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# BOARD OF COUNTY COMMISSIONERS

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## Minority, Women, and Small Business Enterprise Directory



**Minority, Women, and Small Business Enterprise Division**

2284 Miccosukee Road

Tallahassee, Florida 32308

(850) 606-1650

(850) 606-1651 (FAX)

Website: [www.leoncountyfl.gov/mbe](http://www.leoncountyfl.gov/mbe)

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# Foreword

## **Mission Statement**

The mission of the Minority, Women, and Small Business Enterprise Program (MWSBE) is to provide minority, women, and small owned businesses with a means of participating in Leon County's procurement process for the purpose of achieving economic parity among all Leon County Vendors.

## **Purpose and Intent**

The purpose of the Minority, Women and Small Business Enterprise (MWSBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority, women and small business enterprises in a competitive environment. The scope of this program shall include:

1. Identify and work to eliminate barriers that inhibit MWSBE participation in Leon County's procurement process.
2. Establish realistic goals to increase MWSBE utilization.
3. Provide information and assistance to MWSBE's regarding procurement opportunities with Leon County.
4. Implement mechanisms and procedures for monitoring MWSBE compliance by prime contractors and staff.
5. Implement mechanisms to evaluate the program's progress.

The purpose of this MWSBE Directory is to assist Leon County departments and divisions in their efforts to identify minority, women, and small businesses. This directory is also intended to serve as a reference source for other agencies and firms interested in the acquisition of MWSBE products and services.

The MWSBE's listed in this directory are certified by Leon County Board of County Commissioners, City of Tallahassee, and Leon County School Board. For additional assistance, contact the MWSBE Division at (850)606-1650 or our website: [www.leoncountyfl.gov/mbe](http://www.leoncountyfl.gov/mbe).

## **Eligibility Criteria**

### **Minority Business Enterprise (MBE)**

Majority Owner(s) must be a Minority or Minorities who manage and Control the business. In the case of a publicly owned business, at least 51% of all classes of the stock which is owned shall be owned by one or more of such persons. Majority Ownership in the business shall not have been transferred to a woman or minority, except by descent or a bona fide sale within the previous 2 years. Majority Owner(s) must reside in Leon, Gadsden, Jefferson or Wakulla county Florida. Majority Owner(s) must be a United States citizen or lawfully admitted permanent resident of the United States. Business must be legally structured either as a corporation, organized under the laws of Florida, or a partnership, sole proprietorship, limited liability, or any other business or professional entity as required by Florida law. Business must currently be licensed and engaging in commercial transactions typical of the field, with customers in the Local Market Area other than state or government agencies, for each specialty area in which Certification is sought. Further, if a supplier, business must be making sales regularly from goods maintained in stock. Business must have a net worth no more than \$2 million. Business must employ 50 or fewer full- or part-time employees, including leased employees. Annual gross receipts on average, over the immediately preceding three (3) year period, shall not exceed:

- For businesses performing Construction – \$2,000,000/year.
- For businesses providing Other Services or Materials & Supplies - \$2,000,000/year.
- For businesses providing Professional Services – \$1,000,000/year.

## **Women Business Enterprise (WBE)**

Majority Owner(s) must be a Woman or Women who manage and Control the business. In the case of a publicly owned business, at least 51% of all classes of the stock which is owned shall be owned by one or more of such persons. Majority Ownership in the business shall not have been transferred to a woman or minority, except by descent or a bona fide sale within the previous 2 years. Majority Owner(s) must reside in Leon, Gadsden, Jefferson or Wakulla county Florida. Majority Owner(s) must be a United States citizen or lawfully admitted permanent resident of the United States. Business must be legally structured either as a corporation, organized under the laws of Florida, or a partnership, sole proprietorship, limited liability, or any other business or professional entity as required by Florida law. Business must currently be licensed and engaging in commercial transactions typical of the field, with customers in the Local Market Area other than state or government agencies, for each specialty area in which Certification is sought. Further, if a supplier, business must be making sales regularly from goods maintained in stock. Business must have a net worth no more than \$2 million. Business must employ 50 or fewer full- or part-time employees, including leased employees. Annual gross receipts on average, over the immediately preceding three (3) year period, shall not exceed:

- For businesses performing Construction – \$2,000,000/year.
- For businesses providing Other Services or Materials & Supplies - \$2,000,000/year.
- For businesses providing Professional Services – \$1,000,000/year.

2. **Minority Person** - an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):

- a. **African/Black Americans** - All persons having origins in any of the Black African racial groups not of Hispanic origin and having community identification as such.
- b. **Hispanic Americans** - All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.
- c. **Asian Americans** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
- d. **American Indians, Alaskan Natives and American Aleuts** - All persons having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.
- e. **Women** - American Woman

3. **Business Categories**

- a. **Construction** - Services that include the building, attaining, repairing, improving, or demolishing any public structure or building, or other public improvement of any kind to any public real property. It does not include routine operation, routine repair, or routine maintenance of existing buildings or facilities.
- b. **Professional Services** - Any service provided by a person or firm that is of a professional nature, with special licensing, educational degrees, and unusual or highly specialized expertise. Examples include, but are not limited to Architectural or Engineering Services, Financial Services, Legal Services, Medical Services and Advertising/Marketing Services.

- c. **Other Services** - Any service that is labor intensive and not professional or construction related. Examples include, but are not limited to maintenance services, janitorial services, lawn services, employment services, and printing services.
- d. **Materials and Supplies/Purchases** - The equipment and consumable items purchased in bulk, or deliverable products. Examples of such include, but are not limited to equipment and parts, chemicals, paper products.