

# Big Bend Community Based Care Policy & Procedure

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<b>Series:</b>	1300: Financial Management	
<b>Policy Name:</b>	Minority Business Development Plan	
<b>Policy Number:</b>	1343	
<b>Origination Date:</b>	2/11/2010	<b>Revised:</b> Board Meeting of 12/13/2018
<b>Regulation:</b>	288.703, F.S.	

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to assist Florida's small and minority businesses in doing business with the Agency through subcontracting or the procurement of goods and services.

## Procedure

### A. Definitions (see Section 288.703, Florida Statutes (F.S.), for additional detail).

- 1. Small Business** – An independently owned and operated business which employs two hundred (200) or fewer permanent full-time employees and which has a net worth of not more than Five Million Dollars (\$5,000,000.00). As applicable to sole-proprietorships, the Five Million Dollar (\$5,000,000.00) net worth includes both personal and business investments.
- 2. Minority Business Enterprises** – Any small business concern as defined in subsection (6) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least fifty-one percent (51%) owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender makeup or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an underrepresentation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership that is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds One Million Dollars (\$1,000,000.00). For purposes of this subsection, the term "related immediate family group" means one or more children under 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.
- 3. Certified Minority Business Enterprise** – A business that has been certified by the certifying organization or jurisdiction in accordance with subsections 287.0943(1) and (2), F.S.

### B. Procedure to be performed by designated BBCBC staff:

- BBCBC will refer to the National Resource and Referral Site for Minority Owned and Women-Owned Business Directory, [www.mwbe.com](http://www.mwbe.com), as well as the Office of Supplier Diversity (OSD) when there is an opportunity to contract work or procure goods and services.

### C. Complete BBCBC Procurement Bid Tracking Form to document new contractors, subcontractors and new vendors on the vendor list to determine what category the business enterprise represents.