 12. Invoices

The following information MUST appear on your invoice to Florida International University:

- Company name, address and remit address.
- The entire FIU Purchase Order Number.
- Detailed description of material ordered so persons unfamiliar with the product can identify it.
- University bid, contract, lease, or supply agreement number, if applicable.

The FIU Purchase Order number must appear on the invoice. Incomplete invoices result in a delay of payment, so it is in your best interest to comply with these instructions. Invoices should be sent to:

Florida International University  
Modesto A. Maidique Campus  
Controller's Office/Accounts Payable  
Campus Support Complex – 3<sup>rd</sup> Floor  
Miami, FL 33199

Do not invoice prior to shipment.

Questions about the process for payment of invoices should be directed to Accounts Payable Manager at (305) 348-2131.

### **13. How You Can Help Us Do a Better Job**

- Refrain from offering gifts or gratuities or anything that could be construed as a bribe to acquire services or supplies.
- Tell us if our specifications for a product can be improved, to provide a better performance, a longer-life product, and/or lower cost.
- Keep us supplied with your latest catalogs and current prices.
- Keep us informed of your back order situations, plant closures, impending shortages or strikes.
- Follow through on orders to ensure delivery to us as promised.
- Insure that any shipments arranged by you contain our purchase order number on the shipping label.
- Include the FIU purchase order number on your invoice and mail to the invoice address listed above.
- Call Purchasing for appointments.

Remember that all goods and services procured by the University are done via the purchase order mechanism. Do not accept requests for materials from the campus without a purchase order number or presentation of the FIU Commodity Card.

### **14. Buyers and Commodities**

You may refer to the Buyer Directory for the names, phone numbers and the list of commodities handled by each of the buyers. Please feel free to contact the appropriate buyer for the area of sales you wish to discuss located at the website <http://finance.fiu.edu/controller/ContactUsDept.html#Buy>.

## Competitive Solicitations



The Purchasing Services Department shall advertise any competitive solicitation for commodities and for contractual services on the Purchasing Services Department website at <http://bids.fiu.edu/default.aspx>. Potential vendors are encouraged to search for bid advertisements at [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu) at MyFlorida.com. All construction projects will be posted at Florida Administrative Weekly at <https://www.flrules.org/>

Current Competitive Solicitations are posted electronically on our Website at <http://bids.fiu.edu/Lists/Currently%20Available/Public.aspx> as they become available. Tabulation results are posted at <http://bids.fiu.edu/Lists/Competitive%20Solicitations%20Tabulation%20Sheets/Public.aspx>. All public meetings are posted on our website at <http://bids.fiu.edu/Lists/Public%20Meeting%20Notices/Public.aspx>

### Helpful Links

- <http://finance.fiu.edu/purchasing/>
- <http://finance.fiu.edu/purchasing/PDFs/terms.pdf>
- [http://www.dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd](http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd)

## NOTES

# PURCHASING SERVICES



### Office of the Controller

11200 SW 8TH STREET CSC 411  
Modesto A. Maidique Campus  
MIAMI, FL 33199  
Phone: 305 348 2161  
Fax: 305 348 3600

Business hours: 8:30am to 5:00pm

Monday through Friday

Website: <http://finance.fiu.edu/purchasing/>

## Florida International University At a Glance

### HISTORY:

In 1965, Florida Senator Robert M. Haverfield introduced Senate Bill 711, which instructed the state Board of Education and the Board of Regents (BOR) to begin planning for the development of a state university in Miami.



An abandoned airfield is an unusual place for the birth of a university. But in the summer of 1969, founding FIU president Chuck Perry gathered three leaders who would help him create his vision.

Butler Waugh, Donald McDowell and Nick Sileo joined the 31-year-old Perry at Tamiami Airport and set up shop in the former air traffic controllers' tower. The tower had no phones, no drinkable water and no furniture. President Perry decided that the control tower should never be destroyed and so it remains standing today at the center of campus, as FIU's Ivory Tower.

