




<b>DEPARTMENT NAME</b> Fiscal		
<b>SUBJECT</b> Minority Business Development Plan		<b>POLICY NUMBER:</b> AP-465
<b>APPROVAL:</b> 	<b>EFFECTIVE:</b> 11-3-2020	<b>REPLACES</b> AP-465 10/20/2016

I. **PURPOSE:** To describe how the Children’s Network continues to utilization of local minority businesses.

II. **REVIEW HISTORY:** Original 8/1/2003 and updated October 20, 2016.

III. **CONTACT:** Chief Financial Officer

IV. **PERSONS AFFECTED:** All Children’s Network staff

V. **POLICY**

Children’s Network of SWFL, LLC’s management will encourage utilizing our local minority businesses to do business with the Lead Agency through subcontracting or the procurement of goods and services.

VI. **DEFINITIONS** (See Florida Statute 288.703 for additional detail.):

A. **Small Business** – An independently owned and operated business which employs two-hundred (200) or fewer permanent full-time employees and which has a net worth of not more than \$5 million. As applicable to sole-proprietorships, the \$5 million net worth includes both personal and business investments.

B. **Minority Business Enterprises** – Any small business concern which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51% owned by minority persons and whose management and daily operations are controlled by such persons. A minority business enterprise may be a minority person involved in the practice of a profession.

C. **Certified Minority Business Enterprise** – A business that has been certified by the Florida Department of Management Services to be a minority business enterprise.

VII. **PROCEDURE:**

A. Children’s Network of SWFL, LLC will periodically send out the questionnaire (Exhibit I) to current contractors, subcontractors and those on the current vendor list to determine the number of small and minority business enterprises doing business with the Lead Agency.

B. A determination from the survey which vendors appear to be a Certified Minority Business Enterprise (CMBE).

- C. Children's Network of SWFL, LLC will compare the list of vendors with the current CMBE list from Florida's Office of Supplier Diversity located at the following web address: <https://osd.dms.myflorida.com/directories>
- D. A complete listing of valid CMBE's will be published by commodity type. This list will be circulated internally to those who have authority to make purchases. When there is an opportunity to contract work or procure goods or services, the Lead Agency will reference this list to encourage using CMBE's in the procurement process.

## **VIII. EXHIBITS**

Exhibit A: Questionnaire

# EXHIBIT A

## MINORITY BUSINESS DEVELOPMENT PLAN CONTRACT/SUBCONTRACTNENDOR QUESTIONNAIRE

Dear Vendor:

Section 287.0945 (8) (k), Florida Statutes, encourages us to ensure the participation of small and minority businesses in our company through contracting/subcontracting or the procurement of goods and services. We are, therefore, requesting you to fill out the attached questionnaire and return to us as soon as possible for our records.

Name of Contact Person: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Type of Business/Profession: \_\_\_\_\_

1. Are you a small business?            Yes            No

(Small business is an independently owned and operated business which employs two hundred (200) or fewer permanent full-time employees and which has a net worth of not more than \$5 million. As applicable to sole-proprietorships, the \$5 million net worth includes both personal and business investments.)

2. Are you a minority business enterprise \_\_\_\_ Yes    \_\_\_\_ No

(Minority business enterprise is any small business concerns which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51% owned by minority persons and whose management and daily operation are controlled by such persons. A minority business enterprise may be a minority person involved in the practice of a profession.)

3. Are you a Certified Minority Business Enterprise?            Yes            No

(Certified Minority Business Enterprise (C:MBE) is a business which has been certified by the Department of Management Services to be a minority business enterprise. If you are not a CMBE and think you may qualify as a CMBE, please contact the Florida Department of Management Services, Office of Supplier Diversity or visit their web site at: [mbaao.fdles.state.fl.us](http://mbaao.fdles.state.fl.us))

4. Are you currently doing business with CNSWFL            Yes \_\_\_\_ - No

If yes, please explain what goods or services are provided: \_\_\_\_\_

\_\_\_\_\_

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Signature

Name

Date

·\*\*Misinformation or misrepresentation of information will subject the contractor/subcontractor / vendor to loss of business with Children's Network of SW Florida.

Return to:      Contract Department  
                    Children's Network  
                    2232 Altamont  
                    Ave. Ft. Myers, Fl.  
                    33901