

FLORIDA A&M UNIVERSITY



**Minority-Owned, Woman-Owned, Service Disabled
Veteran-Owned or Small business Participation Plan
2013 - 2014**

Dr. Larry Robinson, Interim President

**Submitted By:
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1.0 STATEMENT OF PURPOSE

This Small and Minority Business Participation (SMBP) Plan is submitted in response to a request from the Florida Office of Supplier Diversity. All state agencies and universities develop and submit plans that will serve as “one of the most important components” of the Governors’ mission is creating contracting opportunities for Small and Minority Business Enterprises. This plan has been generated to support FAMU’s mission and core values during its implementation and is also designed to direct the University’s day-to-day Small and Minority Business efforts.

2.0 SENIOR OFFICIAL

Stephany R. Fall is the Director of Procurement Services and responsible for administering, implementing and monitoring the Small Minority-Owned, Woman-Owned, Service-Disabled Veteran-Owned or Small Business (S/MWVBEP) Program. Please direct S/MWVBEP correspondence and materials to:

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Procurement Services is in partnership with the University’s Facilities Planning and Small Business Development Center. It is the mission of FAMU to continually improve the University’s quality of higher education, research and public service by enabling it to attract, develop and retain key

talent. Within the venue of public service, the focus of the (S/MWVBEP) Program is to invest in businesses located within and beyond the communities in which we live, work and do business.

3.0 MISSION, VISION AND COMMITMENT

Mission: To plan, implement, and monitor the continuous improvement in the quantity and quality of goods and services provided by Small, Minority, Women and Service-Disabled Veteran owned Business Enterprises.

Vision: To establish a supplier base that reflects the broad diversity of our students, faculty, staff and communities. FAMU envisions cultivating a procurement culture that is enthusiastic and sensitive in promoting supplier diversity to support of the university's mission.

Commitment: To develop relationships and increase our business participation with small, minority, women and service-disabled veteran owned business enterprises in a fiscally responsible manner.

4.0 IMPLEMENTATION STRATEGIES

FAMU will pursue a management strategy that is geared to efficiently and effectively implement its mission and vision for enhancing supplier diversity.

- **Team Planning, Implementation, and Reviews:** FAMU has established a S/MWVBE Team which will work together to plan, implement, and review the University's activities with respect to S/MWVBEs. The Team will be comprised of employees from the following areas:
 - Office of Procurement Services
 - Small Business Development Center
 - Facilities and Construction Management

- **Service/Product-oriented:** FAMU will focus on acquiring goods and services from SMWVBEs. Realistic goals for S/MWVBE performance will be set and vigorously pursued.

- **Process Analysis:** FAMU will continually review its business and administrative processes that govern S/MWVBEs and seek to implement relevant changes and improvements.
- **Technical and Administrative Training:** The FAMU S/MWVBE Team will work closely with prime contractors to facilitate training for S/MWVBE vendors. The FAMU S/MWVBE will work with university employees on the availability of S/MWVBEs contracting opportunities.
- **S/MWVBE Empowerment:** The long term goal of FAMU's program is to help S/MWVBEs achieve a level of quality that commends itself not only to FAMU but to every other entity with which they do business.
- **S/MWVBE Metrics:** SMWBE performance will be measured on a quarterly basis and submit to the Office of Supplier Diversity.
- **FAMU/S/MWVBE/Prime Partnerships:** FAMU will facilitate partnerships between S/MWVBEs and Primes

5.0 INITIATIVES

- Monitor and track expenditures with minority and women business. Prepare a quarterly report to track expenditures. This information will be provided to the Florida Board of Governors and Office of Supplier Diversity.
- Meet monthly with the Office of Supply Diversity to receive guidance and information to identify new and prospective S/MWVBEs.
- Participate in local area and statewide matchmaker conferences, workshops, round-table discussions, seminars and one-on-one sessions with current and prospective vendors to promote inclusive business utilization (*building business relationships, doing business with FAMU, etc.*).
- Actively represent FAMU 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 services that may be purchased by FAMU.
- Promote the participation and utilization of small, minority, service-disabled veteran, and women-owned businesses among University departments, staff, academic units, and prime contractors.
- Advertise solicitations for goods and services on MyFlorida, Vendor Bid System and FAMU website to attach S/MWVBEs.
- Meet with FAMU's Small Business Development Center (SBDC) to discuss training possibilities for FAMU's vendors and to discuss other ways in which SBDC can assist vendors in providing goods and services to FAMU.
- Prepare and submit an annual budget request for implementing the Small, Minority Business Participation Plan.
- Prepare a list of Minority business vendors who are likely to do business with FAMU. Compile the list with categories for the various classes of products and services offered. Distribute list throughout the University.
- Develop and implement an educational program designed to familiarize S/MWVBEs with FAMU's business opportunities and Procurement processes.
- Develop and implement a plan for bringing S/MWVBEs and prime contractors into strategic alliances with each other.

6.0 Planned Educational Activities 2013-2014

As opportunities arise, the University will continue to conduct various activities and educational programs to meet its objectives. Activities, in board 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 FAMU contract and procurement opportunities.

- Seek opportunities to conduct educational/training and awareness programs with various departments to promote the utilization of S/MWVBE's.
- Participate in S/MWVBE's development trade fairs for the purpose of bringing those businesses to the campus and providing departmental staff the opportunity to meet new vendors.
- Conduct Informational Sessions for S/MWVBE's contractors through the FAMU Accounts Payable, Procurement and Facilities departments
- Attend and participate in annual statewide Matchmaker and Tradeshow

7.0 CAPTURING AND REPORTING MWB INFORMATION

Purchase orders and contracts issued to S/MWVBEs are coded prior to entry into FAMU's iRattler financial system. The system compiles and generates reports on the SMWBs. All prime contractors are required, by contract, to submit reports on S/MWVBEs participation in their contracts.

8.0 FISCAL YEAR 2013/14

SMWB statistics for Fiscal Year 2012/2013 are shown below. For FY 2013-2014, FAMU plan to increase S/MWVBE expenditures by 2%.

CATEGORY	FY 2012/2013
Construction	\$ 45,657
Commodities	\$ 1,367,805
Contractual Services	\$ 1,933,262
Architects & Engineers	\$ 8,534
	\$ 2,124,258

9.0 NEW INITIATIVES

- Plan a “Procurement Services @ FAMU Quarterly Contracting Engagement with Small Minority Business Enterprises Social”
- Create and Publish a Quarterly Procurement Services Newsletter that will highlight S/MWVBE (e.g., importance and inclusion for economic development, awards, diversity issues, etc.)
- Conduct mini workshops to highlight S/MWVBE on campus