From that single building on that abandoned airfield, FIU has grown to be one of the largest universities in the country. The spirit of entrepreneurship born on that summer day thrives at today's FIU.

### ADMINISTRATION:

Florida International University (FIU) is a public university in the state of Florida, governed by a board of trustees. The 13 members of the Board of Trustees are appointed by the Governor of the State of Florida and the Board of Governors of the State University System.

Reporting directly to the Board of Trustees, FIU is led by President Mark B. Rosenberg. He, along with the other members of his executive team (listed below), direct the academic and administrative activities of the University.

Florida International University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master's, and doctoral degrees.

### RANKING AND STATISTICS:

FIU ranked first in the nation among four-year colleges for awarding bachelor's and master's degrees to Hispanic students. 50,000 students attended FIU in Fall 2012. 11,300 students graduate annually from FIU. FIU ranked 7th on list of largest public universities by enrollment in Fall 2012 and 10th among international business programs in the nation by U.S. News and World Report in Business Programs for 2013.

### CAMPUSES:

FIU has two major campuses: Modesto A. Maidique Campus in West Miami-Dade County, and Biscayne Bay Campus in North Miami Beach.

FIU also has various other locations which include the Engineering Center, near MMC, the Broward Pines Center in Pembroke Pines, the business center in Downtown Brickell, the Miami Beach Urban Studios (MBUS) and the Wolfsonian FIU on South Beach.

Each of these campuses are built and designed for the very purpose of accelerating our student body, cultivating academics through our faculty/staff and furthering the college experience. Engineering Center is located near the Modesto A. Maidique Campus. The Downtown Center,

## Purchasing Mission Statement

### Purchasing Services

The Purchasing Services' mission is to provide the procurement solution that is appropriate for every circumstance and to facilitate within the applicable state, federal, and University rules, regulations and procedures, each department/college's unique mission within the University community. Purchasing Services is committed to the accomplishment of this mission while acting responsibly to protect the assets and vital business interest of the University.

## The Quote Process: What We Buy

- Purchasing Services guidelines require that verbal quotes may be solicited for orders between 0 to 14,999.99. One (1) written or verbal quotation be obtained if the total cost of the order is between \$15,000 to \$24,999.99. For orders with total costs between \$25,000 to \$74,999.99 two(2) written quotations are required. Purchases and services that do not qualify are an exemption or sole source. Orders \$75,000 or greater, require a formal competitive solicitation (ITB, RFP or ITN).

Typical University needs include, but are not limited to:

## Commodities/Services\*

- Advertising
- Audiovisual Equipment and Supplies
- Carpet/Floor Coverings
- Chemicals
- Computers, Equipment & Software
- Construction
- Electrical Equipment & Supplies
- Furniture
- Industrial & Medical Gases
- Janitorial Suppliers
- Lab Equipment & Supplies
- Landscaping Services
- Medical Equipment & Supplies
- Office Equipment & Supplies
- Professional Services
- Photographic Equipment & Supplies
- Plumbing
- Printers and Cartridges
- Printing & Copying
- Promotional Items
- School Equipment & Supplies
- Telecommunications Equipment
- Travel Related Services
- Vehicles

Contact Information for the Purchasing Services staff can be found at <http://finance.fiu.edu/controller/ContactUsDept.html>

## Purchasing Staff and Assigned Commodities

Kelly Loll, C.P.M.	Director of Purchasing Services
Kenia Junco	Associate Director
Chandra Nix—Purchasing Coordinator	Solicitations/ITN/RFPs/ITBS
Crystal Ortiz—Purchasing Coordinator	Oversee Purchasing Agents
Pam Johnson—Sr. Competitive Solicitations & Contracts Agent	Contracts/Agreement for Services/Entertainment Agreements
Emily Diaz—Senior Purchasing Agent	Contracts/Solicitations/Hotel Agreements
Jerry Laso—Procurement Support Specialist	Vendor File Maintenance
Cheryl Cobb—Senior Purchasing Agent	Scientific/Promotional Items
Donald Corbitt—Senior Purchasing Agent	IT (hardware/software)/Telecom/Dell/Apple/HP/Audiovisual
Tere Portuondo—Senior Purchasing Agent	Furniture/Construction/Maintenance/Printing
TBD—Senior Purchasing Agent	TBD

