

Overview

Pulaski Technical College is deeply committed to both the procurement of goods and services from Arkansas minority business enterprises (MBE's) and the identification, development and certification of Arkansas minority business enterprises as defined in Arkansas Procurement Law and Regulations 15-4-303(2). Constant with federal and state laws, the College actively seek to develop relationships with, and provide procurement opportunities for MBE's.

The College has continued developing business with Goddess Office Products, Inc. for office supplies and Integrity Office Solutions for ink and toner. 21st Century Janitorial Services, Inc. was awarded the contract to provide janitorial services to the College's South Campus. Employees involved in the procurement process are expected to encourage participation of such businesses in all College procurement activities, regardless of the funding source.

Historical FY Minority Spending 2009-2016

Fiscal Year	FY Budget Controlled	Minority Goal	FY Actual Minority Spend	Pct. Of Goal
2009-2010	\$ 6,154,740.00	\$ 615,740.00	\$ 123,819.00	2.01%
2010-2011	\$ 3,456,320.78	\$ 345,632.08	\$ 84,973.04	2.46%
2011-2012	\$ 3,208,035.90	\$ 320,803.59	\$ 18,513.36	0.58%
2012-2013	\$ 12,000,000.00	\$ 1,200,000.00	\$ 46,580.78	0.39%
2013-2014	\$ 1,138,757.00	\$ 113,875.70	\$ 111,444.65	9.79%
2014-2015	\$ 2,132,652.00	\$ 213,265.20	\$ 164,882.06	7.73%
2015-2016	\$ 2,756,467.00	\$ 275,646.70	\$ 153,525.97	5.57%

Bid Process

An open, competitive bidding process conducted by Purchasing is the key to Pulaski Technical College purchasing system. In general, to be awarded a purchase order for goods or services from PTC, a supplier must be the lowest responsive, responsible bidder in the bid solicitation process who meets the minimum specifications as required. When choosing a supplier, PTC may consider factors other than price, including the types of goods and services that can be supplied, the particular needs of the requesting department, the date of delivery, and the reliability, quality, and experience of the supplier. When a supplier has been selected to receive a request for bid/proposal, the supplier is responsible for completing the request form and returning it to Purchasing Services. Bids must be received by Purchasing by the specified due date and time to be considered.

Solicitation Language

The following language appears in all solicitations issued by the Pulaski Technical College Purchasing Department, where the anticipated purchase amount is greater than \$10,000.

“Minority Business Enterprise Statement:

Minority participation is strongly encouraged in this and all other procurements by state agencies. Under Arkansas Procurement Law and Regulations 15-4-303(2) "Minority" is defined as " African American, Hispanic American, American Indian, Asian American, Pacific Islander American or a service-disabled veteran as designated by the United States Department of Veterans Affairs.” The Division of Minority Business Enterprise of the Department of Economic Development conducts a certification process for minority businesses. Where solicitations issued allow for subcontractors, bidders unable to include minority owned businesses as subcontractors "may explain the circumstances preventing minority inclusion." In accordance with Arkansas Minority Statutes and Regulations, 15-4-301 et seq., the College encourages minority businesses to submit bids in response to this Request for Sealed Bid, as well as all other College procurements. **The College also requests that minority businesses apply for certification through the Arkansas Economic Development Commission, Act 1456 of 2003, Act 1222 of 2009, and Act 893 of 2011 as amended.**

It is the policy of Pulaski Technical College to (1) provide minorities, and minority-owned businesses equal opportunity to participate in all aspects of contracting and purchasing programs, including, but not limited to, participation in procurement contracts, professional services contracts, construction contracts, and all other procurements as authorized by the state of Arkansas and Arkansas state purchasing laws and regulations; (2) prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, disability or national origin, and to conduct its purchasing programs so as to prevent any discrimination.

As part of its continuing commitment to the Arkansas business community, Pulaski Technical College actively seeks to identify qualified minority businesses and offer them opportunities to participate as providers of goods and services to the College. It is the intent of this plan to broaden these opportunities, increase competition, and to ensure the proper and diligent use of College funds.

This policy is not intended in any manner to require that contracts be awarded to anyone other than the lowest responsible bidder, not to supersede requirements of federal or state purchasing laws, regulations and policies adopted pursuant thereto.”

