



Department of Highway Safety and Motor Vehicles
Minority, Women and Service-Disabled Veteran Owned
Business Participation Plan
2024-2025

1. AGENCY MISSION, VISION AND STATEMENT OF COMMITMENT

The Department of Highway Safety and Motor Vehicles (FLHSMV) strives to be a leader among state agencies by creating sound business relationships with Florida businesses that support economic growth and development and provide opportunities for Certified Minority Business Enterprises (CMBE). The FLHSMV is committed to working with minority businesses both directly and via subcontracting opportunities, particularly those providing goods and services aligned with our public safety mission.

2. SENIOR OFFICIALS RESPONSIBLE FOR IMPLEMENTING AGENCY PLAN

The officials responsible for implementing and monitoring FLHSMV’s Business Enterprise Plan:

Kevin Bailey, Director
Division of Administrative Services
Florida Dept. of Highway Safety and Motor Vehicles
2900 Apalachee Parkway
Tallahassee, FL 32399
(850) 617-3400
KevinBailey@flhsmv.gov

Mark Hernandez, Chief
Bureau of Purchasing and Contracts
Florida Dept. of Highway Safety and Motor Vehicles
2900 Apalachee Parkway
Tallahassee, FL 32399
(850) 617-3189
MarkHernandez@flhsmv.gov

Glenn Mulvaney, Purchasing Specialist
Bureau of Purchasing and Contracts
Florida Dept. of Highway Safety and Motor Vehicles
2900 Apalachee Parkway
Tallahassee, FL 32399
(850) 617-3180
GlennMulvaney@flhsmv.gov

3. PROGRESS TRACKING AND STRATEGY ADJUSTMENT

The Department has the ability to track its utilization of CMBE vendors via the Bureau of Purchasing and Contracts’ (BPC) monthly performance report, which contains a CMBE reporting section. Should the spend not be on track with the department’s annual fiscal year goal, BPC will contact end users and remind them to reach out to CMBE businesses first via the Office of Supplier Diversity (OSD) CMBE website, before reaching out to non-certified minority businesses and other businesses when obtaining quotes for commodities or services.

4. AGENCY PROPOSAL TO ESTABLISH PROGRAMS OR INITIATIVES AIMED AT PROMOTING MINORITY, VETERANS AND WOMEN OWNED BUSINESS PARTICIPATION

The FLHSMV continues to strive to improve its minority business participation goals by implementing the following requirements in all agency solicitations:

- a. that all formal solicitations have language that encourages minority business participation;
- b. that formal solicitations encourage vendors to subcontract with minority businesses;
- c. that formal solicitation postings on the Vendor Bid System include minority business participation;
- d. that the OSD is provided as a link to each formal solicitation to notify its CMBEs of solicitation opportunities; and
- e. that all informal quotes, to the extent possible, encourage minority business participation.

5. PROPOSED OUTREACH ACTIVITIES

The FLHSMV will expand its utilization and support of CMBEs by:

- a. taking the steps identified above for each solicitation;
- b. fostering relationships with minority businesses by consistent attendance and participation at trade shows and similar events promoting CMBE opportunities and by presenting at these events on “how to do business” with FLHSMV;
- c. providing a means for CMBE businesses to report their use of CMBE subcontractors;
- d. continuing to provide to OSD the monthly “Top Ten Non-Certified Minority Vendors” report. The OSD utilizes this report to reach out to and encourage non-certified minority businesses that currently provide commodities or services to the FLHSMV, to become CMBEs;
- e. continuing to provide the OSD a 90-day spend plan report to provide CMBEs with purchasing opportunities; and
- f. promoting CMBE business participation during leadership team planning meetings and training sessions.

6. AGENCY PROGRAMS TO EDUCATE BUSINESS OWNERS

FLHSMV’s activities related to educating business owners include the following:

- a. utilizing the Bureau of Purchasing and Contracts’ dedicated MFMP Administrator and other bureau staff to provide assistance to CMBEs and non-certified minority business owners on MyFloridaMarketPlace and Vendor Information Portal navigation and other issues;
- b. providing non-certified minority business owners information on the OSD and encouraging them to contact OSD to become certified, including directing them to the Department’s 90-day spend plan;
- c. assisting business owners with FLHSMV certified and non-certified monthly reporting requirements;
- d. meeting with CMBEs and non-certified minority business owners, whenever possible, to discuss procurement processes and how to conduct business with FLHSMV and other state agencies; and
- e. provide end users and the public with a link to OSD on the FLHSMV website (See Section 7 below).

7. LINK TO OSD ON THE AGENCY'S WEBSITE

The link may be found at the Department's public website at:

<http://www.flhsmv.gov/resources/open-government/> (In the Purchasing section)

8. CMBE E-QUOTE UTILIZATION

The FLHSMV will continue to encourage e-Quote participation when meeting with vendors at trade shows or similar events, and by directing them to MyFloridaMarketPlace for registration and training. FLHSMV provides an Agency-Vendor Liaison who maintains availability to assist vendors with the registration process. End users are also reminded to use a wide variety of vendors and encouraged to ensure that CMBEs are included when seeking quotes.

