



Florida State University



Expanding Relationships, Enriching Economic Opportunities

SMALL BUSINESS PARTICIPATION PLAN

Fiscal Year
2013 to 2014

Division of Finance and Administration
Supplier Diversity Program – Office of Human Resources
Tallahassee, Florida

Small Business Participation Plan (SBPP)

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A. Background Information

I. INTRODUCTION

The Supplier Diversity Program (SDP) is administered by the University's Office of Human Resources in partnership with the University's Purchasing and Facilities organizations. It is the mission of FSU Human Resources to continually improve the University's quality of higher education, research and service by enabling it to attract, develop and retain key talent. Within the venue of public service, the focus of the SDP is to invest in small businesses located within and beyond the communities in which we live, work and do business.

B. Supplier Diversity Mission, Vision and Commitment

Mission: To expand relationships and enrich economic opportunities for businesses, including small, minority, veterans and women-owned business enterprises as required to carrying out the University's mission of education, research and service.

Vision: To have a supplier base that reflects the broad diversity of our students, faculty, staff, and communities while providing the highest quality support services that are consistent with the world-class status the University seeks to achieve.

Commitment: To develop relationships and increase our business participation with small, minority, veterans and women owned business enterprises in a fiscally responsible manner.

C. About the FSU Small Business Participation Plan

During the fiscal year 2012-2013, Florida State University (FSU) responded to the Florida Department of Management Services' Office of Supplier Diversity (OSD) request to establish a Small Business Participation Plan (SBPP) and to create access to procurement opportunities for minority, veterans and women owned business enterprises. Florida State University continues to implement its efforts in an inclusionary manner aimed at enhancing the participation of qualified small businesses in state contracting.

This document reflects the University's market-driven approach toward continued development for a broadened level of business participation. Through educational and outreach activities the University will enhance its commitment of equity in contracting and procurement. Further, FSU Small Business Participation Plan is a reflection of many components as written by Laws of Florida 2007-217, § 80, eff. July 1, 2007 as well as Florida Statutes, Section 1001.706.

D. Highlights of Program Activities 2012-2013

Florida State University Supplier Diversity Program theme is: "Contact Us Today to Begin Building Relationships that May Enrich your Economic Opportunities Tomorrow..." Key accomplishments for the previous year are as follows:

- Submitted annual Small Business Participation Plan for year 2012-2013 to the Florida Department of Management Services Office of Supplier Diversity.
- Submitted Quarterly Small Business Expenditure Reports to the Office of Supplier Diversity followed by an end of the year total expenditure report.
- Cohosted the National Women's Small Business Month "Workshop & Reception along with the Leon County Board of County Commissioners MW/SBE Division.

