MINORITY & WOMEN OWNED BUSINESS PARTICIPATION PROGRAM

2011-2012
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Submitted To:
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I. MISSION AND VISION

Mission
The mission of the University of West Florida is to foster the continued development and economic growth of minority and women-owned businesses through equity in contracting with MWBE business enterprises.

Vision
The vision of the University is to enhance supplier diversity through outreach, education and matchmaking activities in an attempt to develop a supplier base that reflects the broad diversity of our students, faculty, staff, and community.

II. IDENTIFICATION OF RESPONSIBILITY FOR PLAN

The senior official responsible for monitoring and implementing the University’s CWMBE Program is the Assistant Vice President for Finance/University Controller who reports to the Vice President for Administrative Services. The Program resides in the Department of Procurement & Contracts.

Tracking Progress and Adjusting Strategy
Financial Services compiles quarterly expenditure reports which are then compared to the previous quarter and to the same quarter of the previous year. If expenditures are not on track, the department and the Assistant Vice President will identify opportunities to improve spending for the balance of the fiscal year.

III. PROPOSAL TO ESTABLISH PROGRAMS OR INITIATIVES TO PROMOTE MINORITY BUSINESS ENTERPRISES.

The University has established a Minority and Women Owned Business Program designed to vigorously seek out, identify, and use state certified minority and women owned businesses which provide goods and services purchased by the University.

Reports
- The University prepares an annual participation plan which is approved by the President of the University with a courtesy copy submitted to the State of Florida Office of Supplier Diversity (OSD).
- The University prepares quarterly expenditure reports demonstrating the University’s expenditures with MBE’s which is submitted to the OSD.

Bid/RFP Review Process
- All University Buyers review the OSD’s listing of currently certified minority and women owned businesses and solicit responses from these vendors/contractors when solicitations are issued.
• Buyers ensure that the University Procurement & Contracts website contains detailed and current information related to all active solicitations.

• Contractors are encouraged to seek out and solicit quotations from minority and/or women-owned subcontractors and material suppliers when bidding construction projects.

**Informal Quotations**

• All informal quotations not subject to the bid requirement will, to the extent possible, include minority and women owned business participation. The University’s Procurement & Contracts Department encourages all departmental staff to include minority and women owned business participation when seeking sources.

**Additional Internal Efforts**

• Inform all departments about Vendor Information files on our website and encourage them to use this file to find certified minority and women owned businesses when seeking vendors to quote on needed supplies and services.

• Inform all departments of the importance of the Minority and Women Owned Business Program and its benefits to the University.

• Publicize the CMWBE Program through periodic articles and announcements in the University’s Procurement & Contracts newsletter.

**IV. PROPOSED OUTREACH ACTIVITIES AND PARTICIPATION IN MATCHMAKER AND OTHER CONFERENCES**

• Contact and visit Minority and Women Owned Vendors to encourage certifications and inform them of how to do business with the University.

• Continue to partner with the University’s Small Business Development Center located in downtown Pensacola and provide business seminars and free one-on-one counseling for small business owners and prospective small business owners.

• Participate in small and minority business development trade fairs and other activities.

• Continue to contact certified minority and women owned businesses to inform them of solicitations to allow them an opportunity to do business with the University.

• Maintain a networking alliance with other organizations committed to promoting equal opportunity business practices.

• Collaborate and cooperate with small and minority business development programs for the purpose of promoting the business interests of these groups.
• Link to MBE Program listed on first page of Procurement and Contracts website. Link includes access to the University’s Vendor Guide which acquaints vendors with the many selling opportunities at the University, describes basic procedures and requirements for doing business with the University and vendor on-line registration.

• MatchMaker and Other Similar Workshops and Conferences: The University of West Florida considers participation in the annual OSD Matchmaker Conference a priority and has historically participated in the event and fully intends to do so in the future. Additionally, the University participates in various similar workshops and trade shows sponsored by the Small Business Development Center and other organizations such as the local chapter of the NIGP.

V. PLANNED PROGRAMS TO EDUCATE BUSINESS OWNERS

• Identify and personally contact Minority and Women Owned Vendors to encourage certifications and to provide one-on-one training of how to do business with the University.

• Conduct presentations at SBDC and other business organizations related to how to do business with the University and to provide information related to upcoming projects and other contracting opportunities and how to respond those solicitations.

• Represent University at small and minority business development trade fairs and other activities to locate additional sources and to provide information related to doing business with the University.

• Ensure prime contractors are informed of the University’s efforts to enhance business opportunities for Minority and Women-Owned enterprises and encourage them to include these businesses when soliciting quotes from material suppliers and subcontractors.

VI. SUMMARY OF PAST CONTRACTING SUCCESS

See attached Exhibit A

VII. PROCESS TO CAPTURE AND REPORT SUBCONTRACTOR INFORMATION

• Buyers advise the Public Safety and Management Services Office Administrator when contracts are executed for construction projects.

• At the end of each quarter, the Office Administrator forwards a request to all contractors on University projects requesting total expenditures with minority or women-owned material suppliers or subcontractors.

• The reported amounts are added to the appropriate categories and vendor types in the University’s quarterly expenditure report.
VIII. NEW INITIATIVES OR INTERNAL PROCEDURES

- Added criterion to qualifications-based solicitations for design/build services and Construction Management at Risk services related to plan for minority participation in recent projects.

IX. ACTIVITIES TO BENEFIT SMALLER BUSINESSES IN FLORIDA

- Recently held a workshop for local contractors and professional consultants to provide training related to construction solicitation, contracting and project delivery methods and to offer helpful hints for responding to qualifications-based solicitations.

- The University of West Florida houses and supports the Small Business Development Center. Additionally, Procurement & Contracts staff participates in vendor workshops explaining how to do business with the University.

- Procurement & Contracts maintains a Vendor Information page on its website providing information on how to do business with the University.