

**Department of Administrative Services’
Equal Opportunity Division**
Office of Outreach

As the Outreach Coordinator, I am working to address universal barriers that adversely impact the minority, women and small business community. I am committed to growing the MBE/EDGE programs and advocating for the needs of minority, women and small businesses to help grow their capital and access to fairly and successfully competing for state contracts.

As the Outreach Coordinator, I work to market the MBE-EDGE programs to businesses state-wide, implementing programs and trainings to increase the number of certified vendors, as well as increase the percentage of MBE-EDGE participation on state contracts. I will also work to build partnerships with the community, as well as industry peers, developing a world class method for diversity building and inclusion.

Recognizing outreach as priceless, intangible resources for minority businesses, as the Outreach Coordinator, I will continue to market the State of Ohio as a viable business partner; vigorously campaigning for equal access to opportunities for MBEs/EDGEs. By providing business education, management and technical assistance programs, EOD will increase the availability of MBE/EDGE participants.

FY 2008	FY 2009
EDGE 1,331	1,840
MBE 771	1,089

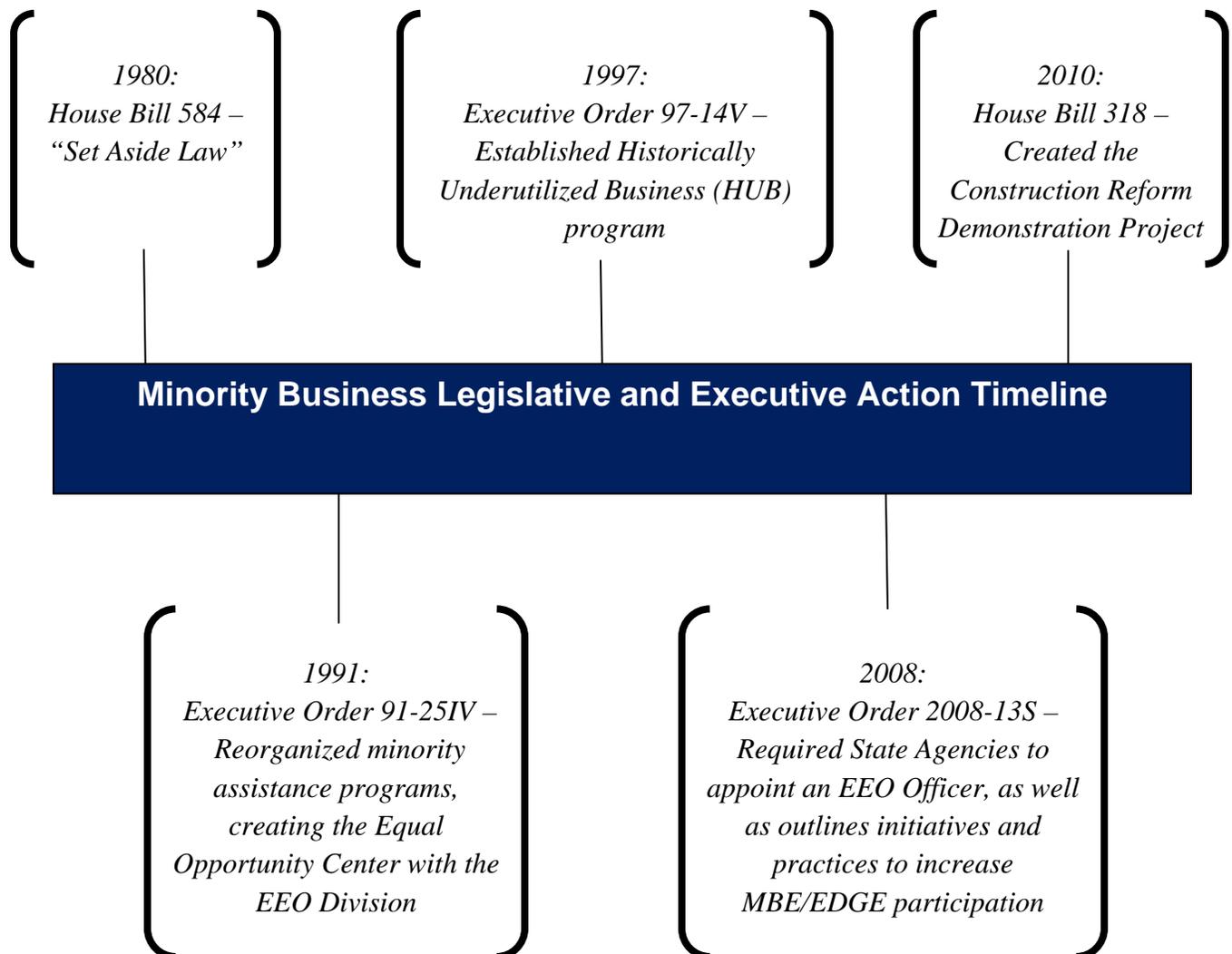


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Minority Business Legislation

Over the years Ohio has worked to implement policies and laws that will benefit minority, women and small disadvantaged businesses. The State of Ohio has made many strides over the past years to assist these communities in fair and successful inclusion on state contracts. One of the most proven effective avenues has been the legislature. House Bill 584, known as the “Set Aside Law,” established the Minority Contractors and Business Assistance Program in 1980. Furthermore, the Minority Development Financing Commission was formed to provide loans and surety bonds, as well as a required 15% set aside for minority business enterprises for state purchases for goods and services, 5% of all prime construction contracts and 7% of construction sub-contracts and materials.