- Established a pilot program with the College of Medicine to increase awareness of diverse spending while encouraging small acts of inclusion by its buyers.
- Planned and facilitated the construction services marketing course to assist small business owners with competing for campus services contracts (minor projects for a three year period). Ten firms (15 people) attended the half day training.
- Member of the FSU D&I Community Relations committee that recognizes internal diversity and inclusion activities while highlighting and promoting current university successes.
- Captured second tier expenditures from construction prime contracting firms and large vendor firms to include Office Depot, Aramark, WW Grainger, VWR, and Astro Travel.
- Partnered with local agencies to host “Meet & Greet” events with our local construction and major vendor firms to assist with expanding relationships with small, minority, veterans & women owned businesses.
- Attended several meetings with FSU sponsored research representatives to discuss the SDP role to assist with meeting federal contracts small business subcontracting plan requirements.
- Selection committee member for the Construction Management (CM) contract – University Housing expansion project.
- Selection committee member for campus services three year contracts, (CM’s, Architect & Civil/Structural Engineering and Mechanical, Electrical, Plumbing Engineers) for projects up to two million dollars.
- Co-presented at the American Association for Affirmative Action 39th National Conference & Annual Meeting on Reaching Beyond Boundaries: Building a Diversity and Inclusion Framework. Shared with other university and college professionals, steps taken to-date about the FSU Supplier Diversity Program initiative.
- Maintained the use of the [Supplier Diversity Webpage](#) to inform viewers of FSU’s commitment to investing in the communities in which we not only work and live but also educate, research, and deliver a myriad of services. A SMV/WBE is spotlighted on the SDP website every two months.
- Conducted monthly status/update meetings on program activities to increase utilization of small, minority, veterans and women owned business enterprises with FSU Vice President of Finance & Administration, senior staff members and other representatives from [Purchasing](#), and [Facilities Design and Construction](#) Departments.
- Continued to use OMNI PeopleSoft to retrieve necessary data for a substantial portion of all required reports. Collected 2nd tier data as reported by prime contracting firms on their subcontract utilization of small, minority, veterans and women owned business enterprises.
- FSU Supplier Diversity Program was featured in the October 2012 issue of the National Association of College and University - Business Officers Business Magazine. Article entitled “Branch Out”
- Continued external outreach to small, minority, veterans and women owned business enterprises through participation in the 20th Annual Big Bend Minority Enterprise Development (MED) Week activities; the 30th Annual Small Business Week activities and the Third Annual Tallahassee Regional MatchMaker Conference.
- Held one-on-one office meetings with small business firms to educate them on our supplier diversity program and on how to do business with FSU.
- Recruitment of small business owners while attending the OSD Northeast Florida Regional Matchmaker event held in Jacksonville. Participated in one-on-one sessions with businesses expressively interested in doing business with FSU.
- Established a membership with the newest area chamber of commerce – Big Bend Minority Chamber of Commerce.

II. Proposed Outreach Activities 2013-2014

- Coordinate meet & greet events for small businesses with major contracting firms to expand relationships and provide opportunities for subcontracting.
- Present at workshops to discuss business development and opportunities with FSU.
- Serve on the planning committee for the Big Bend MED Week, the Small Business Week celebrations and the 4th Annual Tallahassee Regional MatchMaker Conference.
- Co-host a small business workshop with the Big Bend Minority Chamber of Commerce.
- Create an FSU Supplier Diversity pamphlet for use at outreach activities.
- Participate in local and statewide vendor regional matchmaker events and conferences, round-table discussions, seminars, and one-on-one sessions with current and prospective vendors to promote inclusive business utilization (building strategic alliances, doing business at FSU, etc.).
- Partner with the FSU School of Business Jim Moran Institute and other local organizations providing services to entrepreneurial and small business owners to provide a single source website of information about each organization.

Chart A. Primary Activities within Each Key Strategy for FSU's 2013-2014 Plan

KEY STRATEGIES	ONGOING OBJECTIVES
<p>I. Leadership, Faculty & Staff Involvement</p>	<ul style="list-style-type: none"> • Facilitate the SDP Small Business Participation Council with the Director of Purchasing Services as chair. • Continue partnership of events sponsored by the Big Bend MED Week Committee, Inc. An ad and supporting letter from the Vice President of Finance and Administration is placed in the program guide. • Co-host, with the Big Bend Minority Chamber of Commerce, a workshop for small business enterprises. • Participate in the Office of Supplier Diversity Regional Match Maker events in Florida. • Serve on the OSD Mentor/Protégé Improvement Committee: Sub-Committee on Recruiting of Mentors. • Continues to participate in forums, workshops, SMV/WBE networking events and meetings with various partners and University personnel to expand awareness of the FSU Supplier Diversity Program.
<p>II. Education & Outreach</p>	<ul style="list-style-type: none"> • Provide specialized training for completion of the "Campus Service Contracting process to small, minority, veterans and woman owned business enterprise within the construction industry. • Ensure contract awarded Construction Management firms host a meet & greet events with SMV/WBE to increase subcontract opportunities. • Direct non-certified minority, veterans and women owned business enterprises to become certified through the Florida Department of Management Service's Office of Supplier Diversity (OSD), or other entities as deemed appropriate and acceptable by the University.

