I. Small Disadvantaged Business (SDB) Overall Participation. Broward College has established goals to assist the College in increasing overall SDB participation. The commodity/service classifications that are associated with the goals (i.e. Construction, Professional Services, etc.) are standard classifications developed by the National Institute of Governmental Purchasing (NIGP) to bring efficiency to automated purchasing. The established goals are:

- Construction—34 percent
- Professional Services—7 percent
- Nonprofessional Services—17 percent
- Goods & Supplies—10 percent

The College may evaluate the established goals annually or more frequently. The College will review individual projects to determine whether the established goals are achievable for said project based on the availability of SDBs which perform commercially useful functions within the industry. Attainment of the goals established in this policy shall in no way be construed as authority to supersede, override, or in any other way not comply with College procurement and contracting or sound business practices.

In order to achieve the established overall SDB participation levels, the College will seek to implement the following:

A. SDB Project Goals – SDB project goals, as determined by the College, will be applied to Construction, and other Professional Services, Non-Professional Services and Goods and Supplies.

B. SDB Set-Asides – The College may establish SDB set-asides in those areas where the Procurement Services department has determined that there are three or more Approved SDB firms available to provide goods and services and where most recent annually calculated utilization data shows underutilization of SDBs in a particular industry category.

C. Price Preferences – The College may establish price preferences on ITBs where most recent annually calculated College utilization data shows underutilization of SDBs in a particular industry category. A price preference of ten percent (10%) of the lowest bid will be utilized for evaluation purposes only.

D. Evaluation Criteria – The College may establish evaluation criteria points equal to 10% of the total evaluation points (See Table A). Approved SDB prime contractors and contractors utilizing Approved SDB firms will receive points in the solicitation evaluation/selection process (See Table B).
Preference Point System – Table A (see below) represents the number of potential points that could be awarded based on the percentage of evaluation points for each solicitation.

Table A Example of the Calculation of SDB Criteria Points

<table>
<thead>
<tr>
<th>Total Evaluation Points</th>
<th>SDB Criteria Points (10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>120</td>
<td>12</td>
</tr>
<tr>
<td>150</td>
<td>15</td>
</tr>
</tbody>
</table>

SDB Point Percentages - Table B (see below) represents the number of points awarded for each proposed contract based on the percentage of work assigned to Approved SDB subcontractors by prime contractors. SDB Project Participation percentages reflect the amount of the total contract value assigned to Approved SDB subcontractors.

Table B Percentage of SDB Criteria Points based on Proposer’s documentation

<table>
<thead>
<tr>
<th>SDB Project Participation Percentage</th>
<th>% of SDB Criteria Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved SDB Prime Contractor</td>
<td>100%</td>
</tr>
<tr>
<td>Certified Sub-contractor</td>
<td></td>
</tr>
<tr>
<td>41 - 49%</td>
<td>80%</td>
</tr>
<tr>
<td>31 - 40%</td>
<td>60%</td>
</tr>
<tr>
<td>21 - 30%</td>
<td>40%</td>
</tr>
<tr>
<td>11% - 20%</td>
<td>20%</td>
</tr>
<tr>
<td>Less than 10%</td>
<td>0</td>
</tr>
</tbody>
</table>

II. SDB Approval Requirements. This section establishes the requirements for firms desiring to participate in the College’s Small Disadvantaged Business (SDB) Program. The College’s eligibility determination process relies on information provided by applicants. The Office of Supplier Relations and Diversity will periodically audit required documentation of select Approved SDB firms. Any Approved SDB refusing to provide supporting documentation required for an audit will immediately default to non-SDB Approved status. Any vendor that is found to have submitted false information may be debarred in accordance with Policy 6Hx2-6.35, Vendor Rights and Responsibilities.

A. Eligibility Requirements. Applicants for the College’s SDB program must complete the Small Disadvantaged Business Application which requires proof of Certification as a Small, Minority, Woman or Disadvantaged Business Enterprise (SBE, MBE, WBE, DBE, CBE, CSBE). The College recognizes certifications from several sources including: The State of Florida, School Board of Broward County, the Southern Florida Minority Supplier Development Council, Women...
Business Enterprise National Council, Broward County Government, Miami-Dade County Government and Palm Beach County Government. Certifying sources may change; therefore, the College may amend the list of certifying sources to reflect those changes. Additionally, the College may impose size standard criteria as recommended by the Miller3 Consulting, Inc. study.

B. **Geographic Requirements.** A business enterprise must have a real and substantial business presence in the Tri-County Region (“Region”), which consists of Broward County, Palm Beach County and Miami-Dade County.

