

# Tallahassee Supplier Diversity Exchange

## Final Report

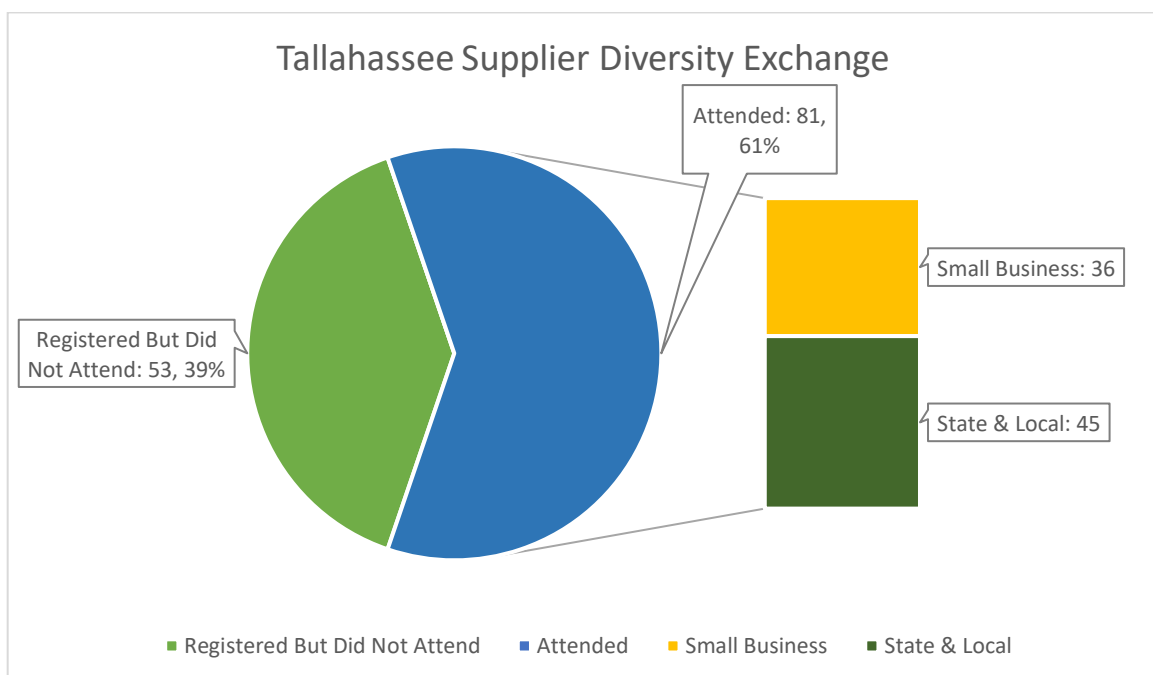
The 2018 Tallahassee Supplier Diversity Exchange was originally scheduled for Wednesday, Oct. 10 at the Agency for Health Care Administration, but due to Hurricane Michael, the event was postponed. With continued interest from small businesses and support from state, local, and federal entities, the event was rescheduled. The Office of Supplier Diversity (OSD) and the Big Bend Minority Enterprise Development (MED) Week Committee presented the rescheduled 2018 Tallahassee Supplier Diversity Exchange on Tuesday, Oct. 30. The event was held at the Department of Revenue, and included organization presentations, networking opportunities, and one-on-one interviews.

Attendees were welcomed and greeted with opening remarks from OSD Executive Director Donna Williams and Department of Management Services' Secretary Erin Rock. Two presentation segments were held in the morning. The first presentations included local government representatives from the City of Tallahassee and Leon County, while the second set of presentations focused on federal resources available from the Small Business Development Center and Small Business Administration.

After a networking break, 31 organizations, including 19 state agencies, participated in 15-minute one-on-one interviews with small business attendees. Of the attendees who completed the post-event survey, 91.3% agreed that participating in the event was beneficial.