III.
Benchmarking &
Best Practices

- Participate on major project selection/presentation committees as a voting member with Facilities Design and Construction, and Purchasing Services while sharing ideas and promoting diversity and inclusion in vendor contracting.
- Continued participation on SHRM's Standards for Diversity and Inclusion task force, responsible for creating a description of the top diversity professional position; the essential elements of an organizational Diversity and Inclusion program, and the creation of Metrics minimum standards. Having previously served on the "External subgroup" and "Writing Committee".
- Attend monthly working group meetings with OSD and periodically attend other contracting professional association conferences to benchmark progress and best practices.
- Serve on the FAMU – SBDC Advisory Board.

IV.
Communication

- Communicate university-wide plan of inclusionary procurement and contracting processes that are tied to the University's vision, mission, goals and objectives.
- Participate in area and regional supplier diversity programs such as matchmakers and seminars for ongoing external outreach and internal awareness among vendors and buyers.
- Visit with campus buyers to encourage increase use of small businesses in purchasing commodities and services.
- Maintain program website and promote its accessibility to small businesses.

V.
Reporting/
Development

- Partner with our Facilities & Purchasing Departments to obtain second tier spending information with SMV/WBE.
- Work closely with supply chain partners to strengthen the data retrieval process on expenditures with second- and third-tier suppliers. Work with FSU ERP to increase data integrity that's entered into PeopleSoft OBI systems to enable better reporting on spending with small, minority, veterans and women- owned business enterprises.
- Implement legislation change – 295.187 F.S. "Florida Veteran Business Enterprise Opportunity Act" from service-disabled veteran.

VI.
Monitoring

- Work closely with the Purchasing staff, Facilities staff and major contracting firms to ensure inclusionary considerations are extended to small, minority, veterans and women owned business enterprises in the procurement process.
- Monitor number of competitive solicitations and awards made to individual vendors by colleges, departments and procurement staff and report on the same.
- Increase actual spend with SMV/WBE to reflect 2010-11 fiscal year results of 14.3 percent.

FSU Human Resources Supplier Diversity Director will lead and facilitate this initiative in partnership with the FSU Department of Facilities Design and Construction and the FSU Department of Purchasing Services. All of these functions operate within the Division of Finance and Administration, which reports directly to the University President.

III. Planned Educational Activities 2013-2014

As opportunities arise, the University will continue to conduct various activities and educational programs to meet its objectives. Activities, in broad terms, are noted below:

- Schedule and conduct educational/training and awareness programs with FSU buyers and purchasing agents, and those with the purchasing responsibility in various departments, to gain their support and assistance in promoting the utilization of small, minority, veterans and women owned business enterprises.
- Encourage prime contractors to conduct workshops (meet & greet events) for sub-contractors to expand relationships while developing strategic alliances, joint ventures and partnerships, as well as increase participation in FSU contract and procurement opportunities.
- Convert the established construction services marketing course into the new vendor orientation for providers of construction services, commodities and professional services, to take place twice annually.
- Continuous meetings with internal procurement staff to provide insight on available small businesses, and the use of the bidder/vendor directories to ensure a pool of diverse vendors for consideration.

IV. Summary Addressing Past Contracting Including a Breakdown of Contracting with Minority, Veteran and Women Owned Businesses

Florida State University seeks to award contracts to small businesses, including minority, veterans and women owned business enterprises. The University will continue to implement its program with a focus on its key strategies:

- Leadership, Faculty, Staff Development & Involvement,
- Education/Outreach,
- Benchmarking & Best Practices,
- Communication,
- Reporting/Data Management and,
- Monitoring

In addition, FSU will continue to develop all required reporting elements, and utilize its Enterprise Resource Planning system to retrieve required data on purchasing activity.

Below is a summary of FSU's spending including both certified and non-certified minority, veterans and women business enterprises. Despite the economic downturn FSU has continually strived to expand relationships through-out the State of Florida while enriching economic opportunities greater than the year before for small, minority, veteran and women owned business enterprises (SMV/WBE).

