



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

administration
We serve those who serve Florida

4050 Esplanade Way
Tallahassee, FL 32399-0950
Tel: 850-488-2786 | Fax: 850-922-6149

Rick Scott, Governor

Craig J. Nichols, Agency Secretary

September 5, 2014

Thad Fortune
Office of Supplier Diversity
4050 Esplanade Way
Tallahassee, FL 32399

Dear Mr. Fortune:

The Department of Management Services submits its Diversity Business Participation Plan for Fiscal Year 2013-2014. The plan details the Department's commitment to further its State of Florida certified minority-, veteran- and woman-owned business enterprise participation.

In addition, the Department will continue to cultivate new ideas for outreach. We are committed to increasing supplier diversity and look forward to working with the Office of Supplier Diversity to increase the diversity of business participation throughout Florida. Please do not hesitate to contact the Deputy Departmental Purchasing Director, Jesse Covell, at 410-0102, with any questions.

Sincerely,

Debra Forbess
Director of Administration

DF/ka

Enclosure

Cc: Jesse Covell



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Department of Management Services
Office of Supplier Diversity Business Participation Plan
Fiscal Year 2013-14

Includes Participation of State of Florida Certified
Minority-, Veteran- and Women-Owned Business
Enterprises

Submitted by:
Jesse Covell, Deputy Departmental Purchasing Director
4050 Esplanade Way, Suite 335F
Tallahassee, FL 32399-7000



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I. Mission, Vision and Statement of Commitment for Enhancing Supplier Diversity

The Department of Management Services (DMS) supplier diversity mission is to continue to encourage the participation of State of Florida certified minority-, veteran- and woman-owned business enterprises and to ensure these businesses have an equal opportunity to provide commodities and services to the Department.

We encourage State of Florida certified minority-, veteran- and woman-owned business enterprises to participate in the procurement process, and we routinely purchase commodities and services from State of Florida certified minority-, veteran- and woman-owned business enterprise. The Department of Management Services participates in outreach sessions and one-on-one meetings to educate and assist businesses with responding to competitive solicitations and where to best focus their marketing efforts. We are committed to continuing to develop and implement strategies to maximize supplier diversity and actively pursue a steady increase of participation with State of Florida certified minority-, veteran- and woman-owned business enterprises.

We have demonstrated our commitment by measuring our progress. The Department consistently tracks progress on spend by State of Florida certified minority-, veteran- and woman-owned business enterprises via the 90-Day Spending Plan.



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Data retrieved from the Florida Accounting and Information Resource subsystem (FLAIR), reflects the Department's increased spending over the previous fiscal year with State of Florida certified minority-, veteran- and woman-owned business enterprises:

Fiscal Year 2011-12 \$5,242,097

Fiscal Year 2012-13 \$7,154,270

II. Officials Responsible for Plan

The officials responsible for implementing and monitoring the Department's Business Participation Plan are:

Jesse Covell
Deputy Departmental Purchasing Director
4050 Esplanade Way, 335.F
Tallahassee, Florida 32399
Phone: 850-410-0102
Jesse.Covell@dms.myflorida.com

Angela Pereira, Purchasing Card/MyFloridaMarketPlace Administrator
4050 Esplanade Way, 335.7Z
Tallahassee, Florida 32399
Phone: 850-414-7746
Angela.Pereira@dms.myflorida.com

III. Commodities and Services Purchased

Several of the commodities and services purchased by the Department required to carry out its mission are listed below:

Commodities (not inclusive)

- Janitorial/cleaning supplies
- Printing supplies (paper, toner, forms, etc.)
- Office supplies
- Postage
- Business cards
- Employee recognition awards
- Information Technology supplies (hardware, Ethernet cords, phones, audio visual equipment, etc.)
- Plumbing supplies
- Air conditioning filters
- Boots

Services (not inclusive)

- Security Systems
- Janitorial Services
- Computer training
- Legal services



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- Subscriptions (training, licenses, etc.)
- Phone services
- Shredding services
- Termite maintenance services
- Water treatments
- Fire Sprinklers Inspections and Maintenance
- Record Storage services

IV. Establish Programs and Initiatives

The Department plans to increase participation from State of Florida certified minority-, veteran- and woman-owned business enterprises:

- Training staff who make purchases of commodities and services to obtain quotes from certified businesses, when possible.
- Issuing Purchasing Bulletins stressing the importance of contracting with State of Florida certified minority-, veteran- and woman-owned business enterprises.
- Incorporating supplier diversity information and practices into Departmental Purchasing's policies and procedures.
- Selecting certified businesses listed on state term contracts, alternate contract sources and state purchasing agreements, when appropriate.

