



2013-2014

**Business Participation Plan
University of North Florida**

John A. Delaney
President

Table of Contents

I.	Introduction	2
II.	Mission, Vision and Commitment	2
III.	Data	3
IV.	Senior Official	3
V.	Programs and Initiatives	3
VI.	Outreach Activities	4
VII.	Planned Programs to Educate Business Owners	5
VIII.	2012-2013 Contracting Success	5
IX.	Subcontractor Information and Reporting	6
X.	New Initiatives and Internal Procedures	6

I. Introduction

The University of North Florida (UNF) is committed to keeping diversity in contracting as an integral part of UNF Purchasing's business strategy. In a fiscally responsible manner we strive to grow and sustain minority, women- and service-disabled veteran owned businesses through university in-reach, community outreach, education and training.

To be successful, we have established the following objectives:

- Identify and utilize minority, women- and service-disabled veteran owned business enterprises that provide goods and/or services that are purchased by the University of North Florida
- Encourage certification of minority, women- and service-disabled veteran owned business enterprises
- To the extent funding is available, partner with local and state entities that advocate supplier diversity to host workshops and developmental meetings intended to enhance business operations and procurement opportunities for minority, women- and service-disabled veteran owned business enterprises
- Promote the utilization of minority, women- and service-disabled veteran owned business enterprises across university departments, academic units and prime contractors.

The University of North Florida recognizes the value of a diverse supplier base and its impact on the business community and population at large. In recognition of this fact, the UNF Purchasing Department makes conscientious efforts to ensure that the department continues to seek new supplier sources for business opportunities at the University and that minority, women- and service-disabled veteran owned business enterprises are given the opportunity to compete for these opportunities.

II. Mission, Vision and Commitment

- **Mission:** Expand relationships and enrich economic opportunities for small businesses, including minority, women- and service disabled veteran-owned, with the University of North Florida
- **Vision:** Maintain a supplier base that reflects the diversity of our students, faculty, staff and community
- **Commitment:** Develop relationships and increase our business participation with small business to include minority, women- and service disabled business enterprises in a fiscally responsible manner.

III. Data

The University of North Florida relies on the Banner Financial System, along with the Information Technology Services department personnel, to identify and obtain financial and diversity status data necessary to complete and submit the required reports.

IV. Senior Official

The University of North Florida's Business Participation Plan will be administered by the Associate Director of Purchasing. This plan is designed to promote fair and open competition to all vendors. The University intends to do this by seeking out minority, women- and service-disabled owned business enterprises, identifying the goods and services they provide and promoting their availability to University departments and colleges. Though the University no longer has participation goals, the dollars spent from the previous quarter are used as a benchmark in order to ensure continuous improvement in the identification and utilization of minority, women- and service-disabled veteran owned business enterprises.

V. Programs and Initiatives

The UNF Purchasing Department vigorously seeks out, identifies and uses state and locally certified and noncertified minority, women- and service-disabled veteran owned businesses that provide goods and services purchased by the University. Through our work with local, state and national councils, we seek to develop mutually beneficial partnerships with businesses that represent the make-up of the students and communities we serve.

The Purchasing Department will assist the University and its departments toward successful compliance with the State of Florida Office of Supplier Diversity. This task will be accomplished through in-reach, outreach, consulting, training and developing diverse suppliers. Purchasing department staff will be responsible for administering supplier diversity policies and procedures, record keeping and coordinating bids. The Senior Official will:

- Aggressively seek out and identify minority, women- and service-disabled veteran owned business enterprises that provide goods and services the University purchases and promulgate this attitude throughout the University of North Florida
- Develop, recommend and implement policies and procedures that promote and enhance the use of minority, woman- and service-disabled veteran owned suppliers and subcontractors

- Review all formal solicitations to ensure minority business participation by supplementing each bid list with applicable minority, women- and service-disabled veteran owned business enterprises
- Maintain a vendor database of minority, women- and service-disabled veteran owned business enterprises
- Provide Diversity in Contracts Program link on the Purchasing website for departmental requestors that allows access to local, state and federal directories of minority, women- and service-disabled veteran owned business enterprises
- Monitor bid tabulation sheets to verify participation of minority, women- and service-disabled veteran owned business enterprises.