9. CMBE SUBCONTACTOR TRACKING

The Department requires that all solicitations contain language requiring contractors to report their certified and non-certified minority business subcontracting spend to a designated email address each month utilizing an approved form. The solicitation language also requires that a contractor who is not utilizing CMBE subcontractors or material suppliers at the time of contract execution or purchase order issuance, but who does later use such CMBEs, must begin reporting all related spend to the designated email address every month immediately upon employing a CMBE business.

The FLHSMV requires vendors who are issued purchase orders to report their certified and non-certified subcontracting spend. The Bureau of Purchasing and Contracts adds reporting language to all commodity and contractual services purchase orders over \$35,000. Below is an excerpt of the subject language.

Monthly Certified Business Enterprise Report

IF APPLICABLE, the Vendor shall submit to the Department a monthly Certified Business Enterprise Report (Exhibit 1). Exhibit 1 shall summarize the participation of certified and non-certified minority and service-disabled veteran subcontractors/material suppliers providing any commodities or performing any services related to the contract/purchase order for the current month.

Exhibit 1 may be requested via the following email address: bpcreporting@flhsmv.gov

The vendor must complete and submit Exhibit 1 by the 5th day of the following month (or next business day if the 5th day is on a weekend day or holiday) to the same email address provided above with the subject line of "Monthly CBE Report."

The Department has no Certified Subcontractor spend to report for fiscal year 2023-24. To ensure that CMBEs are considered for any subcontracting that is conducted, Department members will be reminded to support certified minority businesses when requesting quotes, posting e-Quotes, or posting solicitations. Contract managers will be asked to follow up with vendors quarterly to verify that any subcontracting that does take place is properly reported. If vendors have conducted subcontracting without reporting it, with or without CMBEs, they will be asked to do so at that time. This will help prevent confusion between non-reported subcontracting and vendors who have no subcontracting to report.

10. PAST CONTRACTING SUCCESS

FLHSMV’s spending during fiscal year 2023-24 with State of Florida certified minority, veteran, and women owned business enterprises is as follows:

Row Labels	Architects/Engineers	Commodities	Construction	Contractual Service	Grand Total
African American, Certified		\$7,043.74		\$33,205.10	\$40,248.84
Asian American, Certified		\$370,236.00		\$965,736.93	\$1,335,972.93
Florida Veteran, Certified		\$7,880.11		\$5,888.99	\$13,769.10
Hispanic, Certified		\$4,069,780.94	\$16,300.00	\$495,303.06	\$4,581,384.00
Native American, Certified		\$0.00		\$398,554.75	\$398,554.75
Non-Minority (White) Women, Certified		\$32,128.09		\$32,205.00	\$64,333.09
Grand Total	\$0.00	\$4,487,068.88	\$16,300.00	\$1,930,893.83	\$6,434,262.71

The Department’s spend utilizing CMBEs for Fiscal Year 2022-23 was \$2,962,616.94
 The Department’s spend utilizing CMBEs for Fiscal Year 2023-24 was \$6,434,262.71

In Fiscal Year 2023-24, 5.486% of the Department’s spend went directly to CMBE vendors, up from 2.18% in the previous fiscal year. The percentage of CMBE total spend was 217.18% higher, with the total dollar amount spent with Certified Minority Vendors increasing by \$3,471,645.77 following a increase in total spend.

11. NEW INITIATIVES OR INTERNAL PROCEDURES

The Bureau of Purchasing and Contracts recently modified multiple solicitation forms to require that bidders provide their CBE designation with their submission, in addition to any proposed subcontractors CBE designation. These changes will help the Bureau identify certified and non-certified vendors early in the contracting process. The FLHSMV will continue to enhance the information it provides to minority businesses regarding how these entities can maximize business opportunities with State of Florida agencies; and continue to refine existing initiatives, such as improving the CMBE subcontractor tracking initiative, above. This will be accomplished through better communication with contract managers and clearer instruction on providing regular reports, regardless of minority subcontractor use.

12. CMBE UTILIZATION PLAN

The Department’s goal for fiscal year 2024-25 is to reinforce healthy relationships with CMBE vendors and increase users’ proficiency in finding, verifying, and contacting CMBE vendors, whether through informal quotes, formal solicitations, or by recommending subcontracting. It is critical to the success of the Office of Supplier Diversity that the Department’s purchasing practices embody the spirit of the program, which is to serve the citizens of Florida by ensuring opportunities for its myriad businesses. The Department will also strive to improve minority subcontractor use reporting (see Section 9, CMBE SUBCONTRACTOR TRACKING).