Current Minority Business Development Plan

Beginning on the following page is the College’s current Minority Business Development Plan, which is also posted on the Pulaski Technical College website at:

http://www.pulaskitech.edu/content_files/purchasing/minority_business_plan.pdf

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Pulaski Technical College

MINORITY BUSINESS DEVELOPMENT PLAN FOR FISCAL YEAR 16-17

Prepared by:

Carlos R. Smith, Director of Procurement & Minority Business Officer
Pulaski Technical College
3000 West Scenic Drive
North Little Rock, AR 72118

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MINORITY PURCHASING PLAN FORM

FISCAL YEAR ENDING June 30, 2017

Agency Code Number: 693

**Agency Name: Pulaski Technical College
3000 West Scenic Drive
North Little Rock, AR 72118
501-812-2366**

Statement:

This State agency is committed to fully support all possible participation of firms owned and operated by Arkansas minority vendors by establishing a goal to procure ten percent (10%) of all agency contracted goods and services from Arkansas minority businesses each fiscal year.

I hereby designate Carlas R. Smith as the Minority Business Officer to be responsible for administering this compliance plan.

**Dr. Margaret Ellibee
Director**

**Pulaski Technical College
State Agency**

Minority Business Officer: Carlas R. Smith

Telephone: 501/812-2366 Fax: 501/812-2393

Purchasing Official/Agent: Stacey Hogue

Telephone: 501/812-2299 Fax: 501/812-2296

DECLARATION OF POLICY

NOTE: The following policy appears as standard language in all solicitations, including informal competitive bids, formal requests for sealed bids (RFB's), and formal requests for competitive sealed proposals (RFP's) issued by Pulaski Technical College.

Minority participation is encouraged in this and all other procurements by state agencies. "Minority" is defined by Arkansas Code Annotated (ACA) §15-4-303 (Appendix 2 in Arkansas Procurement Law & Regulations) as "African American, Hispanic American, American Indian, Asian American, Pacific Islander American or a service-disabled veteran as designated by the United States Department of Veterans Affairs." The Division of Minority Business Enterprise of the Department of Economic Development conducts a certification process for minority businesses. Bidders unable to include minority owned businesses as subcontractors "may explain the circumstances preventing minority inclusion." In accordance with Arkansas Minority Statutes and Regulations, 15-4-301 et seq., the College encourages minority businesses to submit bids in response to any and all College solicitations.

In accordance with ACA §15-4-313, and to ensure that minority businesses are not financially hindered due to delays in payment by state agencies, Pulaski Technical College shall accelerate payment to certified minority vendors to preclude accounts receivable problems of minority businesses caused by the State of Arkansas. It is the policy of Pulaski Technical College to (1) provide minorities, and minority-owned businesses equal opportunity to participate in all aspects of contracting and purchasing programs, including, but not limited to, participation in procurement contracts, professional services contracts, construction contracts, and all other procurements as authorized by the state of Arkansas and Arkansas state purchasing laws and regulations; (2) prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, disability or national origin, and to conduct its purchasing programs so as to prevent any discrimination.

As part of its continuing commitment to the Arkansas business community, Pulaski Technical College actively seeks to identify qualified minority businesses and offer them opportunities to participate as providers of goods and services to the College. It is the intent of this plan to broaden these opportunities, increase competition, and to ensure the proper and diligent use of College funds. The College also strives wherever possible to encourage minority businesses apply for certification through the Arkansas Economic Development Commission and Act 1456 of 2003 as amended, and to provide assistance with this process.

This policy is not intended in any manner to require that contracts be awarded to anyone other than the lowest responsible bidder, not to supersede requirements of federal or state purchasing laws, regulations and policies adopted pursuant thereto.

Pursuant to Arkansas Act 1222 of 2009, Pulaski Technical College shall place an imperative emphasis on coordinating activities, implementing initiatives associated with the College's annual minority procurement plan, and fulfill reporting requirements to accomplish the goals of this Act.

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AGENCY MINORITY PURCHASING GOALS IN DOLLARS FOR FY 16-17

It is important that each state agency review its annual expenditures to ascertain the realistic dollar amount of goods and services it will purchase each fiscal year from Minority Business Enterprise (MBE) suppliers. The Office of State Procurement is actively working to increase MBE participation in statewide contracts and will assist state agencies in this endeavor.