V. Proposed Outreach Activities

The outreach activities planned by Departmental Purchasing include, but are not limited to:

- Via competitive solicitation language, encourage vendors to subcontract with certified businesses when submitting a bid, proposal, or reply.
- Encourage large businesses we contract with to subcontract with State of Florida certified minority-, veteran- and woman-owned business enterprises.
- Publish information on Departmental Purchasing's website to include information on how to register as a State of Florida certified minority-, veteran- and women-owned business enterprise with the Office of Supplier Diversity.
- When attending the local National Institute of Governmental Purchasing (NIGP) tradeshow each year, Departmental Purchasing staff advises potential vendors of procurement opportunities and encourage State of Florida certified minority-, veteran- and woman-owned business enterprises to participate.



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- Participate in OSD's one-on-one matchmaker events. Departmental Purchasing will continue to participate in future matchmaker events held locally.
- Encourage participation in informal quoting opportunities issued by the Department via the MyFloridaMarketPlace (MFMP) eQuote system by identifying certified businesses and requesting quotes from businesses that provide the services or commodities sought.
- Upon request, provide notice of competitive solicitations and other procurement information related to minority organizations and economic development groups.
- Attend and participate in the monthly meetings facilitated by the Office of Supplier Diversity to learn of additional outreach opportunities and engage with the featured vendor regarding opportunities to compete in competitive solicitations and informal quoting activities.

VI. Planned Education

- The Department will regularly participate in statewide roundtable discussions, seminars, local one-on-one matchmaker events with current and prospective vendors to promote inclusive business utilization. Also, the Department will participate in meet-and-greet workshops in Tallahassee and surrounding areas to



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provide information to certified businesses on how to do business with the Department.

- The Department will provide information about the 90-Day Spending Plan for upcoming procurement opportunities for OSD to post on its website for certified businesses.
- The Department will provide copies of newly launched competitive solicitations for OSD to post on its website to encourage supplier diversity.
- Departmental Purchasing will encourage non-certified businesses to become certified through the Department's Office of Supplier Diversity, if applicable.

VII. Summary of Past Contracting

The Department's spending fiscal year 2012-13 with State of Florida certified minority-, veteran- and women-owned business enterprises is as follows:

	Fiscal Year: 2012-13
OSD Certified	\$7, 154, 270



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An additional breakdown of the Department’s State of Florida certified minority-, veteran- and women-owned business enterprise spend is as follows:

H-African American	\$23, 243
I-Hispanic	\$585,255
J-Asian/American	\$4,675,984
K-Native American	\$163,462
M-Woman	\$1,501,320
W-Veteran	\$205,006
TOTAL:	\$7,154,270

The spend information above reflects our successful partnership with certified minority businesses. The Department remains committed to preserving and promoting supplier diversity in all procurements.

VIII. Capturing and Reporting of Subcontractors

The Department requires that all contractors receive approval from the agency prior to subcontracting any work. The Department will continue to encourage contractors to partner with State of Florida certified minority-, veteran- and women-owned business enterprises.



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IX. New Initiatives

- With the vendor search function capabilities in MFMP's eQuote system, the Department will encourage staff to seek quotes from State of Florida certified minority-, veteran- and women-owned business enterprises.
- Educate subcontractors on purchasing guidelines and reporting requirements.
- Currently, Chapter 287.09451(5)(a), Florida Statutes, requires the Department to notify OSD of procurements that meet or exceed \$195,000. The Department will change its internal procedures and notify OSD of all competitive procurements over \$35,000 posted on the Vendor Bid System (VBS) in order to increase notifications to State of Florida certified minority-, veteran- and women-owned business enterprises.