During FY 12-13, the University spent a total of \$218,296,442 with all vendors and suppliers, large and small, compared to \$248,638,522 spent during FY 11-12 and \$242,822,732 spent during FY 10-11. This represents a 12.2% decrease in total spending between FY 12-13 & FY 11-12 and a decrease of 10.1% over FY 10-11.

With a decrease in spending overall during the past 12 months, there was a slight increase spend with minority firms yielding 2.1% over FY 11-12, however, a decrease (54.2%) over FY 10-11. Actual SMV/WBE spending was \$15,904,122 or 7.3% compared with \$15,579,009 or 6.3% in 11-12 and \$34,711,506 or 14.3% in 10-11.

Table 1. FSU Minority Vendor Activity - Three-Year History

VENDOR ACTIVITY	2010-2011	2011-2012	2012-2013	% Change 11/12-12/13	% Change 10/11-12/13
Certified MBEs	\$14,278,741	\$10,924,605	\$10,237,511	-6.3%	-28.3%
Non-Certified MBEs	\$20,408,602	\$4,647,007	\$5,599,341	20.5%	-72.6%
Non-Profit	\$24,163	\$7,397	\$17,173	132.2%	-28.9%
Total Activity	\$34,711,506	\$15,579,009	\$15,854,025	1.81%	-54.3%

Table 2. FSU Minority Vendor Activity by Spending Category - Three-Year History

SPENDING CATEGORY	2010-2011	2011-2012	2012-2013	% Change 11/12-12/13	% Change 10/11-12/13
Construction	\$24,778,504	\$6,368,647	\$6,896,205	8.3%	-72.2%
Architecture/Engineering	\$1,081,882	\$1,582,384	\$1,111,855	-29.7%	2.8%
Commodities	\$6,563,568	\$5,306,712	\$5,302,091	-0.1%	-19.2%
Contractual Services	\$2,287,552	\$2,421,266	\$2,543,874	5.1%	11.2%
Total Spending	\$34,711,506	\$15,579,009	\$15,854,025	1.8%	-54.3%

