



University of South Florida

Office of Supplier Diversity

Program
Overview &
Spend Report
Review for USF
Colleges and
Administrative
Departments

September 15, 2020



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Assistant Vice President
USF Office of Supplier
Diversity

Topics Covered Today

1. President Currall's Supplier Diversity Charge to the USF Community
2. Overview of the OSD Mission and Goals
3. Your Role in USF Supplier Diversity
4. Completing & Submitting Monthly Spend Reporting Form
5. Where to Find Diverse Vendors

Supplier Diversity

A proactive business strategy that seeks to provide suppliers equal access to sourcing and purchasing opportunities. Supplier diversity programs also encourage the use of suppliers from a diverse mix of ownership (i.e. women-, veteran-, service disabled veteran-, and minority-owned business enterprises).

USF Supplier Diversity

1. Work with USF Purchasing Agents, Departmental Buyers, and the Facilities, Planning and Construction Department.
2. Responsible for monitoring, implementing, progress tracking and adjustments to the university diverse business utilization plan.
3. Training and Development
4. Internal and external communication about the Universities Supplier Diversity Initiatives.
5. Identifying and **AWARDING** USF Diversity Champions!

CBE's

- ✓ 51% or more of firm owned by qualifying minority* or woman
- ✓ Possess expertise in the field
- ✓ Control the business enterprise
- ✓ United States Citizen
- ✓ Have a net worth of less than \$5 million
- ✓ Have 200 or fewer full-time employees
- ✓ Have a professional license, if required by industry
- ✓ *Minority groups include Black/African American, American Indians, Hispanics and Asian Americans or as defined by 13 CFR 124.103.

Note: USF has an increased focus on utilizing Black-owned business enterprises.

Diverse Supplier Certification

RECOGNIZED CERTIFICATIONS

Any business registered with the Florida Secretary of State is eligible to do business with the University of South Florida. However, qualifying small-, minority-, women-, and service disabled veteran-owned business enterprises providing goods or services to USF should be certified by one of the following certifying entities*

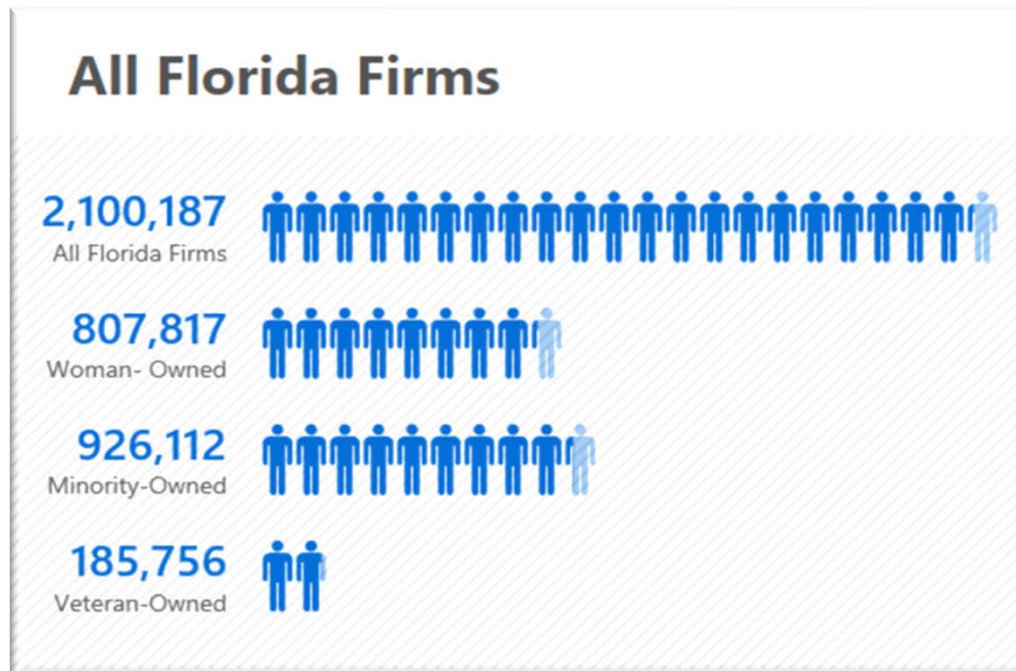
- Florida State Minority Supplier Development Council (FSMSDC)
- Women's Business Enterprise National Council (WBENC)
- State of Florida Office of Supplier Diversity
- Small Business Administration (SBA) (8A, HUSB Zone)
- Department of Veteran Affairs
- FDOT DBE

