Minority Women Business Enterprise Division
Disparity Study Recommendation
Action Plan Schedule

#	Task	2004 November	December	2005 January	February	March	April	May	June	July	August	September	October
RECOMMENDATION 1: Vendor Database and Registration Utilize current technology to enhance its database of small, minority-owned and woman-owned firms. The enhancements should include the ability to electronically register firms eligible for participation in SBE and MWBE programs and are available to perform work on County projects. Also, consider the feasibility of broader uses of an electronic access to its list of vendors.												
1	Establish an ad hoc policy committee to revise the MWBE policies. Include representatives from the following offices: MWBE, Purchasing, Management Services, County Attorney, MIS, MWBE Advisory Committee, City of Tallahassee MBE and Leon County School Board MWBE.												
2	Establish an ad hoc database committee to review and recommend a vendor database and registration system. Include representatives from the following the County MWBE and MIS offices and the City MBE and MIS offices.												
3	Develop a list of system needs and research available database systems.												
4	Preview database systems, cost and requirements.												
5	Develop a short list of system vendors.												
6	Submit database system recommendation to the Board.												
7	Implement database system.												
RECOMMENDATION 2: Track Program Effectiveness Develop, maintain, and monitor a management information system to track the levels of MWBE and non-MWBE procurement participation at the prime contractor and subcontractor levels. The tracking system can be developed internally or acquired from an external vendor who currently provide information services. Implement policies and procedures to improve its collection and management of contract data, particularly of all construction subcontracting activity. Also, consider the feasibility of broader uses of an electronic database and provide electronic access to its list of vendors.												
1	Research and review various agency MWBE and SBE program policies and procedures for collection and management of contract data.												
2	Develop data collection and management procedures.												
3	Implement a vendor and database system with vendor tracking capabilities.												
4	Implement data collection and management and procedures.												

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RECOMMENDATION 3: Small Business Enterprise (SBE) Program A Small Business Enterprise (SBE) should be considered as a key component of maintaining a narrowly tailored program to promote MWBE utilization. The SBE program should include the following characteristics: small business goals for each business category; on a case-by-case basis where called for, the imposition of mandatory subcontracting for SBEs; proper funding and staff implementation of the SBE program, including program development, and monitoring; plans for SBE utilization; and encouragement of MWBE participation in the SBE program												
1	Research and review Small Business Enterprise programs.												
2	Develop SBE programs policies and procedures.												
3	Hold public forum.												
4	Modify draft SBE program and policies if necessary.												
5	Submit draft SBE program and policies to the Board for approval.												
6	MWBE staff SBE training and certification.												
7	Implement SBE program and policies.												
8	Review budget and set a side SBE reserve projects.												
RECOMMENDATION 4: Commercial Antidiscrimination Rules Adopt a policy that says the agency will not engage in business with any firms that discriminate in the solicitation, selection, or treatment of contactors, subcontractors, vendors, and information suppliers on any agency contract.												
1	Research and review commercial antidiscrimination rules.												
2	Develop draft antidiscrimination ordinance.												
3	Develop antidiscrimination policies and procedures.												
4	Hold public forum.												
5	Modify draft antidiiscrimination policies if necessary.												
6	Submit draft ordinance and policies to Board for approval.												
7	Implement antidiscrimination policies.												
RECOMMENDATION 5: Training and Outreach Continue to develop and promote "How to Do Business..." seminars, particularly for firms eligible to participate as SBEs and MWBEs. The seminar should serve as forums for explaining the County's procurement processes and receiving feedback from the business community.												
1	Develop training workshops and materials.												
2	Schedule and advertise workshop dates.												
RECOMMENDATION 6: Bonding Explore way to provide technical assistance for bonding to small construction firms seeking to participate on County contracts. A small business surety assistance program should provide technical assistance to small firms, track subcontractor utilization by ethnicity, coordinate existing financial as well as management and technical assistance resources, and provide for quality surety companies to participate in the bonding program.												
1	Research and review bonding assistance programs.												
2	Develop bonding assistance program.												
3	Develop bonding assistance program procedures												
4	Implement bonding assistance program.												

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RECOMMENDATION 7: Goal Setting and Other Policy Mofications Continue to narrowly tailor its minority participation programs to remedy the specific findings of disparity. On a periodic basis, continue to review the budget and establish goals consistent with MWBE availability, for each MWBE group that has demonstrated significant disparity. Goals for each ethnic group and women should continue to reflect MWBE availability as referenced in the report. Continue to primarily concentrate the scope of all race and gender programs to firms that are located in the relevant market area for specific business categories. Closely monitor the utilization of all businesses by race, ethnicity and gender to determine whether the small business program over time has the potential to eliminate race and gender disparities without race and gender specific goals. The County should identify, for future availability analysis, the number of construction subcontractors available.												
1	Develop relevant policies modifications.												
2	Present draft modifications to MWBE Advisory Committee.												
3	Modify draft policies if necessary.												
4	Submit draft policies to Board for approval												
5	Develop program goals for departments and divisions.												
6	Implement revised policies												

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