

# OSD Link



CONNECTING MINORITY VENDORS WITH GOVERNMENT SPENDERS

## Striving For OSD 2010: MatchMaking For Success

Greetings to all certified women and minority-owned business enterprises! Florida's state of diversity is strong and getting stronger. As you know, we are gearing up for the 2008 MatchMaker Conference and Trade Show next month in Orlando. Recently, we posted a new list of innovative workshops and the framework for one-on-one appointments. This year's innovative workshops target various areas like business development, green initiatives, financing, and doing business with government and private corporations.



We are proud to have the support of our state agencies, universities, local municipalities and private corporations. Through these partnerships, we will host the most successful MatchMaker Conference to date. This week we received confirmation from several high-profile leaders and plan to announce more as the event nears.

I want to personally encourage you to take advantage of this year's conference, information on contracting opportunities, business development, and lasting business relationships. Here are my suggestions: be prepared with first-class marketing materials to promote your business, do your homework on the government and private corporations confirmed for the event, and follow-up with all contacts made there.

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 this issue and please let us know how we can provide enhanced services to you.

Torey L. Alston  
Executive Director

## Steps to selecting the right contractor

Entrepreneurs and executives tend to be do-it-yourself types. There are times, however, when the needs of a business may exceed its own skills or resources. That's when most companies turn to contractors or consultants.

Hiring a subject matter contractor provides a business owner with the benefit of an expert on their team to work toward a business objective without the expense of hiring a permanent employee. Make this new relationship a profitable one and avoid common pitfalls.

**See the big picture:** Outline desired outcomes from both the tasks to be outsourced and from the relationship. This conceptualizes the project's scope; ensuring that the contractor is the right "fit" with the values and working style of the business.

**Get referrals:** Ask staff, colleagues or professional associations for referrals. The best referrals come from firms similar to your organization's size and structure, with the same needs.

**Screen candidates:** Research your options and meet the candidates to discuss expectations. Ask about past experiences with organizations similar to the firms. Have they offered similar services to another business? Gauge the contractor's personality and demeanor, and whether the working relationship would have the right chemistry.

**Discuss scope:** Be clear about what the consultant will do, time frames and measuring results. Spell out the expected deliverables.

**Terms and conditions:** Make sure to understand the anticipated charges, documentation, viable expenses and payment schedule. Sign off on a written proposal only when the terms are fully understood and agreed upon, do not engage a consultant without a signed proposal.

If the contractor will work with company staffers, be sure all employees understand the outcome desired and the expectations of staff's involvement.

At project's end, evaluate the consultant's work, noting the results that came out of the collaboration, things that could be handled better, and whether objectives were met.

Excerpt from the *Tallahassee Democrat*-by Deanna Mims and Mikal Caldwell

## Important Links to Remember

### MyFloridaMarketPlace

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

### U.S. Department of Commerce Minority Business Development Agency

MBDA serves minority entrepreneurs across America who are building and growing their enterprises. <http://www.mbda.gov/>

### Florida Small Business Development Center

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

## Dates to Remember

### Northeast Florida Procurement Conference and Buyer's Forum

**October 21, 2008**

For more information contact Glenda Washington at (904) 924-1100, ext. 231 or [Glenda.Washington@myjaxchamber.com](mailto:Glenda.Washington@myjaxchamber.com)

## Tips for Success

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

Have you recently changed your contact information? Update this and commodity codes at <https://vendor.myfloridamarketplace.com>. For assistance please contact the MFMP Helpdesk at (866) 352-3776.

As a registered state vendor, you can receive an e-mail of solicitations and purchasing opportunities from the State of Florida. Visit: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu)

To view agency and university Minority Utilization Plans for this fiscal year, visit the Vendor Resources link at [www.dms.MyFlorida.com/OSD](http://www.dms.MyFlorida.com/OSD).

## News Alert: Signed Mentor-Protégé Agreement

We recently announced our fourth partnership agreement with Turner Construction and HZ Construction, a minority-owned business based in Orlando.

This agreement adds construction to the growing list of industries supported by this initiative.

## MatchMaker Alert!

MatchMaker 2008 is next month!



## Bid Opportunities

The Agency of Persons with Disabilities issued an Invitation to Bid (ITB) from qualified vendors for the Agency for Persons with Disabilities at Tacachale in Gainesville, Florida, to furnish Ethanol-10 Gasoline, tank wagon deliveries. For more information visit [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu) or call Madelyn Towns at (352) 955-5537.

The Department of Agriculture issued an Invitation to Bid (ITB) for ground application of site preparation herbicide of approximately 722 acres within John M. Bethea State Forest. For more information contact Christie Hutchinson at (850) 487-3727 or visit the Vendor Bid System and search for advertisement number "ITB DF 08 09 34."

The Department of Management Services is soliciting a Request for Proposal (RFP) to establish multiple contracts for "Telecommunications Infrastructure, Cabling and Connectivity" for its Communications and Information Technology Services Division. The RFP opens October 27, 2008, at 2 p.m. For more information contact Christina Espinosa at (850) 410-2404 or visit the Vendor Bid System and search for advertisement number "DMS-08/09-031"

## MBE Spotlight

**Katina Glasco**  
Owner/Manager  
**Glasco & Associates, LLC**  
Document Scanning & Imaging Services

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Glasco & Associates, LLC is a Florida-based company that offers document scanning and imaging services. The company works with several state agencies, universities and local municipalities to provide time and space saving solutions for documents at reasonable prices. For more information on Glasco & Associates please visit [www.glascodocs.com](http://www.glascodocs.com) or contact Katina Glasco at (850) 212-0784.

To become a MBE Spotlight contact Carla Pierre at (850) 487-0915 or [Carla.Pierre@dms.MyFlorida.com](mailto:Carla.Pierre@dms.MyFlorida.com).

## 2008 MatchMaker Conference and Trade Show

November 19-21

Gaylord Palms Resort and Convention Center, Orlando

[www.FLMatchMaker.com](http://www.FLMatchMaker.com) • (850) 487-0915

Contact Torey Alston today to be an event partner.

[Torey.Alston@dms.MyFlorida.com](mailto:Torey.Alston@dms.MyFlorida.com) • (850) 487-0915.

Office of Supplier Diversity • (850) 487-0915 • [www.osd.dms.state.fl.us](http://www.osd.dms.state.fl.us)