

OSD Link



Connecting Minority Vendors with Government Spenders

Striving For OSD 2010: Automation and Technology

Greetings to all certified women and minority-owned business enterprises! Florida's state of diversity is strong and getting stronger. Last fiscal year we created the OSD 2010 Plan, a visionary plan detailing a roadmap for supplier diversity that included technological advances.



Recently, we reduced the paper-heavy nature of our services and automated all notices for recertification letters. We are also in the process of displaying each state agency and university Minority Business Utilization Plans on our Web site. All this illustrates the state's commitment and shows how each entity supports supplier diversity.

This is a major step towards integrating state-of-the-art technology into our daily operations and ongoing efforts to promote utilization of women- and minority-owned business enterprises in Florida. Our new approach allows us to provide faster services, which in this case also means better services, to our customers. With the support of a talented staff and other stakeholders, we continue to see efficiencies in operations.

As we move forward, we want to hear from you! We continue to seek input, listen to your suggestions and adjust our operations to better serve you. Thank you for your continued support of our office. Enjoy the September issue of *OSD Link* and please let us know how we can provide enhanced services to you.

Torey L. Alston
Executive Director

Back to the Drawing Board: Revisiting your Business Plan

If you're like most entrepreneurs, it's been a while since you reviewed your business plan. When you developed your plan you were motivated by the prospect of attracting venture capital or securing bank financing, you wanted the projections and words just right. Years later in a file cabinet it most likely bears little resemblance to the business you're currently operating. You may ask, "With business flourishing and no immediate need for cash, does reviewing my plan matter?"

The answer is, yes. Use your plan as a road map and strategic vision for the future to continue your business success. A business plan is a blueprint of your vision of operations. Revising the plan over time helps you see what works and what doesn't.

"A business plan marks your course, and it's the constant change between what you thought was going to happen and what actually happened that gives you the vision to maintain a course toward long-term objectives," explains Tim Berry, founder of Palo Alto Software, which designs business plan software for growing companies.

Examine your company's value drivers and how they may have changed since you started to help you identify untapped areas of growth in your original plan that never developed, or to help you recognize where you've gone astray. Without a written plan, you may be tempted to expand your company's scope without understanding the effect on the core business.

"The purpose is to reflect on your market opportunity and competitive realities, and make corrections and refinements to your business initiatives, what the opportunities are and what you're doing to target them," says Jay Turo, managing partner of small-business consulting firm Growththink.

Stay on track with your business plan with these planning tools:

PESTLE Analysis – which stands for Political, Economic, Sociological, Technological, Legal and Environmental, evaluates uncontrollable external forces that may effect the operations of a business. It helps business owners see where they are in relation to what is happening outside of their businesses that could potentially effect operations in the long run.

SWOT Analysis – which stands for Strengths, Weaknesses, Opportunities and Threats, exposes internal elements (strength and weaknesses) and external factors (opportunities and threats). The idea is to play your businesses strengths and move away from the weaknesses to take advantage of opportunities and avoid threats.

Revising your plan now can help keep you ready if and when you need capital in a hurry. Or even better, says Anderson, you can more easily set up a line of credit now, while your business is healthy, for when you really need it down the line.

Source: C.J. Prince-Entrepreneur.com

Important Links to Remember

MyFloridaMarketPlace

Register as a vendor and update your listing in the certified minority business enterprise directory. <http://vendor.MyFloridaMarketPlace.com/>

Vendor Bid System

Register to receive solicitations from the state for business. http://vbs.dms.state.fl.us/vbs/main_menu

Office of Supplier Diversity

Important information for minority- and women-owned small businesses. <http://osd.dms.MyFlorida.state.fl.us>

Florida Small Business Development Center

Assistance to start, grow and succeed, as a business in Florida. <http://floridasbdc.org/>

Tips for Success

Are you a certified minority- or woman-owned business available to provide services or commodities to government buyers before or after a natural disaster? If you are, join the **2008 list of emergency suppliers** by visiting http://dms.myflorida.com/business_operations/state_purchasing/florida_emergency_network or for more information, please e-mail flemergency@net@dms.MyFlorida.com

Have you recently moved, changed your telephone number, or want to change the e-mail address where your certificate is sent? Please remember to **update your contact information and commodity codes** at <https://vendor.MyFloridaMarketPlace.com>. For assistance please contact the MFMP Helpdesk at (866) 352-3776.

Do you need a duplicate copy of your certification certificate? Contact the Office of Supplier Diversity at OSDHelp@dms.state.fl.us to request a copy of your **CMBE certificate** and within 24 hours a duplicate certificate will be e-mailed to the address listed in <http://MyFloridaMarketPlace.com>. For more information contact the Office of Supplier Diversity at (850) 487-0915.

As a registered state vendor, you can receive **electronic notification** of solicitations and purchasing opportunities in the State of Florida. All you need is a working e-mail address to receive the updates. Please visit: http://vbs.dms.state.fl.us/vbs/main_menu

Dates to Remember

2008 Palm Beach Partners Business Matchmaker Conference & Expo

Sept. 24, 7 a.m.-7 p.m.

Palm Beach County Convention Center

<http://www.pbmatchmaker.com> • (561) 420-5855

2008 WBDC Conference & Business Expo

Sept. 25-26

Office Depot Conference Center, Delray Beach

www.womensbusiness.info/html/TradeShow/Schedule_Expo08.html

AnaMaria@WomensBusiness.info

16th Annual Minority Enterprise Development Week

Sept. 29-Oct. 3

City of Tallahassee – MBE Office

(850) 891-8184 • bonita.paige@talgov.com • larry.crumbie@talgov.com



More than 100 business owners joined us at the **Florida Minority Supplier Development Council Conference** for on-site certification. Congratulations to the women- and minority-owned businesses we reviewed and certified on the spot!

Bid Opportunities

The **University of South Florida** is requesting an invitation to bid to remove existing pavement and sidewalks and install new sidewalks, landscaping, irrigation and fire lane, which includes the removal, replanting and trimming of trees. A pre-bid conference will be held Sept. 16 at 9 a.m. For more information please visit <http://usfweb2.usf.edu/purchasing/purch2.htm>.

The **Division of Emergency Management** is soliciting responses for the delivery of Mobile Standby Generator Sets of various sizes between 55 to 85 kW over a six-month period. These Mobile Standby Generator Sets will be for the use of the Florida Division of Emergency Management and FlaWARN for re-establishing water and wastewater service in the event of emergencies. For more information on this bid please visit http://vbs.dms.state.fl.us/vbs/main_menu.

The **Department of Health** is seeking RFPs to acquire a fiscal agent's service for the payment of direct services for Florida's Breast and Cervical Cancer Early Detection Program (FBCCEDP). The deadline for submitting a proposal is Sept. 30. For more information please visit http://vbs.dms.state.fl.us/vbs/main_menu.

The **Department of Environmental Protection** is requesting statements of qualifications from qualified vendors for Professional Engineering (PE) Services for the State Beach Management Program. Responses to the subject solicitation are due at the address identified in the solicitation package, no later than Tues., Sept. 30 at 2:30 p.m. For more information please visit http://vbs.dms.state.fl.us/vbs/main_menu.



2008 MatchMaker Conference and Trade Fair

November 19-21

Gaylord Palms Resort and Convention Center, Orlando

www.FLMatchMaker.com

(850) 487-0915

Contact Torey Alston today to be an event partner.
Torey.Alston@dms.MyFlorida.com • (850) 487-0915.