**If a diverse supplier qualifies for certification and has not completed the process, refer them to the OSD and we can provide support resources.*

Benefits of a Diverse Supply Chain

1. Proactive business strategy that provides all suppliers equal access to sourcing and purchasing opportunities.
2. Affords USF access to vendors who are proving they can provide better pricing, products and service offerings than larger competitors in some cases.
3. Helps USF's supply chain better reflect the demographics of our community.
4. Creates a platform for economic growth and development.
5. Improved customer satisfaction, especially at the departmental level.
6. More options and flexibility within the supply chain by working with diverse suppliers.
7. Through our diverse culture we can draw upon relevant features of individual backgrounds and better serve our students and constituents

Diverse Firms in Florida



Economic Impact

- Diverse businesses are amongst the fastest-growing segments of the U.S. economy.
- Minority-owned firms in the U.S. rose from 5.8 million in 2007 to 8.0 million in 2012.
- Total of 9.9 million women-owned firms in 2012, now up more than 2 million from five years earlier when there were 7.8 million women-owned businesses, a 26.8% increase.
- Receipts for women-owned firms rose 18.7%, from \$1.2 trillion in 2007 to \$1.4 trillion in 2012.
- Receipts for minority-owned firms climbed from \$1.0 trillion to \$1.4 trillion over the 2007-2012 period (34.7%).

Source: U.S. Census Bureau

Mission

INCREASE
USF Spending With
CBE's

How You Can Help

- Be open to renegotiating existing contractual commitments
- Keep in mind that diverse businesses could offer more competitive pricing
- Invest in relationships with prospective business owners
- Notify the OSD about upcoming opportunities in advance
- It often pays to persevere; don't give up on diverse businesses
- Look for strategic growth opportunities for smaller suppliers
- Don't underestimate the value of strategic partnerships
- Don't get discouraged. Be patient with suppliers. There may not be a current need for their offering now, but keep them in mind for future opportunities
- Use the available resources to learn more about USF's Supplier Diversity program at: www.usf.edu/osd

Spending Goal

13% - 20%*

Construction

Supplies

Professional Services

*Addressable Spend



Remember **you matter** and every purchase you make whether it's **\$1 or \$100 Million** impacts our community directly. With your help we will impact **economic growth** and **development** for our **families** and **communities** right here in the **Tampa Bay Region.**