## Vendor Information

Florida International University (FIU) welcomes all vendors interested in doing business with the University. Vendors currently providing or contracted to provide goods and/or services to the University and vendors interested in providing goods and/or services in the future are required to be registered with FIU. In order to become a registered vendor with FIU please visit our Vendor Registration Portal at [http://finance.fiu.edu/purchasing/2vendor\\_forms.html](http://finance.fiu.edu/purchasing/2vendor_forms.html)

## Supplier Diversity Mission

Pursuant to University policy and guidelines, the Small and Minority Business Program (S/MBP) is responsible for ensuring equal opportunities in business contracting for all small business enterprises (SBE), including disadvantaged business enterprises (DBE), women-owned business enterprises (WBE), HubZone business enterprises and disabled veterans business enterprises (DVBE). The S/MBP serves as a liaison between the University and the small and minority business community, with the goal of increasing utilization of S/MBE's and maintaining diversity in the supplier and contractor base at Florida International University.

**State University System**  
**Quarterly Certified Minority Business Expenditure Report**  
**University: Florida International University (FIU)**  
**1st Quarter FY 2012-13: TOTAL for period JULY 1, 2012 - SEPTEMBER 30, 2012**

CATEGORY	MBE CODE	CONSTRUCTION		ARCH & ENG		COMMODITIES		SERVICES		TOTAL	
		NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS
<b>NON PROFIT</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>
<b>NON-MBE:</b>											
NON-MINORITY			\$27,721,649		\$704,317		\$9,188,374		\$6,857,077		\$44,471,416
SMALL BUS. ST.			\$55,200				\$29,621		\$21,053		\$105,874
SMALL BUS. FED.							\$15,925		\$14,774		\$30,699
MBE. FED.											
GOV'T AGENCIES							\$1,995,729		\$172,593		\$2,168,321
NON-PROFIT ORG.							\$34,838		\$185,180		\$220,018
P.R.I.D.E.											
<b>TOTAL NON-MBE:</b>		<b>0</b>	<b>\$27,776,849</b>	<b>0</b>	<b>\$704,317</b>	<b>0</b>	<b>\$11,264,487</b>	<b>0</b>	<b>\$7,250,676</b>	<b>0</b>	<b>\$46,996,329</b>
<b>CMBE:</b>											
AFRICAN-AMERICAN											
HISPANIC					\$72,284						\$72,284
ASIAN-HAWAIIAN											
NATIVE AMERICAN							\$1,125				\$1,125
AMERICAN WOMAN							\$9,245				\$9,245
SERVICE DISABLED VETERAN											
<b>TOTAL CMBE:</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$72,284</b>	<b>0</b>	<b>\$10,370</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$82,654</b>
<b>NON-CMBE:</b>											
AFRICAN-AMERICAN							\$13,463		\$26,639		\$40,102
HISPANIC			\$970,170				\$749,499		\$586,969		\$2,306,638
ASIAN-HAWAIIAN							\$6,351		\$74,845		\$81,196
NATIVE AMERICAN									\$8,000		\$8,000
AMERICAN WOMAN			\$20,515		\$9,625		\$251,578		\$264,060		\$545,777
SERVICE DISABLED VETERAN									\$5,913		\$5,913
<b>TOTAL NON-CMBE:</b>		<b>0</b>	<b>\$990,685</b>	<b>0</b>	<b>\$9,625</b>	<b>0</b>	<b>\$1,020,891</b>	<b>0</b>	<b>\$966,426</b>	<b>0</b>	<b>\$2,987,627</b>
<b>TOTAL MBE:</b>		<b>0</b>	<b>\$990,685</b>	<b>0</b>	<b>\$81,909</b>	<b>0</b>	<b>\$1,031,261</b>	<b>0</b>	<b>\$966,426</b>	<b>0</b>	<b>\$3,070,281</b>



