



**New College**  
THE HONORS COLLEGE of Florida

# **Small Business Participation Plan**

**2013 – 2014**

**Submitted by:**

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**Small Business Participation Plan  
FY 2013 - 2014**

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## **I. Introduction**

### **A. Background Information**

The Small and Minority Business Program (S/MBP) is administered by the Director of Purchasing, Mark Lillquist, who also serves as the College's Small and Minority Business Program Director. These duties are performed in partnership with the College's Facilities Department. Within the venue of public service, the focus of the S/MBP is to invest in businesses located within and beyond the communities in which we live, work and do business.

### **B. Mission, Vision and Commitment**

**Mission:** To actively pursue opportunities and establish business partnerships with small, minority, service-disabled veteran, and women-owned businesses that provide goods and services purchased by New College of Florida. The S/MBP serves as a liaison between the College and the small and minority business community, with the goal of increasing utilization of Small and Minority Business Enterprises and maintaining diversity in the supplier and contractor base at New College of Florida.

**Vision:** To establish a supplier base that reflects the broad diversity of our students, faculty, staff and communities. The S/MBP seeks to heighten the awareness of procurement personnel and other decision makers; to the level that equal opportunity in business contracting is established and fostered in the procurement process.

**Commitment:** New College of Florida is committed to providing fair and equal opportunities for all businesses to compete in the procurement process and to develop and establish relationships to increase our business participation with small, minority, service-disabled veteran, and women-owned enterprises in a fiscally responsible manner. NCF does not reserve any procurement, nor provide price preferences to any vendor on acquisition matters.

### **C. About the NCF Small Business Participation Plan**

During the fiscal year 2012-2013, New College of Florida (NCF) 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 and women-owned business entities. NCF continues to implement its efforts aimed at enhancing the participation of these qualified businesses in state contracting. Through educational and outreach activities, the College will strive to enhance its commitment of equity in contracting and procurement.

#### **D. Key Program Activities During 2012-2013**

- New College of Florida submitted its annual Small Business Participation Plan for the year 2012-13 to the Florida Department of Management Services Offices of Supplier Diversity.
- New College of Florida submitted Quarterly Small Business Expenditure Reports to the Office of Supplier Diversity followed by an end of year total expenditure report.
- Invited a minority office supply vendor to meet campus staff to display and introduce new products.
- The college utilizes the SunGuard/Banner system to retrieve necessary data for a substantial portion of all required reports. Vendors are added with the appropriate SWMBE code and data is collected through downloaded reports.
- Implemented a new initiative to help identify S/MBE vendors in the database for more accurate reporting.

## **II. Proposed Outreach Activities 2013-2014**

- Participate in local area and statewide matchmaker conferences, round-table discussions, seminars, and one-on-one sessions with current and prospective vendors to promote inclusive business utilization (building business relationships, doing business at NCF, etc.).
- Promote the participation and utilization of small, minority, service-disabled veteran, and women-owned businesses among College departments, staff, academic units, and prime contractors.
- Plan to attend meet and greet workshops designed to assist small, minority, service-disabled veteran, and women-owned businesses in doing business with New College of Florida (NCF), other state universities, state agencies, and local governmental units.
- Actively represent New College of Florida in the business community by involvement in small, minority, service-disabled veteran, and women-owned business associations and organizations.
- Identify and pursue small, minority and women-owned businesses that provide goods and/or services that may be purchased by New College of Florida.
- Utilize New College of Florida's Fiscal Liaisons, housed in academic and administrative departments, to identify opportunities for program implementation and expansion.

### **III. Planned Educational Activities 2013-2014**

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

- Encourage prime contractors to conduct workshops for sub-contractors to enhance opportunity to develop strategic alliances, joint ventures and partnerships, as well as participation in New College of Florida contract and procurement opportunities.
- Seek opportunities to conduct educational/training and awareness programs with those individuals with purchasing responsibilities in various departments, to gain their support and assistance in promoting the utilization of small, minority, service-disabled veteran, and women-owned business enterprises.
- To seek opportunities to discuss the College's Small and Minority Business expenditures and efforts before various local, and state forums.
- To conduct Info Sessions for small contractors through the NCF Finance, Purchasing and Facilities departments.
- Participate in small and minority business development trade fairs for the purpose of bringing small and minority business enterprises to the campus and providing departmental staff the opportunity to meet new vendors.