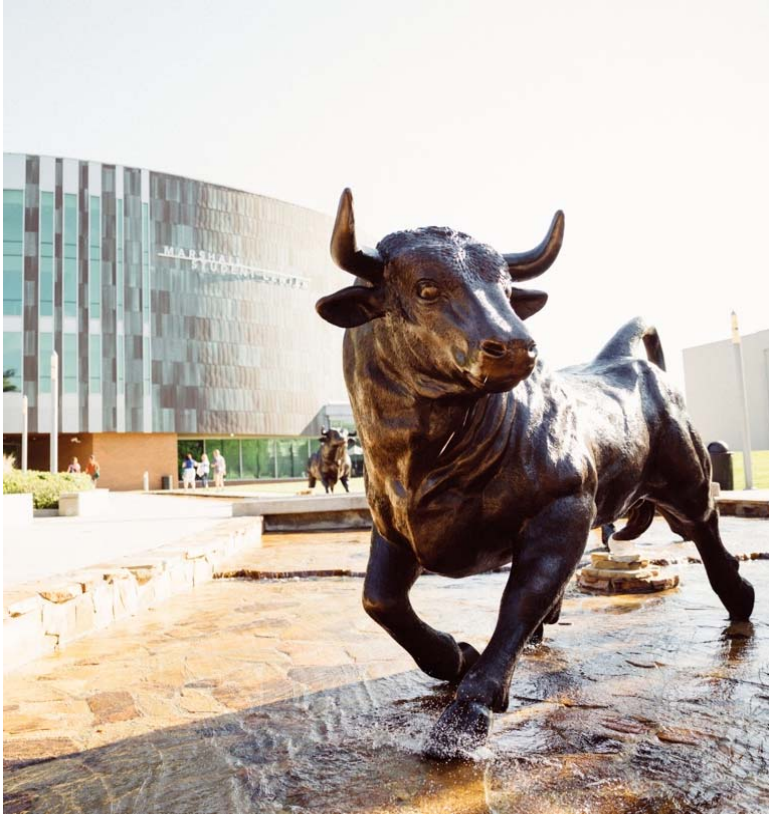
Renee Beckford

Business Analyst,
USF Office of Supplier
Diversity

Spend Reporting

1. How to complete your college/department report.
2. Who to contact with questions.
3. What spend data the OSD intends to collect.
4. When you should send the report.
5. Where to send your report.

Instructions



1. Input name of college/administrative department (AD)
2. Include contact information (name, email, phone number)
3. Insert date the report is completed
4. Select reporting Month/Year
5. Select vendor CBE category
6. Input vendor name, description of goods/services, and total being paid to vendor.
7. If no spend within the monthly reporting (Jan 1 – Jan 31) period, please enter all Zero's.
8. Submit report to osd@usf.edu by the 15th of each month

Input General Information

UNIVERSITY OF SOUTH FLORIDA OFFICE OF SUPPLIER DIVERSITY SPEND REPORTING FORM



COLLEGE/DEPARTMENT:	COLLEGE OF NURSING
CONTACT PERSON SUBMITTING REPORT*:	JANE DOE
CONTACT EMAIL:	JANEDOE@USF.EDU
CONTACT PHONE:	813.123.4567
REPORT DATE:	9/1/20
REPORTING MONTH:	September-20 <input type="button" value="v"/>
DIVERSE BUSINESS ACTUAL \$ PAID TO DATE:	\$150,000