**State University System**  
**Quarterly Certified Minority Business Expenditure Report**  
**University: Florida International University (FIU)**  
**2nd Quarter FY 2012-13: TOTAL for period OCTOBER 1, 2012 - DECEMBER 31, 2012**

CATEGORY	MBE CODE	CONSTRUCTION		ARCH & ENG		COMMODITIES		SERVICES		TOTAL	
		NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS
<b>NON PROFIT</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>
<b>NON-MBE:</b>											
NON-MINORITY			\$29,931,184		\$583,283		\$8,424,287		\$9,343,395		
SMALL BUS. ST.							\$27,854		\$7,618		
SMALL BUS. FED.							\$7,350				
MBE. FED.											
GOV'T AGENCIES							\$967,302		\$211,151		
NON-PROFIT ORG.							\$49,496		\$287,785		
P.R.I.D.E.											
<b>TOTAL NON-MBE:</b>		<b>0</b>	<b>\$29,931,184</b>	<b>0</b>	<b>\$583,283</b>	<b>0</b>	<b>\$9,476,288</b>	<b>0</b>	<b>\$9,849,949</b>	<b>0</b>	<b>\$49,840,705</b>
<b>CMBE:</b>											
AFRICAN-AMERICAN											
HISPANIC											
ASIAN-HAWAIIAN											
NATIVE AMERICAN							\$1,125.00				
AMERICAN WOMAN SERVICE DISABLED VETERAN							\$13,245				
<b>TOTAL CMBE:</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$14,370</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$14,370</b>
<b>NON-CMBE:</b>											
AFRICAN-AMERICAN							103638.86		\$122,477		
HISPANIC			\$1,321,269		\$109,271		\$702,525		\$520,823		
ASIAN-HAWAIIAN							\$9,603		\$81,231		
NATIVE AMERICAN									\$14,610		
AMERICAN WOMAN SERVICE DISABLED VETERAN			\$13,060		\$5,300		\$190,459		\$203,495		
<b>TOTAL NON-CMBE:</b>		<b>0</b>	<b>\$1,334,329</b>	<b>0</b>	<b>\$114,571</b>	<b>0</b>	<b>\$1,006,227</b>	<b>0</b>	<b>\$942,636</b>	<b>0</b>	<b>\$3,397,763</b>
<b>TOTAL MBE:</b>		<b>0</b>	<b>\$1,334,329</b>	<b>0</b>	<b>\$114,571</b>	<b>0</b>	<b>\$1,020,597</b>	<b>0</b>	<b>\$942,636</b>	<b>0</b>	<b>\$3,412,133</b>

**State University System**  
**Quarterly Certified Minority Business Expenditure Report**  
**University: Florida International University (FIU)**  
**3rd Quarter FY 2012-13: TOTAL for period JANUARY 1, 2013 - MARCH 31, 2013**

