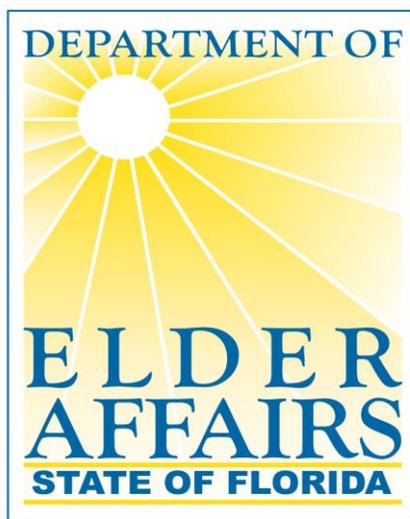


Department of Elder Affairs



Business Participation Plan

2013-2014

Submitted by:

**Byron Saper, Purchasing Director
4040 Esplanade Way, Suite 215T
Tallahassee, Florida 32399-7000**

Business Participation Plan

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I. Mission and Vision

For the Department of Elder Affairs:

Mission: To foster an environment that promotes well-being for Florida's elders and enables them to remain in their homes and communities.

Vision: All Floridians aging with dignity, purpose, and independence.

The Department's goal is to meet its mission by purchasing the goods and services needed by the program offices at the lowest price and best quality possible. The steps taken by the Bureau of Contract Administration and Purchasing to achieve the goal include:

- Assisting in the development of solicitation specifications ensuring increased competition;
- Assisting program offices with requests for quotations in order to increase the vendor pool and obtain the best value for the state; and
- Establishing and administering agreements and contracts in accordance with sound procurement practices and all applicable laws.

II. Agency Staffing

The senior officials responsible for monitoring and implementing the Department's plans are as follows:

- Richard Haire, Bureau Chief
Contract Administration and Purchasing
- Byron Saper, Purchasing Director
Contract Administration and Purchasing

III. Establish Programs and Initiatives

Train and encourage Department staff when purchasing goods and services, to obtain quotes from registered minority vendors especially certified minorities, service-disabled veterans, and women-owned businesses.

Select minority vendors listed on state or alternate source contracts, when appropriate, and train Department staff on how to select a Minority Business and determine if it is the best value for the state.

The Department will continue to educate new employees involved in purchasing commodities and services regarding how to search for CMBEs and MBEs when requesting quotes from vendors. The quotes may be written or thru the states electronic eQuote system of MyFloridaMarketPlace (MFMP).

IV. Proposed Outreach Activities

Encourage small, minority, service-disabled veteran, and women-owned business to do business with the Department of Elder Affairs.

Encourage EQuote participation for the informal quote process between \$2,500 and \$35,000. Identify small, minority, service-disabled veteran, and women-owned business and request quotes from those businesses providing the services or commodities sought.

Encourage Department staff to identify and solicit phone or written quotes under \$2500 from small, minority, service-disabled veteran, and women-owned business registered for the commodities or services needed by the Department.

Attend and participate in the monthly meetings facilitated by the Office of Supplier Diversity (OSD).

Attend MatchMaker One on One Conference/Workshops sponsored by the OSD.

V. Vendor Education

Participate in statewide roundtable discussions, seminars and one on one session with current and prospective vendors to promote inclusive business utilization.

Participate in Tallahassee and surrounding area meet and greet workshops to encourage small, minority, service-disabled veteran, and women-owned businesses to do business with the Department of Elder Affairs.

Encourage small, minority and women-owned businesses to obtain certification through the OSD.

The Department will provide information about its ninety (90) Day Spending Plan for upcoming procurement opportunities to the Office of Supplier Diversity (OSD). OSD will post the plan on the website for minority, service-disabled veteran, and women-owned business opportunities.

The Department's Contract Administration and Purchasing Bureau will use all available means to educate suppliers on to use MyFloridaMarketPlace (MFMP) and ESourcing. This will include a statement about ESourcing registration on all Department purchase orders.