### III. Removal of SDB Approval
If during the period of SDB Approval, the College receives information that the firm no longer qualifies to be approved as an SDB, as prescribed herein, the Director of the Office of Supplier Relations and Diversity shall conduct an investigation and, based on the results of that investigation, recommend that the firm’s SDB Approval be removed. Removal of SDB Approval must be approved by the President, or his designee.

### IV. Appeal of SDB Approval Decisions.

A. Applicants denied SDB Approval shall be notified, in writing, setting forth the reasons for the College’s determination and informing applicants of their right to appeal the College’s decision.

B. Any firm that believes it has been wrongly denied SDB Approval may file an appeal, in writing, to the Director of the Office of Supplier Relations and Diversity within fifteen calendar days of receipt of the notice.

C. The College may extend time for filing an appeal or waive the time limit in the interest of justice, specifying, in writing, the reason(s) for doing so.

D. The Director of the Office of Supplier Relations and Diversity shall forward all written appeals to the Associate Vice President for Business Services and Resource Management. The Associate Vice President for Business Services and Resource Management shall establish a review committee to hear all appeals and forward recommendations regarding the appeal to the College President, or his/her designee.

E. Decisions by the President, or designee, shall be final.

F. The Director of the Office of Supplier Relations and Diversity will provide written notice to the affected party as to the outcome of the hearing within fifteen business days of the date of final determination.
V. Additional SDB Program Success Elements.

A. **Matchmaking**. Matchmaking is facilitating a process for potential opportunities as stated below between Broward College, Small Disadvantaged businesses (SDBs), and prime contractors, which encourage the three groups to work closely together on College contracting opportunities. A match occurs when: an SDB receives a contract with the College directly; or an SDB enters into a joint venture with a larger firm and bids; or an SDB subcontractor is included on a prime contract and the prime is awarded a contract.

1. Internal Matchmaking--focuses on matchmaking between the College’s procurement staff and potential SDB vendors. These efforts include:
   i. Utilizing set-asides for purchases less than the amount allowed under Category 3, Florida Statute 287.017, to create and grow relationships between procurement staff and SDBs;
   ii. Conducting College matchmaking sessions between procurement agents and potential vendors, including SDBs. These sessions should be held prior to the release of any competitive sealed bid or request for proposal;
   iii. Engaging in College networking and marketing sessions; and,
   iv. Attending trade shows conducted by organizations such as the Small Business Administration or Minority Business Development Agency.

2. External matchmaking--focuses on matchmaking between College potential prime contractors and potential SDB vendors. These efforts include:
   i. Identifying opportunities at pre-bid conferences;
   ii. Engaging in on-site networking and matchmaking sessions between construction managers, College facilities personnel, and potential SDBs; and,
   iii. Encouraging large College vendors to
      a) Create a Broward College-specific supplier diversity program;
      b) Create SDB distributors; and,
      c) Inform and assist SDBs in becoming registered in large vendor’s supplier diversity programs.

B. **Mobilization Payment**. Procurement may recommend for any particular project the provision of a five to ten percent mobilization payment (as allowed under Florida Statutes 288.706) for SDBs at the commencement of the project. This advance payment would be deducted from subsequent invoices.

C. **Prompt Payment**. All payments to SDBs shall comply with the prompt payment provisions outlined in Florida Statutes 255 and 287.

VI. **Vendor Management Course Offerings**. Through its Institute for Economic Development/Continuing Education division, the College shall offer at no cost to SDBs several course offerings within the Workforce Education Opportunities Continuing Education Program which increase the viability of SDBs.
VIOLATION OF PROCEDURE.
All College employees in violation of this procedure may be subject to disciplinary action, up to and including termination. College prime contractors not in compliance with this procedure shall be subject to Policy/Procedure 6Hx2-6.35, Vendor Rights and Responsibilities.

DEFINITIONS.
Bid – A quotation, proposal, sealed bid, or offer to perform or provide labor materials, supplies, or services to Broward College for a price.

Bidder – Any individual, sole proprietorship, partnership, joint venture, or corporation that submits a bid to Broward College.

Small Disadvantaged Business (SDB) – A firm located in the Tri County area (Broward, Palm Beach, or Miami Dade) and certified as a CBE, CSBE, MBE, WBE, SBE, or DBE from a BC recognized certification source.

Certification Source – Broward College Certification sources include the State of Florida Office of Supplier Diversity, School Board of Broward County, The Southern Florida Minority Supplier Development Council, Women Business Enterprise National Council, Broward County Government, Palm Beach County Government and Miami-Dade County Government, or as amended by the College.

Tri-County – Broward, Palm Beach and Miami-Dade County.