



# Ambassador Agreement

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## Term

Cooperation under this Agreement will commence upon signing by both organizations and will continue for a period of two years from the date of signature.

## Amendment

This Agreement may only be amended or modified in writing, and signed by the responsible officers of both parties.

## Termination

Either organization may discontinue its participation under this Agreement at any time, with or without cause, upon 30 days' written notice to the other organization.

## Relationship

This Agreement does not authorize the expenditure of any funds. Accordingly, this Agreement shall not be interpreted as creating any binding legal obligations between the organizations, nor shall it limit either from participating in similar activities or arrangements with other organizations. Nothing contained herein shall be construed to create any association, partnership, joint venture or relation of principal or agent or employer and employee with respect to either organization.

## Responsible Officials

The responsible officials and points of contact for administrative matters pertaining to this Agreement are as follows:

### *State of Florida's Office of Supplier Diversity*

Name: Hue T. Reynolds

Title: Executive Director

Address: 4050 Esplanade Way, Suite 380

Phone: 850-487-0915

Email: hue.reynolds2@dms.myflorida.com

### *Ambassador Organization*

Company: Florida A&M University

Name: Keith Bowers

Title: Regional Director, Florida Small Business Development Center (SBDC) at FAMU

Address: 2035 East Paul Dirac Drive, Morgan Building


Innovation Park, Suite 130

Tallahassee, Florida 32310

## Signatures

The signatories below represent that they have the authority to make such commitments on behalf of their respective organization:

### *State of Florida's Office of Supplier Diversity*

Signature: 

Title: EXEC DIRECTOR

### *Ambassador Organization*

Company: Florida A & M University, SBDC

Signature: 

Title: Regional Director

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## Purpose

The Florida Department of Management Services' Office of Supplier Diversity (OSD) aims to help improve business and economic opportunities for Florida's woman-, veteran- and minority-owned small businesses. To increase the number of certified business enterprises across the state, and to help these businesses become more competitive with their bid proposals, OSD will align with organizations that also strive to promote small business development.

The purpose of this Agreement is to foster a mutual understanding and working relationship between OSD and the Ambassador organization (Ambassador). The Ambassador will also serve as a local point of contact for certification or recertification inquiries.

The Ambassador acknowledges that specific joint training and outreach activities contemplated under this Agreement require further discussions. This Agreement does not permit the use of each entity's logo, brand, or organization's name, without express written permission. This Agreement does not promote or endorse any products or services of any organization.

The OSD and the Ambassador agree to the following scope and responsibilities.

## Scope and Responsibilities

Within the limits of its available and/or appropriated resources, OSD will endeavor to:

- a. Share information with Ambassador of upcoming events, when appropriate.
- b. Disseminate information, including pamphlets, brochures, and other documents that are relevant.
- c. Provide speakers for Ambassador events, as appropriate.
- d. Serve as a point of contact for small businesses who seek information on the state's certified business enterprise program, as needed.
- e. Provide an informational link to the Ambassador's web page on the OSD resources page.
- f. Share Ambassador contact information with interested persons or entities as appropriate.

Within the limits of its available and/or appropriated resources, the Ambassador will endeavor to:

- a. Share information about OSD certification and re-certification, including the list of appropriate documentation for certification.
- b. Participate in OSD events, trainings or workshops as appropriate.
- c. Provide a speaker for OSD events, trainings or workshops, as relevant.
- d. Direct small businesses to the OSD web page for additional information.
- e. Provide a link to the OSD web page from the Ambassador's website.
- f. Share OSD contact information with interested persons or entities as appropriate.