

ARKANSAS FORESTRY COMMISSION



MINORITY BUSINESS PURCHASING PLAN

**3821 WEST ROOSEVELT ROAD
LITTLE ROCK, AR 72204
(501) 296-1943 PHONE
(501) 296-1949 FAX**

2015

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I. INTRODUCTION

A review of the 2010-2012 contracting activity of the State of Arkansas with minority-owned companies shows that the State continues to spend less than three percent annually in public contracting with minority-owned businesses.

Governor Mike Beebe called on all State agency directors to take action to implement a plan to increase minority participation up to ten percent of state government spending during this fiscal year.

The Arkansas Forestry Commission will implement steps designed to meet Governor Mike Beebe's goal.

This plan is not intended to take the place of Office of State Procurement laws, procedures or guidelines. Minority vendors will follow the rules for certification outlined in Act 1456 of 2003 for the Division of Minority Business Enterprise of the Arkansas Economic Development Commission.

A. AUTHORITY

Pursuant to ACA §15-4-310, the Arkansas Forestry Commission shall designate a minority business officer who shall be the person within the agency with whom the Division of Minority Enterprise of the Arkansas Economic Development Commission and the Minority Business Advisory Council shall work in their efforts to accomplish its goals.

B. ADMINISTRATION

The designated minority business officer is responsible for supervising, implementing, and managing this Plan. AFC managers and supervisors shall be directed to assist the minority business officer in complying with this plan to ensure meaningful, certain and effective implementation and reporting.

II. POLICY STATEMENT FROM DIRECTOR



ARKANSAS FORESTRY COMMISSION

3821 West Roosevelt Road Little Rock, AR 72204-6396
(501) 296-1940 fax: (501) 296-1949

Joe Fox, R.F.
State Forester

August 17, 2015

Ms. Patricia Brown
Division of Minority Business Enterprise, AEDC
900 West Capitol Ave
Little Rock, AR 72201

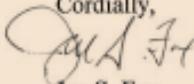
Dear Ms. Brown:

Pursuant to ACA §15-4-311, the AFC will submit its annual minority purchasing plan and quarterly reports for all spending and non-exempt contracts, including dollar values, and percentages awarded to minority businesses within 15 days of the close of each three-month period as required.

The AFC has established policy in place for all employees with spending authority to seek out and use minority businesses for purchase of goods and services to the maximum extent feasible.

The AFC's designated Minority Business Officer is:

Ms. Evette Browning
3821 West Roosevelt Road
Little Rock, AR 72204
Phone: (501) 296-1943
Fax: (501) 296-1949
Email: evette.browning@arkansas.gov

Cordially,

Joe S. Fox
State Forester

III. MINORITY BUSINESS OFFICER

The designated Minority Business Officer for the AFC is:

EVETTE BROWNING
3821 WEST ROOSEVELT ROAD
LITTLE ROCK, AR 72204
PHONE: (501) 296-1943
FAX: (501) 296-1949
EMAIL: EVETTE.BROWNING@ARKANSAS.GOV

IV. DEFINITIONS

- The Minority Business Economic Development Act § 15-4-303 defines “Minority” as a lawful permanent resident of the State of Arkansas who is one of the following:
 - ✓ African American
 - ✓ Hispanic American
 - ✓ American Indian
 - ✓ Asian American
 - ✓ Pacific Islander American
 - ✓ Service-disabled veteran as designated by the United States Department of Veterans Affairs
- **Minority Business Enterprise (MBE)** – An independent business entity, which is at least 51% owned by one (1) or more minority persons.
- **Minority Business Advisory Council (MBAC)** – The Advisory Council to the Division of Minority Enterprise created under Arkansas Code § 15-4-307.
- **Minority Business Officer (MBO)** – Individual within each state agency who act as the contact for the Minority Business Enterprise and the Minority Business Advisory Council.
- **Non-Mandatory Contract Purchase** – Items that are not under statewide contract.
- **Director** – The State Forester of the Arkansas Forestry Commission
- **Plan** – Minority Business Purchasing Plan
- **AFC** – Arkansas Forestry Commission