There have been several executive orders since House Bill 584 to promote and move toward a greater percentage of minority inclusion on state contracts. Executive Order 2008-13S, one of the most aggressive orders issued, called for an EEO Officer to be named in all state entities to encourage and promote the minority, women and small business programs, and execute programming to ensure increased minority inclusion on state contracts.



Upcoming Outreach Events

CERTIFICATION WORKSHOPS: April – August 2010

Over the coming months of April through August the Equal Opportunity Division (EOD) of the Ohio Department of Administrative Services will host several certification workshops. During these workshops, vendors will receive a step-by-step walk through of the certification application with our highly trained MBE/EDGE Officers. There will also be two sub-workshops dedicated to MBE set asides and construction.

STATE REVERSE TRADE FAIR: October 2010

EOD is hosting the Third Annual “Reverse Trade Fair” in October 2010 at the Rhodes Center on the Ohio State Fairgrounds. The 2009 Reverse Trade Fair had over 600 visitors throughout the day. Over 90 percent of all state agencies, including colleges and universities, participated.

Vendors will have the opportunity to network with state agencies and secure information about future contracts and services. This outreach program was designed to connect agencies with MBE and EDGE vendors and ultimately assist agencies in meeting their program goals.



DAS/EOD CONFERENCE APPEARANCES

- University of Cincinnati Diversity Conference – **April 12, 2010**
- University of Toledo – **April 22, 2010**
- Lakeland Community College – **May 2010**

CONSTRUCTION COMPLIANCE SEMINARS: Understanding the state’s contracting process is a vital role to the success of minority, women and small disadvantaged business. Seminars conducted by the Construction Compliance Unit of EOD will inform businesses of the practice of the state, as well as form partnerships and relationships between minority, women and small business communities and large, construction industry leaders. Soon the state will be conducting three *Construction Reform Demonstration Projects*. These programs are aimed at increasing the participation numbers for minority businesses on state construction projects. For these projects MBEs will be considered as EDGE certified vendors.

Networking is essential to a successful business. Can you afford not to network?

Come:

Let’s Do Business Together.

Tips for doing Successful business with the State

Become a certified MBE/EDGE Vendor

The State is changing the way it does business. Ohio is committed to increase minority, women and small business inclusion on state contracts. When locating such businesses, State EEO and Procurement Officers search the state database of EOD's MBE/EDGE vendors, as well as consult with the Equal Opportunity Division on locating minority, women and small disadvantaged contractors.

Know your contracts:

RFQ – Request for Quote:	Competitive Award based on quotes received
CRP – Community Rehabilitation Program:	Non-competitive award to a work center
RFP – Request for Proposal:	Competitive award based on meeting specific criteria, not always price
ITB – Invitation to Bid:	Competitive Award generally based on lowest and most responsive and responsible bidder
STS – State Term Schedule:	Non-competitive award, these contracts are negotiated
ONE – One time bid:	Competitive award for a good or service that is needed once
RA – Reverse Auction:	Competitive award based on a reverse auction
RAQ – Reverse Auction Qualification:	Request for bidders to submit qualifications prior to a reverse auction
MMA – Master Maintenance Agreement:	Non-competitive award, these are maintenance type agreements that are negotiated

Do your homework: Identify which agencies, boards and commissions, colleges and universities you want to sell to.

Beginning your partnership with the state can be an overwhelming process. It is important, as a vendor, to identify which state entities make purchases in your field of specialization. Narrowing your target market will enable you to develop relationships and partnerships with state purchasing and EEO officers. Developing relationships in your market will save you time and frustration. For a complete list of EEO and Purchasing Officers in your field contact the Outreach Office of DAS/EOD at 614.466.8380.

Frequently Asked Questions

What is an MBE Set Aside?

State agencies are required to select a number of purchased, the aggregate value of which equals approximately 15% for goods/services purchases for the current fiscal year for sheltered market competition for MBEs only.

What constitutes EDGE participation?

The EDGE participation goal is 5% of all eligible agency procurements (supplies and services, professional services, information technology services, construction and professional design services). It is the discretion of the agency to determine how to best meet these percentages. The goals can be through required subcontracts, preferences under a Request for Proposal (RFP) process, voluntary goals or any combination of these methods.

How do we identify and remove barriers?

Every cabinet-level state agency is to take appropriate steps to foster, support and encourage the participation of certified EDGE businesses. Practices that should be reviewed include unnecessary or excessive bonding and licensing requirements, excessive experience requirements, use of proprietary specifications and the unbundling of massive procurements when feasible and practicable.

Is there a difference between “certified” and “registered”?

Yes, EOD *certifies* the applications to Ohio’s MBE and EDGE programs have met the five basic requirements for participation: ownership, control, ethnicity, Ohio residency and United States citizenship.

Once applicants have met certification requirements, they then *register* as vendors for the competitive selection notification with the Ohio Department of Administrative Services’ Office of State Procurement in the General Services Division.

Who will evaluate the qualifications of the MBE bidders?

OAC (Ohio Administrative Code) 123:2-15-01, Rule (b)(11) states, in part: “Any applicant desiring to bid on a contract awarded by any agency other than the department of administrative services must meet any pre-qualification requirements of that agency.”

Practically speaking, the bid specifications and the evaluation of capability processes that agencies utilize for determining the ability of any open market bidder to perform on the contract will suffice for determining the qualifications of MBE vendors as well.

From what source will agencies obtain registration lists of certified MBEs by business categories?

Certified MBEs will register as vendors with State Purchasing. Agencies will be able to obtain certified MBEs identified by NIGP code from EODs Web site (www.mbe.ohio.gov or www.edge.ohio.gov). EOD also assists agencies to locate MBE and EDGE vendors.

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