

# Ambassador Agreement

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This is an agreement between the Florida Department of Management Services' Office of Supplier Diversity and the University of West Florida, for an on behalf of its Board of Trustees and in support of the Florida Small Business Development Center Network.

## 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 Florida Small Business Development Center Network (FSBDCN) is designated the State of Florida's principal provider of small business assistance [§288.001, Fla. Stat.]. As the only statewide provider of entrepreneurial and business development services, the FSBDCN plays a vital role in Florida's economic development initiatives and prosperity by:

- assisting entrepreneurs in every stage of business across all industries,
- linking and making available the human, financial and information resources available in the public and private sectors, and
- utilizing the expertise and resources of the best colleges and universities in Florida.

The purpose of this Agreement is to foster a mutual understanding and working relationship between OSD and the FSBDCN, for the purposes of this Agreement, referred to as 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:

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- 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 appropriate.
- 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.

## 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.

The performance of the FSBDCN of any of its obligations under the Agreement shall be subject to and contingent upon the availability of funds appropriated by the Florida Legislature or otherwise lawfully expendable for the purpose of the Agreement or the current and future periods.

## 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

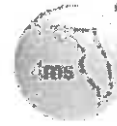
The responsible officials and points of contact for administrative matters pertaining to this Agreement are as follows:

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

Name: Hue Reynolds  
Title: Executive Director  
Address: 4050 Esplanade Way  
Tallahassee, FL 32399  
Phone: (850) 487-1418  
Email: hue.reynolds2@dms.myflorida.com  
Website:  
[http://www.dms.myflorida.com/agency\\_administration/office\\_of\\_supplier\\_diversity\\_osd/](http://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/)

### *Ambassador Organization:*

*Florida Small Business Development Center Network*  
Name: Jane Dowgwillo  
Title: Government Contracting Services State Manager  
Address: 220 West Garden Street, Suite 301  
Pensacola, FL 32502  
Phone: (850) 898-3485  
Email: [jdowgwillo@uwf.edu](mailto:jdowgwillo@uwf.edu)  
Website: <http://floridasbdc.org/>



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## Signatures


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


University of West Florida  
Florida Small Business Development  
Center Network

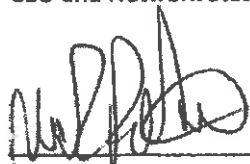
State of Florida's Office of Supplier Diversity

By:

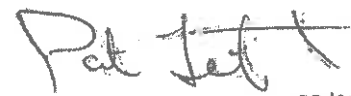
By:

  
\_\_\_\_\_  
Michael W. Myhre                      Date 3/10/16  
CEO and Network State Director

                      4-1-16  
\_\_\_\_\_  
NAME- HUE T. REYNOLDS                      Date  
TITLE EXECUTIVE DIRECTOR

  
\_\_\_\_\_  
Mark H. Roltsch, Ph.D.                      Date 3/10/16  
Assistant Vice President for Research

Approved for form and legality:

  
\_\_\_\_\_  
03/09/2016  
General Counsel                      Date