CATEGORY	MBE CODE	CONSTRUCTION		ARCH & ENG		COMMODITIES		SERVICES		TOTAL	
		NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS
<b>NON PROFIT</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>
<b>NON-MBE:</b>											
NON-MINORITY			\$24,189,955		\$288,024		\$8,848,980		\$9,375,232		
SMALL BUS. ST.			\$1,200				\$11,257		\$21,063		
SMALL BUS. FED.							\$7,870		\$993,495		
MBE. FED.											
GOV'T AGENCIES			\$1,525				\$699,639		\$206,218		
NON-PROFIT ORG.			\$1,083				\$7,979		\$185,664		
P.R.I.D.E.											
<b>TOTAL NON-MBE:</b>		<b>0</b>	<b>\$24,193,763</b>	<b>0</b>	<b>\$288,024</b>	<b>0</b>	<b>\$9,575,726</b>	<b>0</b>	<b>\$10,781,673</b>	<b>0</b>	<b>\$44,839,186</b>
<b>CMBE:</b>											
AFRICAN-AMERICAN							\$680				
HISPANIC											
ASIAN-HAWAIIAN									\$211,401		
NATIVE AMERICAN											
AMERICAN WOMAN SERVICE DISABLED VETERAN											
<b>TOTAL CMBE:</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$680</b>	<b>0</b>	<b>\$211,401</b>	<b>0</b>	<b>\$212,081</b>
<b>NON-CMBE:</b>											
AFRICAN-AMERICAN									\$63,933		
HISPANIC			\$494,386		\$181,476		\$940,366		\$407,021		
ASIAN-HAWAIIAN							\$9,141				
NATIVE AMERICAN									\$2,590		
AMERICAN WOMAN SERVICE DISABLED VETERAN			\$19,345				\$196,644		\$460,923		
<b>TOTAL NON-CMBE:</b>		<b>0</b>	<b>\$513,731</b>	<b>0</b>	<b>\$181,476</b>	<b>0</b>	<b>\$1,146,151</b>	<b>0</b>	<b>\$934,467</b>	<b>0</b>	<b>\$2,775,824</b>
<b>TOTAL MBE:</b>		<b>0</b>	<b>\$513,731</b>	<b>0</b>	<b>\$181,476</b>	<b>0</b>	<b>\$1,146,831</b>	<b>0</b>	<b>\$1,145,867</b>	<b>0</b>	<b>\$2,987,904</b>

**State University System**  
**Quarterly Certified Minority Business Expenditure Report**  
**University: Florida International University (FIU)**  
**4th Quarter FY 2012-13: TOTAL for period APRIL 1, 2013 - JUNE 30, 2013**

CATEGORY	MBE CODE	CONSTRUCTION		ARCH & ENG		COMMODITIES		SERVICES		TOTAL	
		NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS
<b>NON PROFIT</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>
<b>NON-MBE:</b>											
NON-MINORITY			\$17,626,917		\$269,807		\$9,722,576		\$8,472,061		
SMALL BUS. ST.							\$52,388		\$11,388		
SMALL BUS. FED.							\$13,700		\$565,958		
MBE. FED.											
GOV'T AGENCIES							\$873,403		\$202,370		
NON-PROFIT ORG.							\$42,918		\$290,137		
P.R.I.D.E.											
<b>TOTAL NON-MBE:</b>		<b>0</b>	<b>\$17,626,917</b>	<b>0</b>	<b>\$269,807</b>	<b>0</b>	<b>\$10,704,984</b>	<b>0</b>	<b>\$9,541,914</b>	<b>0</b>	<b>\$38,143,622</b>
<b>CMBE:</b>											
AFRICAN-AMERICAN											
HISPANIC											
ASIAN-HAWAIIAN									\$40,145		
NATIVE AMERICAN											
AMERICAN WOMAN SERVICE DISABLED VETERAN							\$8,870				
<b>TOTAL CMBE:</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$8,870</b>	<b>0</b>	<b>\$40,145</b>	<b>0</b>	<b>\$49,015</b>
<b>NON-CMBE:</b>											
AFRICAN-AMERICAN							1674.5		\$55,768		
HISPANIC			\$481,092		\$99,541		\$855,625		\$632,882		
ASIAN-HAWAIIAN							\$23,699				
NATIVE AMERICAN									\$6,315		
AMERICAN WOMAN SERVICE DISABLED VETERAN			\$8,650		\$1,500		\$168,023		\$734,066		
<b>TOTAL NON-CMBE:</b>		<b>0</b>	<b>\$489,742</b>	<b>0</b>	<b>\$101,041</b>	<b>0</b>	<b>\$1,049,022</b>	<b>0</b>	<b>\$1,429,030</b>	<b>0</b>	<b>\$3,068,836</b>
<b>TOTAL MBE:</b>		<b>0</b>	<b>\$489,742</b>	<b>0</b>	<b>\$101,041</b>	<b>0</b>	<b>\$1,057,892</b>	<b>0</b>	<b>\$1,469,176</b>	<b>0</b>	<b>\$3,117,851</b>