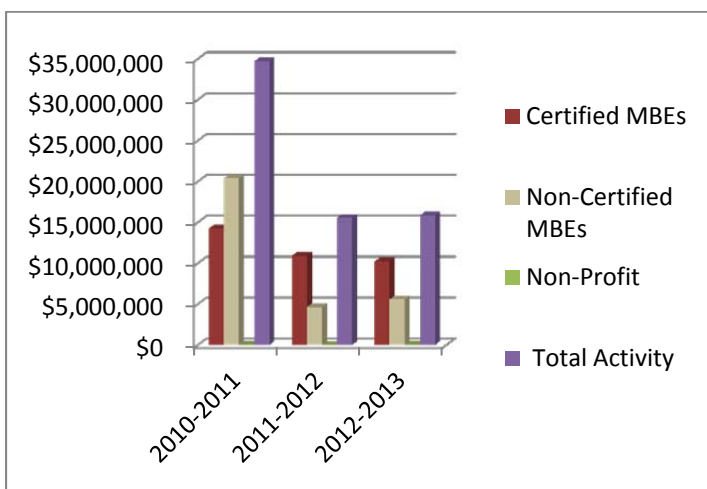


TABLE 1 DATA GRAPH

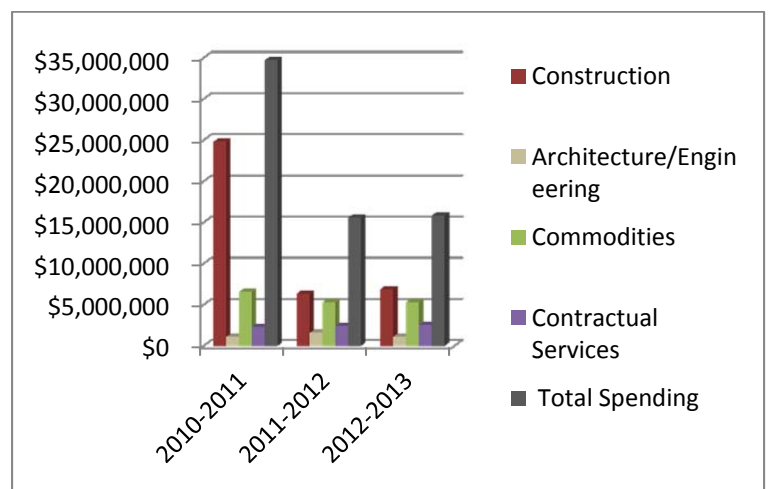


TABLE 2 DATA GRAPH

Table 3. FSU Annual Small/Minority Business Expenditures Report 2012-2013

Annual Small/Minority Business Expenditures Report											
FLORIDA STATE UNIVERSITY											
July 1, 2012 to June 30, 2013											
CATEGORY	MBE CODE	CONSTRUCTION		ARCH & ENG		COMMODITIES		SERVICES		TOTAL	
		NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS	NO.	DOLLARS
NON-MBE:											
NON-MINORITY	A	244	15,242,875	200	3,618,555	34,124	72,927,011	7,536	15,782,970	42,104	\$107,571,410
SMALL BUS ST	B	139	20,593,697	151	3,742,644	6,795	11,631,380	6,031	11,954,383	13,116	\$47,922,104
SMALL BUS FED	C	6	358,849	6	162,928	2,552	9,974,784	989	3,158,118	3,553	\$13,654,679
MBE FED	D	0	0	0	0	2	10,609	0	0	2	\$10,609
GOV'T AGENCIES	E	3	2,075	7	63,174	1,321	10,511,466	774	4,223,206	2,105	\$14,799,921
NON-PROFIT ORG	F	0	0	0	0	333	5,582,189	321	4,218,305	654	\$9,800,494
P.R.I.D.E.	G	0	0	0	0	21	66,163	3	1,315	24	\$67,478
TOTAL NON-MBE:		392	\$36,197,496	364	\$7,587,301	45,148	\$110,703,602	15,654	\$39,338,297	61,558	\$193,826,696
CMBE:											
AFRICAN AMERICAN	H	1	78,008	0	0	63	134,530	53	162,916	117	\$375,453
HISPANIC AMERICAN	I	0	0	2	16,330	122	367,435	25	36,215	149	\$419,980
ASIAN AMERICAN	J	1	650	5	24,110	76	360,147	27	59,829	109	\$444,736
NATIVE AMERICAN	K	0	0	0	0	0	0	7	11,000	7	\$11,000
AMERICAN WOMAN	M	63	5,570,356	23	1,023,620	695	1,828,311	289	564,053	1,070	\$8,986,341
TOTAL CMBE:		65	\$5,649,014	30	\$1,064,060	956	\$2,690,423	401	\$834,013	1452	\$10,237,511
NON-CMBE:											
AFRICAN AMERICAN	N	1	1,520	1	12,830	46	246,871	88	149,757	136	\$410,978
HISPANIC AMERICAN	O	1	20,312	0	0	15	275,773	47	81,643	63	\$377,728
ASIAN AMERICAN	P	0	0	0	0	150	400,483	40	23,519	190	\$424,002
NATIVE AMERICAN	Q	0	0	0	0	14	24,823	2	1,272	16	\$26,095
AMERICAN WOMAN	R	8	1,225,359	1	34,964	917	1,647,606	861	1,452,607	1,787	\$4,360,537
TOTAL NON-CMBE:		10	\$1,247,191	2	\$47,794	1,142	\$2,595,557	1038	\$1,708,798	2192	\$5,599,341
NON-PROFIT:											
MIN BD DIRS	S	0	0	0	0	1	51	0	0	1	\$51
MIN EMPLOYEES	T	0	0	4	641,810	12	14,776	6	780	22	\$657,367
MIN COMM SERVED	U	0	0	0	0	14	16,060	2	1,063	16	\$17,123
OTHER NON PROF	V	1	388,979	0	0	282	831,433	372	1,252,180	655	\$2,472,592
TOTAL NON-PROF:		1	\$388,979	4	\$641,810	309	\$862,319	380	\$1,254,023	694	\$3,147,132
OTHER CLASSIF:											
CERT SVC DISABLED VET	W	0	0	0	0	0	0	0	0	0	\$0
NON-CERT SVC DISABLED VET	Y	0	0	0	0	1	50,096	0	0	1	\$50,096
NO SELECTION	Z	0	0	0	0	775	5,209,038	49	226,628	824	\$5,435,667
TOTAL OTH CLSSF:		0	\$0	0	\$0	775	\$5,259,134	49	\$226,628	824	\$5,485,763
GRAND TOTAL:		468	\$43,482,680	400	\$9,340,966	48,330	\$122,111,036	17,522	\$43,361,760	66,720	\$218,296,442