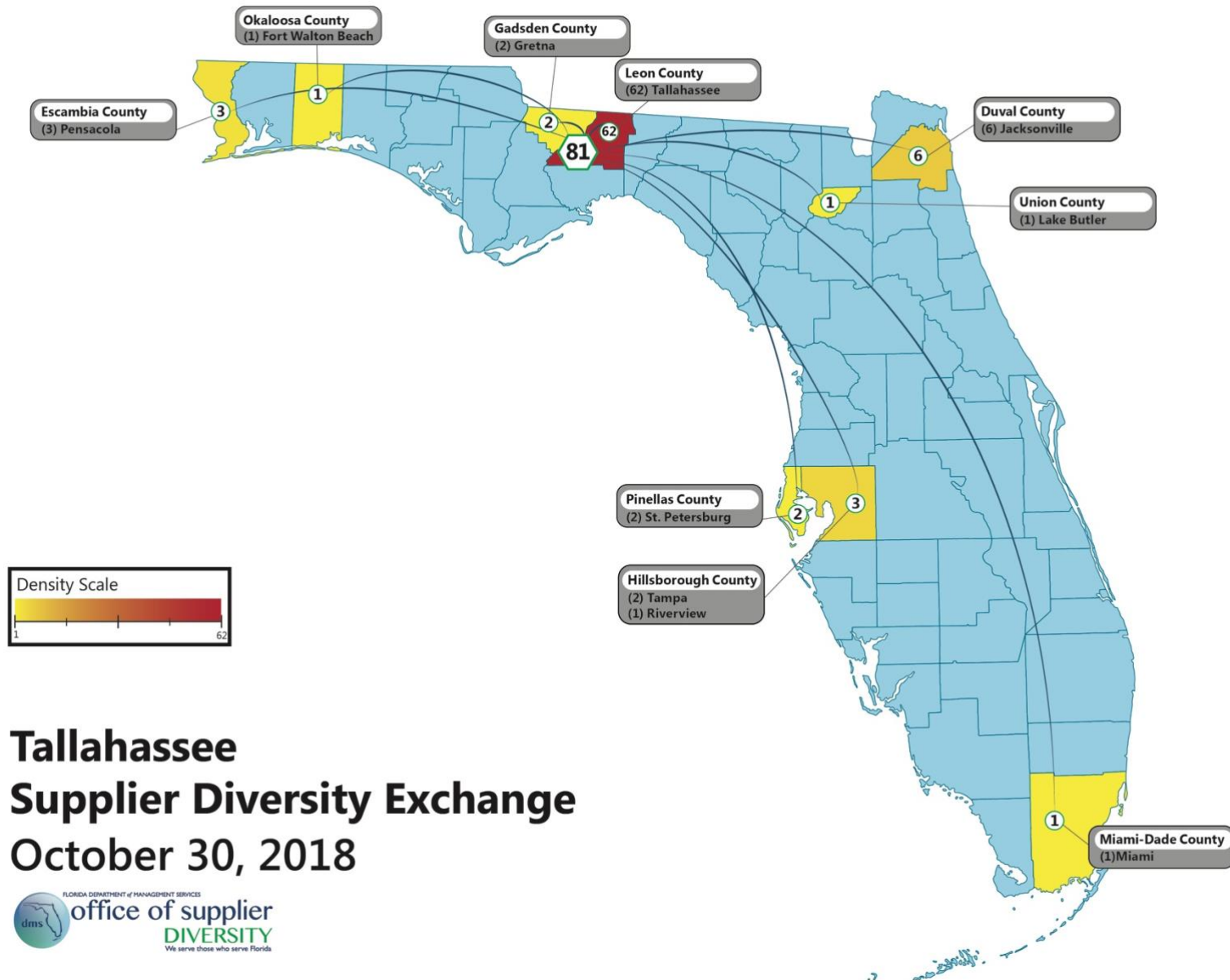
### Event Attendance

Overall, there were 134 registrants for the event and 81 attendees participated. Attendance was lower compared to previous years, but this is likely due to Hurricane Michael. The below chart provides information on those who registered but did not attend, and the breakdown of those who attended.



## Attendees

The 81 attendees represented nine Florida counties. Attendees from Leon county accounted for the majority of the attendees. The below map shows the geographic representation of attendees to the Supplier Diversity Exchange event.



## State and Local Agency Attendees

A total of 31 state, local and federal agencies participated in the Tallahassee Supplier Diversity Exchange.

Agency for Health Care Administration	Department of Transportation: Procurement Office
City of Tallahassee	Department of Transportation: DBE Support Services, Construction Estimating Institute (CEI)
Department of Agriculture and Consumer Services	Department of Transportation: Specialized Development Program Ariel Business Group
Department of Business and Professional Regulation	Executive Office of the Governor & Division of Emergency Management
Department of Children and Families	Florida A&M University
Department of Corrections	Florida Department of Law Enforcement
Department of Economic Opportunity	Florida Fish & Wildlife Conservation Commission
Department of Education	Florida Lottery
Department of Environmental Protection	Florida SBDC & Procurement Technical Assistance Center (PTAC)
Department of Financial Services	FSU Facilities / FSU Procurement Services
Department of Health	Leon County Government
Department of Highway Safety and Motor Vehicles	Leon County Schools
Department of Juvenile Justice	Office of Economic Vitality: Minority, Women, and Small Business Enterprise Division
Department of Management Services: Departmental Purchasing	Small Business Administration
Department of Management Services: Office of supplier Diversity & MyFloridaMarketPlace	Veterans Florida
Department of Revenue	