#### **IV. Summary Addressing Past Contracting Activity**

Data on the following pages demonstrates that New College of Florida seeks to award contracts to small businesses, including minority and women business owners. The College will continue to implement its program and focus on the following strategies:

- Enhancing Faculty and Staff Involvement and Commitment in the S/MBP
- Education/Outreach Initiatives
- Communication, Reporting/Data Management and Monitoring

In addition, New College of Florida will continue to develop all required reporting elements, and utilize its Banner software system to retrieve data on purchasing activity.

##### **A. NCF Minority Vendor Activity – Two Year History**

<b>Vendor Activity</b>	<b>2011-2012</b>	<b>2012-2013</b>	
Certified MBEs	\$ 1,109,499	\$85,784	
Non-Certified MBEs	\$ 5,809	\$32,916	
<b>Total Activity</b>	<b>\$ 1,115,308</b>	<b>\$118,700</b>	

**B. Minority Business Expenditure Report-2012-13**

**MBE TOTALS**  
**State University System**  
**Annual Certified Minority Business Expenditure Report**  
**University: NEW COLLEGE OF FLORIDA**  
**Period Ending 07/10/2013**

CATEGORY	MBE CODE	CONSTRUCTION (1)		ARCH & ENG (1)		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	A	12	\$3,333,913	10	\$477,381	513	\$2,852,140	177	\$2,879,240	712	\$9,542,674
SMALL BUS. ST.	B										
SMALL BUS. FED.	C										
MBE. FED.	D										
GOV'T AGENCIES	E	3	\$11,260	1	\$6,037	31	\$435,306	8	\$406,258	43	\$858,900
NON-PROFIT ORG.	F										
P.R.I.D.E.	G										
<b>TOTAL NON-MBE:</b>		<b>15</b>	<b>\$3,345,173</b>	<b>11</b>	<b>\$483,418</b>	<b>544</b>	<b>\$3,287,446</b>	<b>185</b>	<b>\$3,285,498</b>	<b>755</b>	<b>\$10,401,575</b>
<b>CMBE:</b>											
AFRICAN-AMERICAN	H										
HISPANIC	I					2	\$56,659			2	\$56,659
ASIAN-HAWAIIAN	J										
NATIVE AMERICAN	K										
AMERICAN WOMAN	M					6	\$21,305	1	\$7,820	7	\$29,125
<b>TOTAL CMBE:</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>8</b>	<b>\$77,964</b>	<b>1</b>	<b>\$7,820</b>	<b>9</b>	<b>\$85,784</b>
<b>NON-CMBE:</b>											
AFRICAN-AMERICAN	N										
HISPANIC	O										
ASIAN-HAWAIIAN	P					1	\$300			1	\$300
NATIVE AMERICAN	Q										
AMERICAN WOMAN	R					5	\$31,539	1	\$35	6	\$31,574
<b>TOTAL NON-CMBE:</b>		<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>6</b>	<b>\$31,839</b>	<b>1</b>	<b>\$35</b>	<b>7</b>	<b>\$31,874</b>
<b>TOTAL:</b>		<b>15</b>	<b>\$3,345,173</b>	<b>11</b>	<b>\$483,418</b>	<b>558</b>	<b>\$3,397,249</b>	<b>187</b>	<b>\$3,293,353</b>	<b>771</b>	<b>\$10,519,233</b>

Note:

(1) Architects/Engineers and Construction industry participation dollars are captured by the NCF Facilities Planning & Construction Office.

Contractors are required to complete and submit a summary of actual M/WBE participation along with applications for payment.



## **V. Sub-Contracting Reporting**

New College of Florida and its departments have a very good working relationship with major contracting firms.

Currently Purchasing has developed procedures to capture subcontractor information through our Facilities 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 require contractors to submit all backup information including any documents supporting the S/MBE subcontractor reporting. This provides purchasing with the ability to keep track of S/MBE subcontractor usage.

## **VI. Initiatives and Procedures to Enhance the Small Business Participation Plan**

It is the policy of New College of Florida to optimize opportunities for business contracting with small and minority 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.

Initiatives and Procedures proposed by New College of Florida are as follows:

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