

## Minority Business FAQ's for The University of West Florida (UWF) Faculty & Staff

### 1. What are some of the advantages of using diverse suppliers?

The more vendors available, the better the opportunity to locate commodities and services that best fit your needs and support at the best price.

### 2. What is the Office of Supplier Diversity (OSD)?

The State of Florida's OSD function is to improve business and economic opportunities for Florida's women/minority-owned businesses. OSD's efforts toward this goal can be categorized into the following primary functions:

- Certification of Minority Business Enterprises (MBE's)
- Advocacy and Outreach
- Matchmaking Activities

### 3. What is UWF's commitment to women/minority-owned businesses?

*"The University of West Florida is committed to cultivating relationships with all MBE firms as well as attaining the maximum participation of those firms in the procurement process for all goods and services for The University. I personally support the objectives of the MBE program and encourage all individuals effecting the procurement decisions to increase their awareness of the importance of this program. The University encourages the participation of all MBE firms, especially underutilized local minority firms."*

David J. O'Brien, Chief Contracting Officer

### 4. Where can I find certified minority businesses?

You can search the State of Florida's [OSD website](#) or you can search the [Vendor Search by Commodity Code Report Number PROC000040](#) located on Argus in UWF's Information Navigator (IN)

You can perform several types of searches on the [OSD website](#):

- You can click the county (Escambia, Santa Rosa, etc.) and view all Florida Certified Minority Businesses (CMB's) within that county;
- You can perform an advanced search, i.e. if you are searching for a CMB who supplies a particular commodity/service, you can do that by searching by the State of Florida Commodity Code (not the same as UWF Commodity Code).
  - [List of Commodity Codes](#) (for State of Florida)
  - [List of Service Commodity Codes](#) (for State of Florida)

The [Vendors Search by Commodity Code Report Number PROC000040](#) located on Argus in UWF's Information Navigator (Procurement) will provide you a list of the vendors (that have registered with UWF) by UWF Commodity Code. See UWF's IN Report ID Number [PROC000035 Commodity Codes](#) for a complete listing of all UWF's Commodity and Service Codes.

**5. We are already purchasing items from some minority businesses. Why do I need to give those names to Procurement?**

UWF can claim they are doing business with a minority only if that minority has been certified by the State of Florida. When you notify P&C, we research and confirm the vendor is certified by the State of Florida. If they are not certified, P&C will provide the vendor with information and encouragement to become certified. For more information, please contact Wendy Baudin at [wbaudin@uwf.edu](mailto:wbaudin@uwf.edu) or Ext. 2050.