



# Florida Fish and Wildlife Conservation Commission Small Business Participation Plan

Fiscal Year 2013-2014

## I. Mission and Vision Statement

It is the mission of the Florida Fish and Wildlife Conservation Commission to manage fish and wildlife resources for their long-term well-being and the benefit of people.

It is the vision of FWC that powered by science-based leadership, we are creating a sustainable and healthy future for Florida's fish, wildlife, water and habitat resources.

Powered by science-based leadership, FWC will create a sustainable and healthy future for Florida's fish, wildlife, water and habitat resources. FWC envisions a future where the people who live in or visit Florida care for and contribute to the stability of our fish and wildlife resources and the quality of our environment. FWC will be the recognized leader in the science and management of Florida's fish and wildlife. Residents and visitors will fully support and fund efforts to maintain the resources that provide recreational opportunities for fishing, hunting, wildlife viewing and boating.

The mission of the Florida Fish and Wildlife Conservation Commission's business utilization plan is to encourage the continuous development and economic growth of small businesses, including minority businesses, through equity in contracting with minority-, woman-, and service-disabled veteran owned businesses.

Our vision is to enhance supplier diversity through education, ongoing outreach, and participation in annual MatchMaker conference, Trade Show, and/or other regional MatchMaker workshops held in Florida. .

## II. Official Responsible for Monitoring and Implementing Plan

The agency's Minority Business Liaison will work closely with the Purchasing Director, Allegra McMillian, to monitor and implement the initiatives related to the success of the plan to ensure compliance with the State of Florida Office of Supplier Diversity (OSD). Additional purchasing staff will also be trained on responsibilities related to the implementation, administration and success of the plan.

## III. Minority Business Participation Plan

Within the FWC, there is established a Small Business Enterprise (SBE) contracting program for the purpose of promoting equal participation of small businesses, including minority-, women – and service-disabled veteran-owned business enterprises.

The Agency Liaison will help be responsible for coordinating, consulting, education, outreach, developing and administrating policies and procedures as instructed by the Purchasing Director, and tracking data related to the SBE program.

The Agency Liaison will coordinate agency participation in Matchmakers, Trade Fairs and vendor meetings as arranged by OSD.

The Purchasing Business Manager in each region will be the regional small business enterprise liaison for the agency; with statewide coordination to be provided by the Agency Liaison. These regional SBE liaisons will attend all regional Matchmaker meetings and serve as local contacts and coordinators for promoting small business participation within each region.

#### **IV. Education**

The Agency Liaison will provide, as needed, training review classes for regional SBE liaisons in their responsibilities: maintain lists and contacts of local SBE vendors, develop local strategies to increase SBE participation assist, encourage and train local FWC buyers in strategies to increase SBE, vendor participation. This will be obtained by building a list of contacts based on communication with the regions and Tallahassee, and also through the outreach programs.

The Agency Liaison will review and update educational information for distribution to local small businesses on how to do business with FWC, and the regional SBE liaisons will modify as needed to meet local needs.

The regional SBE liaisons will be responsible for distributing contracting educational information as it is developed to local small businesses. The regional SBE liaisons will report to the Agency Liaison quarterly their progress in regularly reviewing local purchasing activity to identify opportunities for SBE vendor participation and assuring vendors are given a chance to participate.

#### **V. Outreach**

The SBE contracting program conducts outreach activities targeted toward the small businesses; including service disabled veterans, women, and minority owned firms, to inform such firms of the availability of specific agency contracting opportunities. It also encourages such firms to seek work on agency projects through the normal procurement process as it applies to all businesses.

The Purchasing Section will advertise contracting opportunities in minority owned newspapers or other media tailored to reach small businesses and communicate those efforts to the Agency Liaison. The Agency Liaison will report to the OSD office all FWC solicitations and provide direct links and PDF copies of each solicitation.

The Agency Liaison will maintain communication with the OSD agency liaison to coordinate agency participation in scheduled Matchmakers, Trade Fairs, one-on-one sessions with individual CMBE firms and other vendor meetings, as funds are available.

The Agency Liaison will be responsible for conducting outreach activities to educate business owners in the various processes used by the agency such as: MyFloridaMarketPlace (MFMP) Vendor Registration, Registration for Vendor Bid System (VBS) electronic email notification for bid solicitations, and the FWC solicitation process. The Agency Liaison further assures these activities reach the minority-, woman-, and service-disabled veteran owned businesses through communication with vendors via the outreach efforts and the Tallahassee and regional efforts.

The Regional SBE liaisons will regularly offer to help small businesses navigate agency contracting processes as stated above in their local areas. They will also regularly review local purchasing activity to identify opportunities for small businesses and assure they receive notice.

## **VI. Plan Assessment**

An assessment of FWC plan will be reviewed periodically by the Purchasing Director and the Agency Liaison to determine its' success and/or identify opportunities to enhance and promote continued participation of small businesses, including minority-, woman- and service-disabled veteran owned businesses.

The regional SBE liaisons will report to the Agency Liaison their progress in regularly addressing regional leadership team to discuss local strategies to increase SBE vendor participation. SBE liaisons will also regularly meet with each other and the Agency Liaison to discuss and share information on their progress.

The Agency Liaison will track, maintain and report all data from past and present contracting success with minority-, women- and service-disabled veteran owned businesses. The data will be obtained through regular communication with regional SBE liaisons, MFMP analysis reports, and reports of agency spend generated from the Financial Management Section within FWC Finance and Budget Office.

## **VII. Summary of Past Contracting**

During the period of 7/1/2013 – 06/30/2014, FWC has spent a total of \$3,128,757.15 with minority-, woman-, and service-disabled veteran owned businesses.

**(Excel Spreadsheet linked for reference)**

[FWC\\_MinorityBusiness13-1414-15.xlsx](#)