SOURCE: Florida State University Purchasing, Facilities, and OMNI/ERP, and compiled by Human Resources Supplier Diversity Office

V. Subcontracting Reporting

- FSU schools and departments have a very good working relationship with major contracting firms. Upon request, each firm has provided a list and report of small, minority, veterans and women owned business enterprises they subcontracted with and the amount of spending with these small businesses.
- The Supplier Diversity Director carefully reviews subcontractors utilized to determine whether or not businesses are certified with the State Office of Supplier Diversity, Federal SBA and/or a State of Florida governmental municipality. The spending, termed “second tier”, is included in FSU’s expenditure reports provided to senior management and the State Office of Supplier Diversity.
- Prime construction contracting firms are requested to encourage their subprime contractors to report spending with SMV/WBE at the “third tier” level for services rendered only on FSU projects.

VI. Steps for Internal Implementation of the Plan

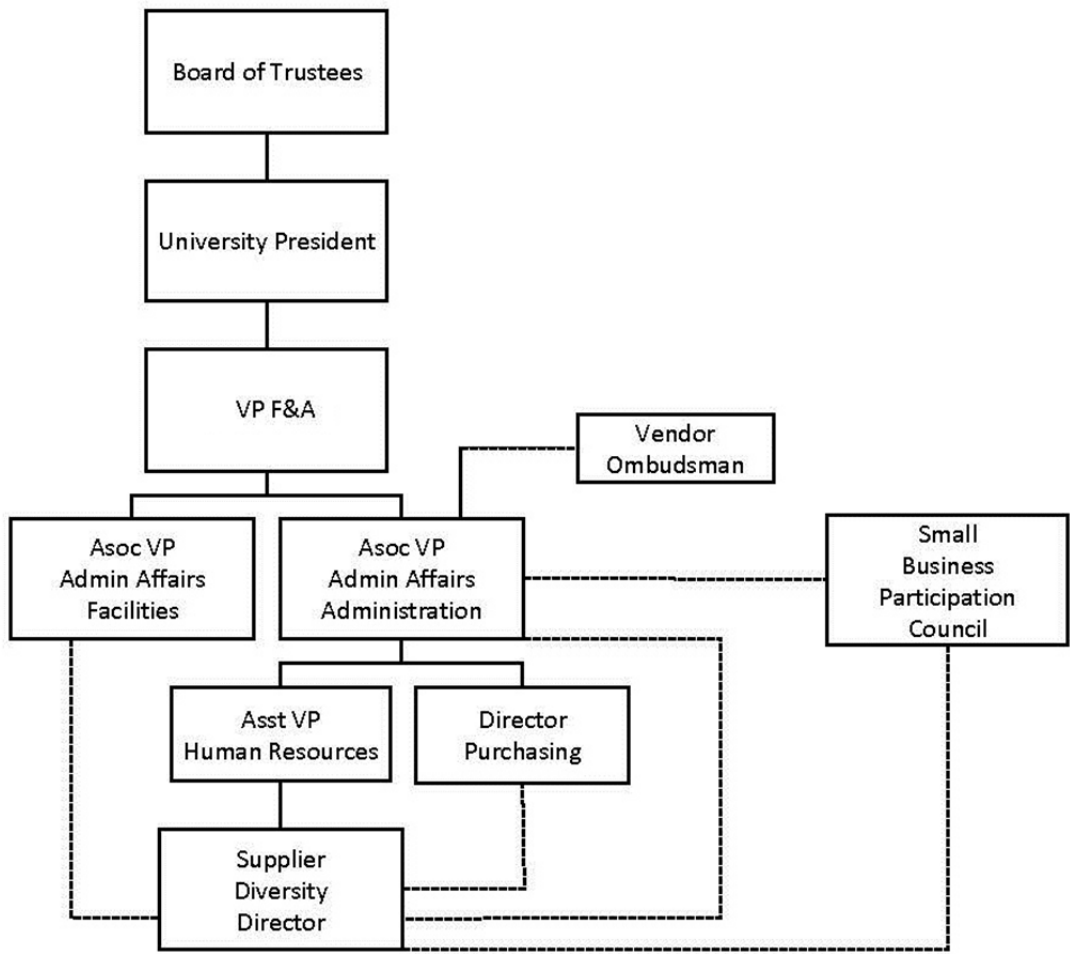
- The University will develop plans for capturing data that will more effectively identify contract bid invitations, responses and awards as it pertains to small, minority, veterans and women owned business enterprises.
- Planned meetings with University staff (campus buyers) responsible for the department/college purchasing to encourage diversity purchasing and highlight opportunities for selection of diverse businesses.
- The Small Business Participation Council (SBPC) will monitor and track the business plan progress while continuing to encourage full participation, effective outreach, and implementation of the FSU diversity initiative with SMV/WBE to diversify the University’s supply base.
- Conduct monthly status/update meetings on program plan activities to increase utilization of small, minority, veterans and women owned business enterprises with FSU Vice President of Finance & Administration along with key procurement administrators.
- Statistical reporting with charts is provided for each step listed above generating discussion about progress and strategies to expand relationships with small businesses while increasing economic opportunities.