The Purchasing Staff will review all formal bids before public solicitation. During this review, the Buyer will:

- Supplement the bid list with minority, women- and service-disabled veteran owned business enterprises
- Supply vendors/contractors with resources such as directories and web-links that provide a database of certified/noncertified small businesses throughout Florida (e.g. Biznet link is available on UNF Purchasing website) These resources will be made available during pre-bid meetings to encourage larger firms to sub-contract with minority, women- and service-disabled veteran owned businesses on UNF construction projects
- Contact minority, women- and service-disabled veteran owned business enterprises to encourage participation on a specific competitive solicitation
- Ensure that the UNF Purchasing website contains detailed and current information in reference to any active solicitations.

Informal Quotations: All informal quotations not subject to the bid requirement will, to the extent possible, include participation by minority, women- and service-disabled veteran owned business enterprises. Authority for the final selection of the vendor is the responsibility of the University Purchasing Department. We encourage the departments to submit contact information for known suppliers so we can add these to a list of selected vendors that may have been identified as underutilized businesses.

VI. Outreach Activities

The Purchasing Department will participate in outreach activities as resources are available. Recent outreach activities include:

- Office of Supplier Diversity – 2013 Matchmaker Conference, March 29, 2013 in Jacksonville, FL
- Florida Association of Minority Business Enterprise Officials (FAMBEO), Jacksonville, FL August 5, 2013

- 4th Annual 2013 Procurement Expo and Reverse Trade Show sponsored by NFPA at the UNF University Center, March 7, 2013
- UNF Commission on Diversity and Inclusion as ex-officio member

VII. Planned Programs to Educate Business Owners

The Purchasing Department will aggressively identify and recruit minority, women- and service-disabled veteran owned businesses with the goal of allowing genuine opportunity for business involvement. The department will identify commodities and contractual services that could be provided by minority, women- and service-disabled veteran owned business enterprises. To the extent resources are available the following techniques will be used to increase public awareness:

- Attend and participate in Florida major business trade fairs, seminars and workshops
- Conduct minority, women- and service-disabled veteran owned business enterprise site visits to learn more about their capabilities and to explain the procurement process at the University of North Florida
- Advertise in appropriate business publications
- Develop outreach programs through networking with local small business development centers, UNF Small Business Development Center, minority contractor and business associations, minority purchasing councils, city and county purchasing offices and local Chambers of Commerce
- Plan and/or host one major event or trade fair every year (pending available funding)
- Meet with FAMBEO representative for presentation of updated information and upcoming MBE services January 2014

VIII. 2012-2013 Contracting Success

149 new minority and small business concerns were identified and added to the University's vendor file since July 1, 2012 with approximately \$562,700 in purchase orders/contracts to a number of these newly identified firms. Examples of newly identified minority, women- and service-disabled owned businesses with whom the University has contracted with by category are:

- **Construction:** Holman Inc., Johnny Pitts Construction, PWD Orlando Inc., Mac Industries, Besch and Smith Civil Group
- **IT/Communications:** Magnifying America, The Danby Group LLP
- **Furniture:** Workscapes, Bennett Buildings of Orange Park
- **Office Supplies:** Amazing Recycled Products
- **Plaques/Trophies:** American Plaque Company
- **Printing:** General Graphics Corporation, Braveheart Press

- **Contractual Services:** True Clean Carpet and Tile Care, Adams Water Conditioning
- **Lab Supplies:** Omm Scientific, Larson Electronics LLC, Biostat,
- **Vehicle Maintenance:** Adkins Sandblasting
- **Transportation:** American Transportation Services, Inc.
- **Athletics/Recreation:** Elite Amenities, Inc., Core Performance Concepts

IX. Subcontractor Information and Reporting

Architects/engineers and construction industry participation dollars are captured by the UNF Campus Planning, Design and Construction office. Contractors are required to complete and submit a summary of actual minority subcontractor participation along with applications for payment. Contractors are required to maintain records of the minority subcontractor summaries for three years.

Major commodity suppliers, such as OfficeMax, submit a monthly report of their second tier minority suppliers for our reporting purposes.

X. New Initiatives and Internal Procedures

Business Participation Plan initiatives are designed to support the University's efforts to increase competition, lower prices and provide more opportunities and support for minority, women- and service-disabled veteran owned business enterprises.

The University of North Florida Purchasing Department will institute the following initiatives and internal procedures for fiscal year 2013-2014:

- Serve on sub-committee of the Commission on Diversity and Inclusion to cultivate a shared commitment to supplier diversity
- Dedicate financial, technical and human resources, as available, to ensure objectives are met.