



STATE BOARD OF ADMINISTRATION

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**MINORITY, WOMEN AND SERVICE  
DISABLED VETERAN  
BUSINESS PLAN**

**FISCAL YEAR 2013-2014**

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## **I. INTRODUCTION**

The State Board of Administration of Florida (the “SBA” or the “Board”) is a constitutional entity of Florida state government that provides a variety of investment services to various governmental entities. These include managing the assets of the Florida Retirement System (FRS) Pension Plan (i.e., defined benefit plan) and Investment Plan (i.e., defined contribution plan), the Lawton Chiles Endowment Fund, the Local Government Surplus Funds Trust Fund, the Hurricane Catastrophe Fund, the Lottery Fund and a variety of smaller funds. Total assets under management as of June 30, 2013 were approximately \$151.7 billion. The SBA currently invests in five asset classes: Global Equity (including both developed and emerging markets), Fixed Income, Strategic Investments, Private Equity and Real Estate.

A Board of Trustees governs the SBA. Comprised of Rick Scott, Governor, as Chairman; Jeff Atwater, Chief Financial Officer, as Treasurer; and Pam Bondi, Attorney General, as Secretary, the Trustees have ultimate authority and oversight for the SBA’s overall strategy. All three of the Trustees of the Board are elected statewide to their respective positions as Governor, Chief Financial Officer, and Attorney General.

The Trustees delegate authority to the Executive Director and Chief Investment Officer (CIO), who serves at the discretion of the Trustees and is responsible for managing and directing all administrative, personnel, budgeting, investment policy, and investment functions. The Executive Director manages 187 professional and administrative support staff.

The Board of Trustees appoints nine members to serve on the Investment Advisory Council. The Investment Advisory Council reviews investments made by the staff of the SBA and makes recommendations regarding investment policy, strategy and procedures. The Council meets on an ongoing basis to discuss general investment policies and broad topics related to the general economic outlook. The Board of Trustees also appoints six members to serve on the Participant Local Government Surplus Funds Trust Fund (Florida PRIME) and make related recommendations to the Board of Trustees on the administration of Florida PRIME.

### State Board of Administration’s Mission Statement:

Our mission is to provide superior investment management and trust services by proactively and comprehensively managing risk and adhering to the highest ethical, fiduciary, and professional standards

## **II. EDUCATION, MARKETING AND OUTREACH**

**To promote the participation of small businesses, including those owned by women, minorities and service disabled veteran business enterprises the SBA will implement the following procedures:**

- Encourage the use of small businesses, including those owned by women, minorities and service disabled veterans in the selection of service providers.
- Develop a list of small business enterprises, including those owned by women, minorities and service disabled veterans for use by SBA staff to ensure inclusion in the procurement process.
- Provide interested small minority business enterprises with adequate information about plans, specifications, and requirements of contracts.
- Utilize when possible, small business enterprises, including those owned by women, minorities and service disabled veterans when soliciting for oral and written quotations or sealed responses for procurement of commodities or contractual services.
- Utilize Florida's Certified Minority Business Enterprises Online Directory provided the Department of Management Services' Office of Supplier Diversity.
- Develop relationships between key users of products and services within the SBA small business enterprises, including those owned by women, minorities and service disabled veterans that can be utilized for the procurement of those products and services.
- Will include a statement in bid solicitation documents encouraging minority and small business enterprise participation.
- Ensure that minority business enterprises have continued access to potential SBA business.
- Assist in bringing small business enterprises, including those owned by women, minorities and service disabled veterans together with non-minority firms to encourage partnership.
- Attend and participate in outreach activities such as workshops and trade shows and other events targeted towards small business enterprises, including those owned by women, minorities and service disabled veterans for the purposes of providing assistance to and identifying new small and minority business enterprises.

### **III. REPORTING AND RECORD KEEPING**

SBA has developed, and will maintain a record keeping system within the PeopleSoft Financials application that tracks and measures dollars spent with minority business firms. Non-certified spend for managers and brokers are certified after all adjustments for the period is reconciled and audited. Typically there is a delay of 1-3 months after the quarter has ended.

#### IV. SUMMARY OF MBE PROCUREMENT EXPENDITURES FISCAL YEAR 2012-2013

DETAIL REPORT OF MINORITY BUSINESS ENTERPRISES UTILIZED FOR FY 2012-2013		
Period Ended 06/30/13		
COMMODITIES	4th QUARTER	YEAR-TO-DATE
<b><i>African Americans</i></b>		
JR Printers	\$1,188.00	\$2,994.00
<b><i>Subtotal</i></b>	<b><u>\$1,188.00</u></b>	<b><u>\$2,994.00</u></b>
<b><i>Hispanic Americans</i></b>		
Accuity	\$653.00	\$1,306.00
Colamco	\$23,408.53	\$92,130.46
Cotilla Millworks, Inc.	\$0.00	\$1,750.00
United Data Technologies	\$59,662.59	\$59,662.59
<b><i>Subtotal</i></b>	<b><u>\$83,724.12</u></b>	<b><u>\$154,849.05</u></b>
<b><i>American Women</i></b>		
Call One, Inc.	\$1,007.50	\$2,543.60
Knoll		\$10,581.84
Pinellas Rubber Stamp	\$111.12	\$468.21
Proforma	\$11,161.22	\$14,565.76
Signature Office Product	\$9,952.12	\$88,511.03
<b><i>Subtotal</i></b>	<b><u>\$22,231.96</u></b>	<b><u>\$116,670.44</u></b>
<b><i>TOTAL</i></b>	<b><u>\$107,144.08</u></b>	<b><u>\$274,513.49</u></b>