VII. Accountability for Implementation of the Plan

FSU Human Resources Supplier Diversity Director will provide direction and coordination of the University’s Supplier Diversity Program. In addition, the University will receive direction from the established SBPC to successfully implement the Small Business Participation Plan. The Council Chair is the Associate Vice President for Finance and Administration.

The key purpose of the Small Business Participation Council is to foster a diverse supply base, and in the process, improve its outcomes regarding expenditures with that diverse supply base.

Chart B. Depiction of the FSU Organizational Implementation Schematic for Supplier Diversity



Board of Trustees (BOT)

Small Business Participation Council Chair: Dennis Bailey, Associate Vice President Finance and Administration

Vendor Ombudsman: Diana Norwood, Director Finance and Administration Marketing

Supplier Diversity Administrator: Edward E. Acoff, Director

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A:

OP-A-8 SUPPLIER DIVERSITY POLICY

SPECIFIC AUTHORITY

State of Florida Governor’s Executive Order 99-281, “Executive Order Regarding Diversity”; Section 288.703, Florida Statutes; Section 287, Florida Statutes

OBJECTIVE

The objective of this policy is to ensure and promote qualified small business participation in state contracting, which includes small businesses owned by women and ethnic/racial minorities.

OVERVIEW

The Florida State University (FSU) seeks, as a matter of policy, to provide opportunities for businesses, including small and minority enterprises, in the procurement for goods and services, and construction or related contracting. In establishing this policy, the University recognizes shared responsibility in the conduct of business that ensures fair and equitable processes to its stakeholders. The University firmly believes that in our free enterprise system, every attempt must be made to fully utilize all of our resources, human as well as material. Therefore, no potential supplier will be precluded from consideration on the basis of race, color, religion, sex, age, or national origin.

MINORITY BUSINESS ENTERPRISE

The term “Minority Business Enterprise” means a company that is at least 51 percent owned, controlled and operated by a person(s) representing a racial minority group and is a citizen of the United States (African Americans, Asian Americans/Pacific Islanders, Hispanic Americans, and Native Americans). This term also refers to American women who are not a member of an ethnic minority classification pursuant to Florida Statute 288.703(3)(e).

