

**Florida Community College at Jacksonville
Minority and Women Business
Participation Plan**

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Objective Statement

The College is committed to keeping diversity in contracting as an integral part of Purchasing's business strategy. We strive to help minority and women owned businesses grow and sustain through College in-reach, community outreach, education and training.

- To be successful, we have established the following objectives:
- To help identify and utilize minority and women owned businesses that cost-effectively provide goods and/or services that are purchased by the College,
- Encourage the State of Florida, Office of Supplier Diversity (OSD) certification of minority and women owned businesses,
- Host workshops and business developmental meetings intended to enhance business operations and procurement opportunities for minority and women owned businesses,
- Promote support for the utilization of minority and women owned businesses among College departments, academic units, suppliers, and prime contractors.

The College recognizes the value of a diverse supplier base and its impact on the business community and population at large. In recognition of this fact, the College's District Board of Trustees in 1991 adopted a Minority and Women Owned Business Participation Plan Program to ensure that it continues to creatively seek new supplier sources to fulfill the business opportunities at the College and that minority and women owned firms are given the opportunity to compete for these business opportunities.

MBE Business Participation Initiative

The College has established a Minority Business Program. This program is designed to vigorously seek out, identify, and use federal, State of Florida Office of Supplier Diversity (OSD) and locally certified minority and women owned businesses that provide goods and services purchased by the College. Through our work with Federal, State, other Community Colleges, and National Councils, we seek to develop mutually beneficial partnerships with businesses that thoroughly represent the make-up of the communities we serve.

Reports: The College, as a political subdivision of the State of Florida, quarterly publishes a W/MBE participation report. The report captures the College's dollars spent with State OSD certified W/MBE owned and controlled firms as well as with self-identified W/MBE firms. This report is submitted quarterly to the State of Florida Department of Education (DOE) and the Office of Supplier Diversity (OSD) and annually to the College's District Board of Trustees. The report captures the entire Colleges dollars spent with suppliers, Prime contractors, subcontractors, and sub-consultant/material suppliers.

Bid/RFP Review Process: The College's Purchasing Manager (PM) will review all formal bids before public solicitation. During this review the PM will:

- Supplement the Purchasing bid list with known minority and women owned firms.
- As required, request buyers contact minority and women owned firms to determine availability on the specific bid,
- Ensure that the College purchasing and State Vendor Bidding System (VBS) websites contain detailed and current information in reference to any formal solicitations,
- Modify solicitation specifications to incorporate process steps that may enhance the College's M/WBE Participation Plan (i.e. including a pre-proposal conference meeting).
- Monitor buyer's bidders list and publish quarterly a process measurement report on how well each buyer has done to achieve the purchasing department's objective of mailing approximately 25 percent of all solicitations mailed to W/MBE firms, where known.

Informal Quotations: All informal quotations not subject to the bid requirement will, to the extent possible, include minority and women owned business participation. The PM will offer regular input into expanding the bidders list. The College encourages departments to submit the names and addresses of known MBE suppliers so we can add them to the College's bidders list of vendors.

The College has empowered over 160 employees to utilize a College VISA Procurement Card (P-Card) for routine purchases less than \$2,500. The College routinely trains these employees including asking them to consider W/MBE firms when using their P-Card.

Purchasing Manager

Duties and Responsibilities:

- The Purchasing Manager (PM) will help the College and its departments toward successful support to the State of Florida Office of Supplier Diversity “One Florida Initiative”. The College will accomplish this task through consulting, training, developing and administering policies and procedures, record keeping, and coordinating bids.
- The PM will work with Buyers to seek out and identify minority and women owned businesses that provide goods and services the College purchases and promote this attitude throughout the College.
- Outreach activities have included:
 1. Participated in the Supplier Diversity Workshop and Matchmaker Conference
 2. Attended the Small Business Matchmaker Conference at the Small Business Development Center at UNF.
 3. Served on the Steering Committee of the First Coast Business Alliance observance of the Annual Minority Enterprise Development (MED) Week
 4. Hosted “Doing Business with FCCJ” Workshops
 5. Partnered with the Jacksonville Chamber of Commerce and participated in local match making and educational events.

Purchasing Services Responsibility:

The PM will be directly responsible for developing, maintaining and monitoring minority business activity in the College Purchasing Department. This consists primarily of the following:

- Develop, recommend, and implement policies and procedures that promote and enhance the use of Minority, and Women owned businesses, suppliers, and subcontractors,
- Review all formal bids and request for proposals before solicitation to ensure business participation by supplementing as needed the bid list with applicable minority and women owned known firms,
- Provide training of purchasing staff and end-users in accessing the Office of Supplier Diversity (OSD) and the College’s database of W/MBE firms.
- Monitor bid tabulation sheets
- Verify participation of minority and women owned businesses and publish process measurements.

Identification of Minority and Women Owned Businesses:

The PM will work with the College's purchasing agents to actively identify and recruit minority and women owned vendors with the goal of allowing genuine opportunity for business involvement. PM will identify commodities and contractual services that minority and women owned businesses are reportedly qualified to provide. The following techniques will be used to increase public awareness that the College is committed to increasing minority and women owned business involvement:

- Attend and participate in major business trade fairs, seminars, and workshops in Florida,
- Advertise in appropriate business publications,
- Network with local minority business development centers, local construction plan rooms, UNF Small Business Development Center, other community college's, minority contractor and business associations, minority purchasing councils, city and county purchasing offices and the Jacksonville Chamber of Commerce.

Marketing Minority and Women Owned Businesses:

The PM will be responsible for conducting activities designed to promote and introduce small businesses among departmental end-users and purchasing agents. Activities may include:

- Promote availability of departments through the World Wide Web,
- Promote minority and women owned businesses among College departmental end-users and purchasing agents,
- Plan and/or annually host one major event or trade fair,
- Assist vendors in establishing relationships with College end-user departments.

College Contracting with Minority and Women Owned Business:

- Printing – Phillips Brother Printing
- Multimedia Equipment – CCS Presentation Systems/K & W Audio
- Employee Assistance Program – Corporate Care Works
- Minor Concrete Work – A & N Concrete
- Fire Alarm/Sprinkler Systems/Maintenance – W. W. Gay Fire & Integrated Systems
- Imaging System/Support – Advanced Data System
- Minor Construction Services – CORE Construction/ B-Lad Construction
- Architectural Services – Smith McCrary Architects
- Uniforms – G. Willies Uniforms
- Research Services – Ulrich Research
- Painting – Dave's Painting
- Welding – Higden Welding & Fabrication
- Reprographics – NGI Reprographics/Coastal Reprographics
- Plumbing – Comfort Plumbing Services
- Restroom – Armstrong Saniglaze
- Environmental – Environmental Services
- Furniture – Florida Office Products

FCCJ Historical Dollars Spent with W/MBE Firms

Category	FY 2006/2007		FY 2007/2008	
	A	B	A	B
Architects/Engineers	\$143,840		\$65,683	
Construction	\$2,411,781		\$1,570,701	
Contractual Services	\$248,911		\$275,630	
Commodities	\$277,734		\$55,414	
Annual Total	\$3,082,266	\$6,206,116	\$2,067,434	\$4,537,947

A = OSD Certified W/MBE Suppliers and Subcontractors

B = Self-Identified W/MBE Owned and Controlled Suppliers/Subcontractors