

Escambia County School District Minority Vendor Outreach Initiative

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Objectives:

- To Educate Minority Vendors On How To Do Business With The Escambia County School District (ECSD).
- To Provide Best Practices For Quotes/Bids/RFPs/Construction.
- To Encourage Registration And Certification With The FL Dept. Of Management Services Office Of Supplier Diversity (OSD) And To Utilize OSD Resources.
- To Increase ECSD Partnerships With Local Minority Organizations To Promote Vendor Events.
- To Counter Community Perception That Business Opportunities Are Not Available For Minority Vendors With The ECSD.

Per School Board Rule 6Gx17-5.02(15)(A)(1-4) Definitions:

- A Small, Minority, Or Service Disabled Veteran Business Enterprise That Employs 200 Or Less Permanent Full-Time Employees And Has A Net Worth Of No More Than \$5 Million Dollars.
- Engages In Commercial Transactions Domiciled In Florida.
- A Minority Business Enterprise Is At Least 51% Owned, Managed, And Controlled By African-American, American Women, Asian-American, Hispanic-American, And Native American US Citizens And Permanent FL Residents.
- A Service Disabled Veteran Business Enterprise Is At Least 51% Owned By A Service Disabled Veteran Who Has A Disability Of 10% Or More That Was Incurred Or Aggravated In The Line Of Duty In The Active Service In The US Armed Forces.

Purchasing Guidelines

- Purchases Under \$10,000 Require A Minimum Of One (1) Quote.
- Purchases From \$10,001 to \$49,999 Require Three Quotes, An Existing Competitively Bid Contract, Or Sole Source Designation.
- Purchases From \$50,000 or More Require A Formal Bid Solicitation, Request For Proposal (RFP), An Existing Competitively Bid Contract, Or Sole Source Designation.

Purchasing Overview

- **2020-2021 Total Purchases – Approx. \$409 Million**
- Opportunities For Small Dollar Purchases Under \$10,000 Include But Not Limited To:
 - Schools, PTA, Booster Clubs (Specialty Items, Etc.)
 - Custodial/Maintenance (Janitorial Supplies, Small Repair/Installation Work, Etc.)
 - Educational Consulting/Professional Development (Title I / Curriculum & Instruction)
- Opportunities For Large Dollar Purchases From \$10,000 To Over \$50,000 Include But Not Limited To:
 - Custodial/Maintenance (Quotes, Bid/RFP Solicitations)
 - Facilities Planning (General or Sub-Contractors)
 - Educational Consulting/Professional Development (Title I / Curriculum & Instruction)

Best Practices for Quotes And Bid/RFP Solicitations

- Read The Entire Document Twice To Fully Understand The Terms, Conditions, And Specifications Or Scope Of Work.
- Highlight Dates And Times To Submit Your Questions, Samples, And Response.
- Review The Purchasing Website For Current Or Prior Bid/RFP Award Tabulations.
- All Documents Should Be Readable.
- Reference The Solicitation Number On All Additional Sheets.
- Prior To Submitting, Review Your Response To Ensure All Required Attachments And Copies Are Included And Signed.
- Be Ready To Comply With Fingerprinting/Background Check Requirements.
- Be Realistic About Your Business Capabilities And Do Not Overpromise!

Best Practices For Construction Opportunities

- Do Your Homework (Go To The Department Website: <http://ecsd-fl.schoolloop.com/fascplan>).
- Learn The Process To Get Pre-Qualified.
- Review The List Of Pre-Qualified Contractors For Networking Opportunities.
- For Subcontractors, Request A Meeting With Pre-Qualified General Contractors.

General Best Practices

- Paperwork Is Not An Inconvenience. Your Business Operations Should Match Your Level Of Passion For Work.
- Strategic Planning. Recognize Growth Opportunities.
- Conduct Yourself In A Professional Manner.
- Protect Your Reputation. Trust and Integrity Matter!

Vendor Resources

- The FL Dept. Of Management Services Office Of Supplier Diversity (OSD):
 - Supplier Diversity Exchange Events With Local Government Agencies
 - Help to Navigate State Government (Point of Contacts)
 - Assistance With Applicable State Certification and Recertification
- The Economic Development Specialist/Veteran's Representative, North Florida District Office, US Small Business Administration (SBA):
 - Free Business Counseling
 - Federal Government Contracting
 - SBA Guaranteed Business Loans

How To Contact Us

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- ECSD Purchasing Website: http://ecsd-fl.schoolloop.com/purchasing_home
Office: **850-469-6210** POC: **Allison Watson**
 - ECSD Facilities Planning Website: <http://ecsd-fl.schoolloop.com/fascplan>
Office: **850-469-5662** POC: **Linda Johnson**
 - ECSD Maintenance Department: Office: **850-469-5586** POC: **Jim Higgins**
 - ECSD Custodial Department: Office: **850-469-5487** POC: **Jim Beagle**
 - ECSD Title I Department: Office: **850-595-6915 ext.225** POC: **Dr. Laura Colo**
 - ECSD Professional Learning Department: **850-595-6915 ext.289** POC: **Brian Alaback**
 - Florida Department of Management Services Office of Supplier Diversity:
<https://osd.dms.myflorida.com> Office: **850-487-0915**, POC: **Ashley Sellars**
 - Economic Development Specialist/Veteran's Representative, North Florida District Office, US Small Business Administration: Office: **904-443-1902**, POC: **Natalie Hall**, Email: natalie.hall@sba.gov