RESPONSIBILITY AND COORDINATION

Every employee who is delegated the responsibility to either directly or indirectly commit the expenditure of funds for the purchase of goods and services is charged with the task of making this objective a reality. The Supplier Diversity Director is responsible for administering the FSU Supplier Diversity Policy. This person will lead our supplier diversity effort, monitor and report our progress, and make recommendations for improvement and ongoing success. FSU’s success, however, is dependent upon the participation and commitment of all those who impact the outcome of this policy. The University has adopted a policy of supplier diversity with respect to its own contracting and purchasing and will seek to assure that all of its contractors, subcontractors, and vendors abide by the spirit and intent of this policy statement.

FORMS

[Vendor Application Form](#)

B:

FSU Regulation 6C2R-2.0151 Supplier Diversity Program

(1) There is hereby created the Florida State University Supplier Diversity Program ["Program"]. Its purpose shall be to provide opportunities for small, minority and women owned business enterprises in the procurement of commodities, goods and services, and construction or related contracting within Florida State University.

(2) The Program shall be located within the Office of Human Resources. The President has designated the Assistant Vice President for Human Resources or a designee to serve as the Program head responsible for establishing all Program policies and the staffing and strategies needed to achieve Program objectives.

(3) Program Statement of Intent. It is the intent of Florida State University to provide opportunities for businesses, including small, minority and women owned business enterprises, in the procurement for goods and services, and construction or related contracting. Also, this includes Florida businesses that are not minority or women-owned. In pursuing this intent, the Program shall establish policies and procedures within the University which will actively encourage unrestricted access to the procurement processes and business opportunities made available by the university to all such diverse members of the community.

(4) University Responsibility. Every employee who is delegated the responsibility to either directly or indirectly commit the expenditure of funds for the purchase of goods and services or otherwise providing business opportunities shall provide full assistance to the Program, consistent with the established policies and all applicable regulations, rules and laws.

Specific Authority BOG Resolution January 7, 2003, Reg. Procedure July 21, 2005, Law Implemented 1001.74 (2)(a), (6)(a), Florida Statutes FS. History–New, 9-19-2008

C:

Small Business Participation Council Members

Chairperson	Department/Division	Position
Karen Gibson	Finance & Administration-Purchasing Services	Interim Director
Members		
Eric Algoe	Finance & Administration	Associate Vice President
Dennis Bailey	Finance & Administration	Associate Vice President for Facilities
Denis B. Burns	College of Communication	Sr. Computer Support Specialist
Bill Clutter	Oglesby Union Administration	Director
Steven Conner	Dean College of Education	Director of Business Operation
John Crutchfield	University Business Administrators	UBA Multi Site Asst. Director
Joan C. Gardenhire	CLG Management, LLC	President
Benjamin Harris	City of Tallahassee Economic Development	M/WBE Director
Christopher Heacox	VP for University Relations	Executive Director, Seven Days
Gary Huff	Finance & Administration-Business Services	Assoc. Dir. Financial Operations
Roberta McManus	Office of Research	Director, Sponsored Research Accounting Services
David Sagaser	University Housing	Assoc. Director, Building Services
Dan Simpler	Finance & Administration- Facilities Admin. Services	Director
Rosalia Contreras	Executive Branch-Student Government	President
Scott Tamm	College of Arts and Sciences	Assistant Dean Administrative Services
Michael Williams	Finance & Administration-Controller	Controller
Sharon Woodall	Administrative Services – College of Medicine	Assoc. Dean Finance & Admin
Facilitator		
Edward E. Acoff	Finance & Administration-Human Resources	Supplier Diversity Program Director

Roles and Responsibilities

- Encourage full participation of high performing, competent and capable small businesses, including minority, veterans and women owned businesses, in the University’s normal procurement process.
- Review and make recommendations on ways to provide effective outreach to small, minority, veterans and women owned businesses that inform them of contract/business opportunities at FSU.
- Lead development and implementation of programs to educate small, minority, veterans and women owned business participants regarding FSU’s procurement policies, procedures and processes.

D: Florida State University Supplier Diversity Brand and Logo:



Expanding Relationships, Enriching Economic Opportunities