- A. FY 16-17 discretionary MBE expenditure budget **\$1,387,640***

- B. This is the minimum amount your agency will be expected to expend annually with Minority Business Enterprise vendors. Quarterly reports will reflect your accomplishments. **\$138,764**

- C. State your agency's action plan to accomplish at least this minimum (line B) or greater for FY 16-17.

**adjusted for commodities and services which are (1) exempt under 19-11-203 of Arkansas Procurement Law & Regulations, (2) under mandatory state contracts, (3) under agency contract through previously issued CB, RFB or RFP processes, or (4) for which no viable minority business alternatives are currently available.*

AGENCY TIMETABLE FOR MINORITY PURCHASING GOALS

<u>Quarter</u>	<u>Dollar Amount (\$)</u>	<u>Pct (%)</u>
1	\$ <u>34,691</u>	25%
2	\$ <u>34,691</u>	25%
3	\$ <u>34,691</u>	25%
4	\$ <u>34,691</u>	<u>25%</u>
Total:	\$ 138,764	100%

Please note that the Minority Business Development Act (A.C.A., 15-4-311 through 15-4-319) requires each state agency to establish an annual minority procurement goal of ten percent (10%).

AGENCY ACTION PLAN INITIATIVES

In accordance with Arkansas Minority Statutes and Regulations, 15-4-301 through 320 and 25-36-101 through 104, and Arkansas Act 1222 of 2009, Pulaski Technical College hereby implements the following strategies and initiatives to ensure compliance with the established annual minority purchasing goal of ten percent (10%) of all goods and services, subject to agency-controlled purchasing programs. The establishment of these strategies and procedures collectively represent a broad and cohesive plan to encourage minority businesses to submit bids, assist them in meeting state certification requirements, and generally provide goods and services to the College.

Since 2010, Pulaski Technical College has successfully implemented the following initiatives and strategies to develop and maintain relationships with minority suppliers and increase the annual spend with them:

1. Use the services and assistance as appropriate of such organizations Office of State Procurement (OSP), the Arkansas Department of Economic Development (ADEC), and Small Business Administration (SBA) to expand a local list of certified minority suppliers;
2. Assuring inclusion of small and small disadvantaged business concerns in all solicitations for products or services which they are capable of providing;
3. Update and maintain all applicable College resources, including our Jenzabar vendor database, to ensure that all minority suppliers are captured;
4. Attend local ADEC Minority events, workshops, summits, etc.;
5. Conducting or arranging training or workshops for purchasing and Pulaski Technical College (PTC) personnel regarding the intent and impact of Arkansas Procurement Law, Act 1222 of 2009;
6. To encourage staff to utilize the Arkansas Department of Economic Development's website for seeking out minority vendors before purchasing non-mandatory contract items and services; <http://mbo.arkansasedc.com/smb/modules/directory/search.php>;
7. To establish procedures related to the utilization of minority vendors that are the most cost effective for the college's purchasing and contracting programs. Outreach will be a process that is practiced every day in seeking competition, advising requestors of vendors that can provide products, and meeting with potential vendors to develop business relationships.
8. To conduct a mini business fair with decision-makers from various campus departments to meet minority businesses. The goal of the mini fair is to increase business opportunities and visibility of minority businesses.
9. Periodically review the current supplier database to identify all suppliers that fit into a diversity category. Analyzed data to determine the representation of company diversity in the current vendors. Areas of strength and weaknesses are identified for future outreach and recruitment efforts.

Initiative Descriptions

The College is continuously pursuing minority procurement initiatives in the areas of consultants, electronics and student services; our goal is to successfully implement these initiatives by the end of the current fiscal year. When PTC obtains goods or services by the use of the “competitive bid” process, at least one of the three or more bids considered will be solicited from a minority business if a minority business is identified, which sells the type of commodity or service being procured.

All employees of this College are encouraged to assist the Procurement Department in this very important program. Through the Centers for Excellence Professional Development program, conduct workshops for all College faculty to educate them about the importance of the MBE program, current minority vendors, to provide information on how to recruit potential minority vendors and provide an overview of the AEDC registration process.

END OF FY 16 – 17 MINORITY BUSINESS PLAN