**DETAIL REPORT OF MINORITY BUSINESS ENTERPRISES UTILIZED FOR FY 2012-2013**  
**Period Ended 06/30/13**

<b>CONTRACTUAL SERVICES</b>	<b>4th QUARTER</b>	<b>YEAR-TO-DATE</b>
<b><i>African Americans</i></b>		
Fairview II (non-certified)	\$87,065.00	\$348,845.00
Fairview III (non-certified)	\$158,582.00	\$634,328.00
Fairview Special Oppt. (non-certified)	\$105,955.33	\$317,439.49
<b><i>Subtotal</i></b>	<b><u>\$352,187.33</u></b>	<b><u>\$1,300,612.49</u></b>
<b><i>Hispanic Americans</i></b>		
Guzman & Company	198,635,145.95	\$436,942,815.68
Perez Lynch & Partners Advertising Inc.	\$1,200.00	\$1,200.00
<b><i>Subtotal</i></b>	<b><u>\$198,636,345.95</u></b>	<b><u>\$436,944,015.68</u></b>
<b><i>American Women</i></b>		
Accurate Stenotype Reporters	\$3,890.00	\$20,512.00
C&N Reporters	\$0.00	\$123.00
CBI Fulfillment (non-certified)	\$32,800.32	\$168,382.27
Computer Tutors	\$0.00	\$9,370.00
Handy Ladies, Inc. dba Priority Project Resources	\$8,512.72	\$25,347.50
Innovative Source	\$0.00	\$6,255.79
Quality Response Services (non-certified)	\$0.00	\$43,742.39
Target Copy Inc.	\$0.00	\$1,787.53
Travel Leaders	\$198.00	\$1,188.00
Vico Communications (non-certified)	\$0.00	\$6,030.00
Wilkinson & Associates	\$1,625.00	\$4,440.00
<b><i>Subtotal</i></b>	<b><u>\$47,026.04</u></b>	<b><u>\$287,178.48</u></b>
<b><i>Asian/Hawaiian Americans</i></b>		
A-1 Business System	\$0.00	\$315.00
<b><i>Subtotal</i></b>	<b><u>\$0.00</u></b>	<b><u>\$315.00</u></b>
<b><i>TOTAL</i></b>	<b><u>\$199,035,559.32</u></b>	<b><u>\$438,532,121.65</u></b>

## V. HISTORICAL INFORMATION (3-YEAR PERIOD)

### SBA MINORITY BUSINESS EXPENDITURES

Commodities	MBE Groups	2010-11	2011-12	2012-13
		Year-To-Date	Year-To-Date	Year-To-Date
	<i>African Americans</i>	\$ 3,684.00	\$ 2,672.00	\$ 2,994.00
	<i>Hispanic Americans</i>	\$ 86,278.16	\$ 156,641.75	\$ 154,849.05
	<i>Asian Americans</i>	\$ -	\$ 2,633.00	\$ -
	<i>Native Americans</i>	\$ -	\$ -	\$ -
	<i>American Women</i>	\$ 173,934.07	\$ 123,450.66	\$ 118,099.44
	<b>SUBTOTAL</b>	<b>\$ 263,896.23</b>	<b>\$ 285,397.41</b>	<b>\$ 275,942.49</b>
Contractual Services	MBE Groups			
	<i>African Americans</i>	\$ 269.95	\$ -	\$ 1,200.00
	<i>Hispanic Americans</i>	\$ 57,243.83	\$ -	\$ 315.00
	<i>Asian Americans</i>	\$ 303.45	\$ 528.50	\$ -
	<i>Native Americans</i>	\$ -	\$ -	\$ -
	<i>American Women</i>	\$ 284,874.45	\$ 324,186.11	\$ 285,990.48
	<b>SUBTOTAL</b>	<b>\$ 342,691.68</b>	<b>\$ 324,714.61</b>	<b>\$ 287,505.48</b>
Broker Commissions & Investment Manager Fees	MBE Groups			
	<i>African Americans</i>	\$ 1,319,804.65	\$ 1,197,762.07	\$ 1,300,612.49
	<i>Hispanic Americans</i>	\$ 262,388.70	\$ 198,635,145.95	\$ 436,942,815.68
	<i>Asian Americans</i>	\$ -	\$ -	\$ -
	<i>Native Americans</i>	\$ -	\$ -	\$ -
	<i>American Women</i>	\$ -	\$ -	\$ -
	<b>SUBTOTAL</b>	<b>\$ 1,582,193.35</b>	<b>\$ 198,635,145.95</b>	<b>\$ 438,243,428.17</b>
	<b>TOTAL</b>	<b>\$ 2,188,781.26</b>	<b>\$ 201,635,688.11</b>	<b>\$ 438,806,876.14</b>

The SBA is committed to the utilization of small business enterprises including those owned by women, minorities and disabled service veterans in accordance with the guidelines provided by the Office of Supplier Diversity within the Department of Management Services. The SBA will identify, encourage and utilize small business enterprises, including those owned by women, minorities and disabled service veterans in its procurement process to the extent practical.



## VI. ORGANIZATIONAL CHART

The Executive Director has appointed the Senior Operating Officer-Accounting & Administrative Services to promote and support the efforts of the Office of Supplier Diversity. The Procurement Manager is the designated Liaison Officer, responsible for coordinating the efforts and activities to ensure the appropriate use of minority, women and service disabled veteran business enterprises in the procurement process.