## Post-Event Survey Feedback

A post-event survey was sent to event attendees on November 2, 2018. Twenty-four attendees completed the survey and reported the following feedback:

- 88% very satisfied or satisfied with the networking opportunities at the event.
- 96% agree that the objectives of the event were clearly defined.
- 91% agree that the objectives of the event were met.
- 91% agree that participating in the event was beneficial.
- 96% agree that they will likely recommend the event to friends and/or colleagues.
- Most important or beneficial take-away from the event:
  - “Follow up with new contacts at agencies.”
  - “Face to face meetings.”
  - “The event continues to provide opportunities for small business owners to meet face-to-face with agency professions to obtain information relevant to their interests.”
  - “Contacts are very important in advancing ones business.”
  - “Knowledge”
- Biggest area of improvement for next year’s event:
  - “Here the sharing of a success story.”
  - “Having additional speakers at the beginning, perhaps from other major cities/counties in the state.”

- “None to offer. I thought it was great!”
- “More MWBE vendors.”
- “A workshop on how the grant programs work from the Federal Government.”
- “Not that DMS can ensure it but we definitely need more vendor participation.”
- Suggestions for session topics for future events:
  - “How to effectively network Pre-bid meetings.”
  - “The format you had worked, and I think the vendors received some great information to help them be successful.”
  - “Doing business with the gov. basic stuff.”
  - “As a new business we don't know who or what we're exactly we are looking for. I would have liked a pre-survey questionnaire when signing up for the event to better asses our needs for meeting the state reps.”
  - “Organization of all the information such as financial, mentoring, how to, where to go, avail resources for businesses and other sites, ie: Department of Agriculture A-Z Resource Guide, Consumer Services (AG).”
- Additional comments:
  - “The contacts were great and comments from the last two agencies were awesome.”
  - “We need decision makers from the agencies.”
  - “Organizers of the event should be praised for a great organization.”
  - “Networking book/website.”
  - “Also, One-on-One demos to agencies about our products and services with decision makers from the agencies on different areas such as HR / Finance / Purchasing, etc.”

## Event Photos











## Agenda

# Tallahassee Supplier Diversity Exchange

October 30, 2018

Florida Department of Revenue  
2450 Shumard Oak Blvd  
Building 2, Conference Room 1250

**8:30-9:00 a.m. ....Check In and Network**

**9:00-9:10 a.m. ....Welcome**

**Donna Williams** .....Executive Director, Office of Supplier Diversity (OSD), Department of Management Services (DMS)

**9:10-9:30 a.m. ....Doing Business With Local Government**

Learn how you can do business with the City of Tallahassee and Leon County.

**Andre Libroth** .....Manager Procurement Services, City of Tallahassee

**Shelley Kelley** .....Purchasing Director, Leon County

**9:30-9:50 a.m. ....Federal Resources**

Learn how your business can benefit from the Florida Small Business Development Center and the Small Business Administration.

**Jane Dowgwillo** .....Statewide Program Manager, Procurement Technical Assistance Center (PTAC)

**Kenneth Hamilton** .....Assistant District Director, Small Business Administration

**9:50-10:30 a.m. ....Networking Break**

All attendees must exit the room during the break.

**10:30 a.m.-12:30 p.m. ....One-on-One Business Exchange Appointments**

- Pre-scheduled interviews during the Business Exchange will last 12 minutes. The first round of interviews will start at 10:30 a.m. and subsequent rounds start at the quarter hour.
- Attendees with pre-scheduled interviews will locate the table of the organization they are assigned to meet with and provide information on their goods/services to the buyer. If open interview appointments are available for any organization, the information will be announced after each quarter hour onsite.
- Adhering to the time allotted for each scheduled interview round is requested.

**Thank you for participating in the Supplier Diversity Exchange during Big Bend's MED Week!**



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# Tallahassee Supplier Diversity Exchange

**8:30 a.m. - 12:30 p.m.**

Florida Department of Revenue  
Building 2, Conference Room 1250  
2450 Shumard Oak Blvd

**October  
30**



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**Join Us During  
MED Week**