



**MINORITY BUSINESS ENTERPRISE
PARTICIPATION
PLAN**

2008-2009



**MINORITY BUSINESS ENTERPRISE
PARTICIPATION
PROGRAM**

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**Submitted To:
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MISSION

To provide services and sponsor programs aimed at expanding and enhancing business opportunities for minority and women owned businesses with the University of West Florida.

OBJECTIVE STATEMENT

The University is committed to keeping diversity in contracting as an integral part of its business strategy. We strive to grow and sustain minority and women owned business participation through University outreach activities, education and training as well as promoting the utilization of minority and women-owned businesses within the University community.

We are committed to cultivating relationships with all minority and women-owned firms, as well as attaining the maximum participation of those firms in the procurement process for all goods and services for the University.

The following objectives have been established to ensure a successful Minority Business Enterprise (MBE) Program:

- Continue to identify and utilize minority and women-owned businesses that provide goods and/or services which are purchased by the University;
- Encourage certification of minority and women-owned businesses;
- Host and participate in workshops and business development meetings intended to enhance business operations and procurement opportunities for minority and women-owned businesses;
- Participate in workshops and other events hosted by local, state, and regional minority and women-owned business groups;
- Promote the utilization of minority and women-owned businesses among University departments, academic units, and prime contractors;
- Educate University personnel of the availability of minority vendors.

The University recognizes the value of a diverse supplier base and its impact on the community and population at large. It has, therefore, established an MBE Program to ensure that it continues to creatively seek new supplier sources to fulfill the business opportunities at the University and that minority and women-owned businesses are given the opportunity to compete for these business opportunities.

Senior Leadership at the University supports these objectives as well as encourages all individuals effecting the procurement decisions to increase their awareness of the importance of the MBE Program.

MBE Business Participation Initiative

The University has established an MBE 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 being submitted to the 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.
- Subcontractor expenditures are captured by contacting all contractors on a quarterly basis and requesting that they complete and submit a form reporting expenditures with any minority subcontractors they used on the University projects they are involved in as well as contact information for those firms.

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.

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 supplier sources.

External Outreach Efforts Related to the Minority and Women Owned Business Program

- **OSD Matchmaker Conference – November 2007, Orlando, FL** – One-on-one sessions with vendors to discuss their products and services and inform them how to do business with the University. Vendor information that was obtained was forwarded to pertinent departments on campus.
- **The University of West Florida Annual Vendor Fair - February 2008, Pensacola FL** - Procurement & Contracts host an annual vendor fair to increase the awareness of the MBE Program and to encourage campus personnel to provide MBE's an opportunity to do business with the University.
- **OSD Conference Hosted at University of West Florida – February 2008, Pensacola, FL** – Procurement staff presented a program on how to do business with the University as well as participate in one-on-one's with attendees.
- **Panel Discussion with Area Agencies – March 2008, Pensacola, FL** – Procurement staff members attended a panel discussion with other area governmental agencies on how to improve minority participation.
- **OSD Workshop – May 2008, Pensacola, FL** – attended the workshop at the SBDC center and conducted a presentation on how to do business with the University.
- **FSBDC Professional Development Seminar - June 2008, Daytona Beach, FL** - University procurement representative met with SBDC staff to develop communication skills in providing assistance to minority and women owned businesses.
- Continue efforts to educate procurement officials and campus customers on minority and women owned businesses which will increase their opportunities to quote on commodities and services.
- 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.
- Continue to contact certified minority and women owned businesses to inform them of solicitations so they may have the opportunity to do business with the University.
- Maintain a website that communicates all business opportunities and resources available to MBE's. <http://www.uwf.edu/procurement/pages/mbep.cfm>

Internal Outreach Efforts Related to the Minority and Women Owned Business Program

- Encourage all departments to participate in the Annual Vendor Fair.
- Inform all departments of the importance of the MBE Program and its benefits to the University through monthly campus-wide announcements in Argus Today.
- Publicize the MBE Program through periodic articles and announcements in the University's Procurement & Contracts monthly newsletter.
- Maintain an internal website through the Office of Procurement & Contracts that offers various training opportunities and a list of FAQ's for faculty and staff.

NEW Internal Outreach Efforts

- Provide and inform the University community of the OSD Directory Search link on our Go Shopping page in the University-wide web portal. Actively encourage all faculty and staff to utilize the OSD link to identify MBE's when searching for a vendor before making a purchase.
- Provide a new report available to the entire University community that allows purchasers to search vendors by commodity codes as well as highlights which vendors are certified minorities.
- Target frequent PCard users and offer training on how to use the OSD website as well as other reports Procurement has to offer that identify MBE firms.
- Incorporate a training session on the MBE program in the New Employee Orientation.

Identification of Responsibility of the CMWBE Program

The Procurement & Contracts Office is the principle advocate of the Program. The Program resides in the Department of Procurement & Contracts, an office of the Public Safety and Management Services Division. Procurement & Contracts reports directly to the Associate Vice President and Chief Contracting Officer within Public Safety and Management Services.

Certified Minority and Women Owned Business Expenditures

Category	FY 07/08 Actual Expenditures	FY 08/09 Projected Spending
Architectural & Engineering	\$26,893	\$27,162
Commodities	\$176,738	\$178,505
Construction	\$141,823	\$143,241
Contractual Services	\$138,236	\$139,618
Total	\$483,690	\$488,527

Note: Projected Spending for FY 08/09 is based on the Office of Supplier Diversity's recommendation that units show any monetary increase, however minimal, in CMWB expenditures.