VI. Summary of Services for FY 12-13 and expected services for FY 13-14

The majority of funds allocated to the Department are via Federal Grant and it is therefore, exempt from state procurement laws, as further explained in section VII. Where possible within the Grant guidelines, the Department tries to funnel dollars to listed MFMP registered minority vendors.

The following is a list by minority category of our previous fiscal year 2012-2013 expenditures and the Departments estimated expenditures for the current FY 2013-2014.

**Certified Minority Business Expenditure Report
Fiscal Year 2012-2013 Expenditures**

Category	MBE Code	Dollars
African American	H	\$0.00
Hispanic	I	\$14,723.15
Asian-Hawaiian	J	\$763.75
Native American	K	\$6,769.75
American Woman	M	\$60,292.79
Service Disabled Veteran	W	\$336.00
Total Certified Minority Business Expenditure		\$82,885.44

**Non-Certified Minority Business Expenditure Report
Fiscal Year 2012-2013 Expenditures**

Category	MBE Code	Dollars
African American, Non-Certified	N	\$24,808.60
Hispanic, Non-Certified	O	\$263,093.73
Asian-Hawaiian, Non-Certified	P	\$171,602.20
Native American, Non-Certified	Q	\$2,932.40
American Woman, Non-Certified	R	\$805,226.09
Service Disabled Veteran, Non-Certified	Y	\$195,056.63
Total Non-Certified Minority Business Expenditure		\$1,462,719.60

Certified Minority Business Expenditure Report
Estimated expenditures for Fiscal Year July 1, 2013
thru June 30, 2014

Category	MBE Code	Dollars
African American	H	\$1,288.00
Hispanic	I	\$16,011.15
Asian-Hawaiian	J	\$2,051.75
Native American	K	\$8,057.75
American Woman	M	\$61,580.79
Service Disabled Veteran	W	\$1,624.00
Total Certified Minority Business Expenditure		\$90,613.44

Non-Certified Minority Business Expenditure Report
Estimated expenditures for Fiscal Year July 1, 2013
thru June 30, 2014

Category	MBE Code	Dollars
African American, Non-Certified	N	\$26,096.60
Hispanic, Non-Certified	O	\$264,381.73
Asian-Hawaiian, Non-Certified	P	\$172,890.20
Native American, Non-Certified	Q	\$4,220.40
American Woman, Non-Certified	R	\$806,514.09
Service Disabled Veteran, Non-Certified	Y	\$196,344.63
Total Non-Certified Minority Business Expenditure		\$1,470,447.65

VII. Capturing and Reporting of Subcontractors

Sections 20.41(5) and 430.101, Florida Statutes, designate the Department of Elder Affairs (DOEA) as the State Unit on Aging (SUA) under the Older American Act (OAA). The Department of Elder Affairs serves as the primary state agency responsible for administering state and federal human service programs for the elderly (client services). The Department ensures client service delivery by executing contracts with private, non-profit human service providers (11 Area Agencies on Aging [AAAs]) as mandated by the Older American Act [Sections 305(a)(1)(E) and (a)(2)(A)]. These contracts are non-competitive procurements and are classified as regulated exemptions. The AAAs contract with both public and private groups to provide services or in very limited instances may provide services directly through special waivers.

This multi-layer contracting system comprises the bulk of the Department's annual contracting and purchasing activities in both procurement volume and dollars. The Department will continue to encourage members of its aging services provider network to pursue contracting opportunities with the minority, service-disabled veteran, and women owned businesses.

VIII. New Initiatives

The Contract Administration and Purchasing Bureau will continue to update the contract and purchasing policies and procedures manual to include accurate information on minority, service-disabled veteran, and women-owned business enterprises.

The Department will send information about formal solicitations to OSD to be posted on their website to ensure minority, service-disabled veteran and women owned businesses are informed of the opportunities to participate.

The Department will encourage all their current participating vendors as well as new vendors to make sure they register or update their current registration to accept eQuotes.