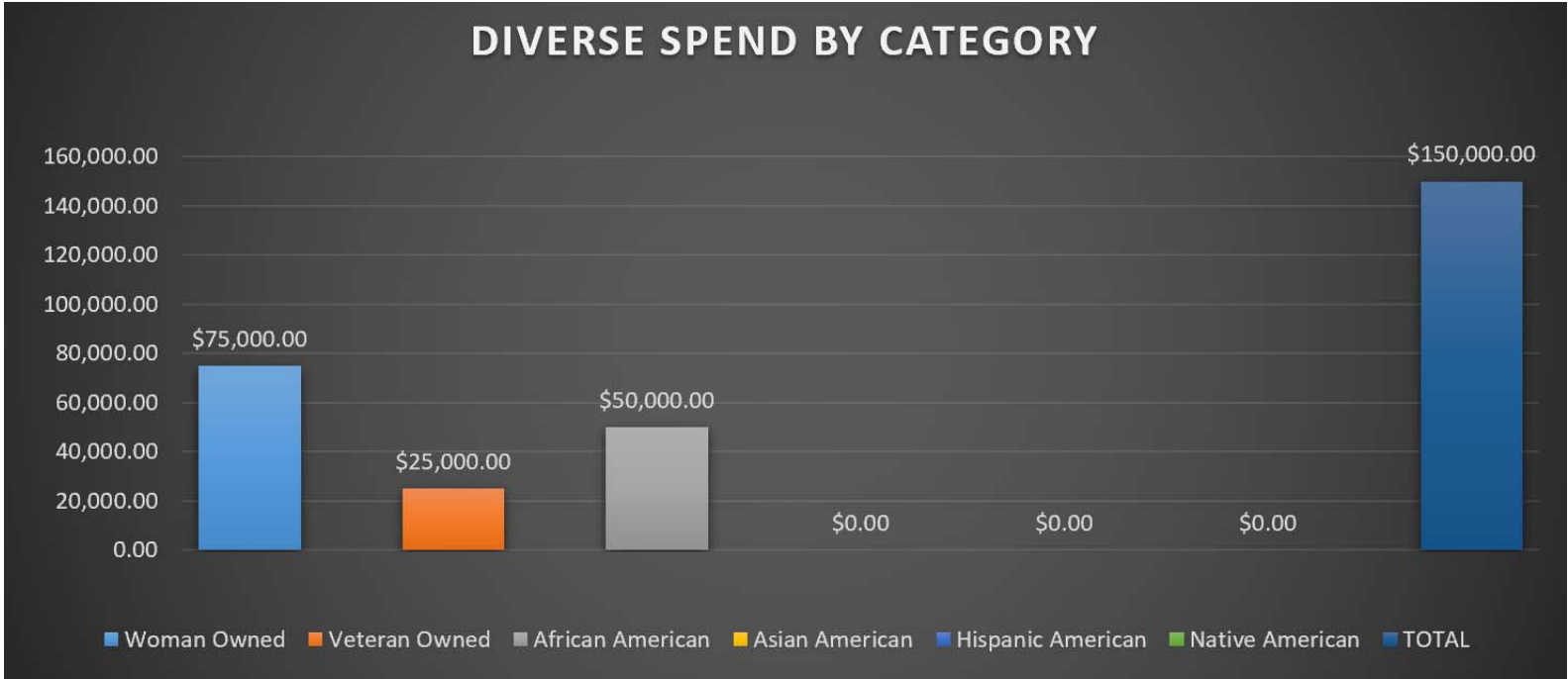


Summary Data

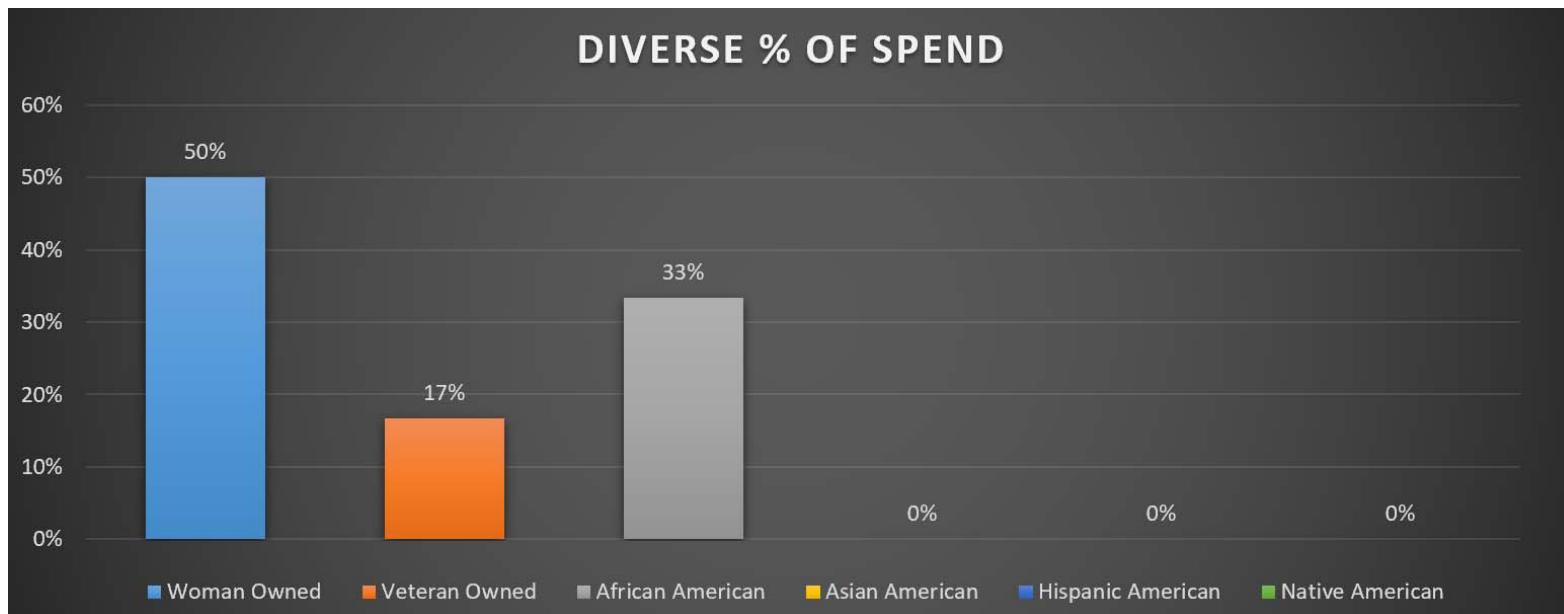
SECTION 2 - TOTAL SPEND SUMMARY

<u>CBE CATEGORY</u>	<u>YTD TOTAL</u>	<u>% OF UTILIZATION</u>
Woman Owned	\$75,000.00	50%
Veteran Owned	\$25,000.00	17%
African American	\$50,000.00	33%
Asian American	\$0.00	0%
Hispanic American	\$0.00	0%
Native American	\$0.00	0%
TOTAL	\$150,000.00	100.00%

Spend by Category



Percentage by Category



Tier 2 (Sub-contractor) Reporting

Is a separate process required by USF for facilities & construction prime contractors and construction managers*

*Not Covered in this Session

Things to Remember

1. Submit report to OSD@usf.edu
2. Reports are due to OSD by the 15th of each month
3. Your 1st report is due to OSD, November 15th
4. Questions? Email: OSD@usf.edu or call 813-974-5052
5. For more information, visit usf.edu/OSD



Lisset Greene

Supplier Relations &
Outreach Administrator,
USF Office of Supplier
Diversity

Topics Covered Today

1. Searching for a Diverse Vendor
2. How to Navigate the OSD Vendor Listing
3. Recognized Certifications
4. Sole Sourced Categories
5. Vendor Registration

Searching For A Diverse Vendor

1. Visit our website usf.edu/OSD
2. Click on the “**Find a Vendor Image**” or from drop-down menu “**For USF Departments - Find a Vendor**”
3. Listing will download as an Excel spreadsheet.
4. Vendor listing is divided into four tabs: construction, professional services, suppliers & PPE

Need a Specialized Vendor Category?

1. If you are searching for a sole source provider (specialized vendor category), email OSD@usf.edu.