V. MINORITY BUSINESS PURCHASING PLAN

A. GOALS

1. To provide minority businesses equal opportunity for purchasing, participating in construction, professional and procurement contracting.
2. To follow AFC Policy Statement § 156 in “seeking out and using minority businesses for purchase of goods and services to the maximum extent feasible.”
3. To increase the AFC’s awareness of minority business
4. To meet or exceed the AFC’s 10% of discretionary spending goal with minority businesses.
5. To encourage staff with spending authority 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>
6. To monitor, evaluate, and report progress of Plan compliance quarterly.
7. To encourage program managers and supervisors to set individual goals within their budgets for minority spending to greater contribute in helping to meet the AFC’s overall minority spending goal for each fiscal year going forth.
8. Post the Plan on the AFC’s website for dissemination for all with purchasing authority.

B. MINORITY BUSINESS RESPONSIBILITIES

Minority businesses shall follow Office of State Procurement laws, procedures and guidelines. Minority Vendors are also to follow the rules for certification outlined in Act 1456 of 2003 for the MBE of the Arkansas Economic Development Commission. Minority businesses should also:

1. Provide capability statements to the Office of State Procurement and the AFC stating types of work performed by the firm, size of job that the firm could handle, bonding information and any special skills.
2. Submit information to the contract recipients to identify firm status as that of a minority business.
3. Respond promptly to solicitation requests.

VI. IMPLEMENTATION

A. MONITORING & EVALUATION

Beginning with FY14:

- The MBO will assess the progress of minority business participation within the AFC, and report on Plan compliance throughout the year.
- The Agriculture Chief Fiscal Officer, or designee, will determine the current amount of M&O, determine the amount needed to meet the Governor's 10% goal on spending with minority businesses.
- The Agriculture Chief Fiscal Officer, or designee, will provide the MBO with the AFC's planned amount for minority spending.

B. PROCEDURES

The following is the system for providing the MBO with information needed from AFC personnel throughout the year to evaluate the plan and to prepare the Annual Report.

- For procurement and construction contracts, the Purchasing Agent/Fiscal Division will provide the MBO with a list of bidders contacted, and maintain a file of bid summaries that indicates the bidder selected and whether it is a minority business.
- AFC Staff with purchasing authority will make purchases staying within their budgets. Receipts/invoices must be clearly marked "**MINORITY BUSINESS**" on the original receipt/invoice before submitting to the fiscal division for processing. A copy of the invoice should be sent to the MBO (emails containing scanned receipts/invoices are ok).
- AFC Staff with purchasing authority will notify the MBO, in writing, of significant problems with a minority business or contracted services stating the following:
 - a. Name of contractor/business
 - b. Complaint
 - c. Date it occurred
 - d. Recommended resolution (following OSP rules, guidelines and regulations)

C. REPORTING

A.C.A. §15-4-311 requires the AFC's MBO to submit reports that sum up the total procurements for all non-mandatory contracts, the dollar value, and the percentage of the agency contracts awarded to minority businesses MBAC within 15 days of the close of each three-month period.

The AFC's MBO is also required to submit a discretionary MBE spending budget and Minority Business Purchasing Plan annually to the Division of MBE of the Arkansas Economic Development Commission and the OSP of DFA prior to June 30.

VII. TIMETABLE FOR MINORITY PURCHASING GOALS

<u>Quarter</u>	<u>Dollar Amount (\$)</u>	<u>Pct (%)</u>
1	\$ <u>10,521.95</u>	25%
2	\$ <u>10,521.95</u>	25%
3	\$ <u>10,521.95</u>	25%
4	\$ <u>10,521.95</u>	25%
Total: \$ <u>42,087.00</u>		100%

VIII. MINORITY PURCHASING RESOURCES

MINORITY BUSINESS ENTERPRISE

MS. KAREN CASTLE, PROJECT MANAGER OF SMALL & MINORITY BUSINESS
501/682-7782

EMAIL: KCASTLE@ARKANSASEDC.COM