2. Please allow two (2) business days for receipt of requested specialized vendor category listing.

You May Be Using a Diverse Vendor

1. Ask vendor, “Are you eligible to certify as a diverse supplier with one of our partners?” (FSMSDC, WBNEC, State of FL OSD, SBA, Dept. of Veteran Affairs, FDOT DBE).
2. If yes, and they are not currently certified, refer them to the OSD to assist with next steps.
3. OSD can also assist with adding them to the USF CBE supplier listing.
4. If no, be sure they qualify as one of USFs designated CBE categories before counting them on your spend.

Recognized Certifications

1. Florida State Minority Supplier Development Council (FSMSDC)
2. Women's Business Enterprise National Council (WBENC)
3. State of Florida Office of Supplier Diversity
4. Small Business Administration (SBA) (8A, HUSB Zone)
5. Department of Veteran Affairs
6. FDOT DBE

**These entities are OSD partners*

OSD Vendor Registration

1. Vendors visit www.usf.edu/OSD
2. Click “For Vendor Tabs > Forms Tab”
3. Complete “USFOSD Certified Supplier Form”
4. This registration is shared with USF Purchasing
5. USF Purchasing has separate process. For vendor registration, visit www.usf.edu/purchasing*

**OSD vendor listing includes diverse owned suppliers only*

Questions



Thank You for Attending this Event!

For More Information About the USF Office of
Supplier Diversity Visit:

Web: www.USF.edu/OSD

Phone: 813.974.5052

Email: OSD@usf.edu

Social: Twitter (**USF_OSD**), Facebook
(**USFOSD**)



**We are experiencing technical difficulty,
please stand by**

