



# Equal Business Opportunity (EBO)

How to Become **Certified** As a Woman,  
Minority (W/MBE) or Small Local  
Business Enterprise (SLBE)

Your Guide To Apply For Certification Online



# ***Ensuring Equal Business Opportunity***

**“Certification is Your Access To Opportunities”**

## **What We Offer Minority and Small Businesses**

- ***Sheltered Market Contracts***
    - *Certified Businesses Bid As Primes Within Peer Group*
  - ***Project Sub-Contract Goals***
    - *Certified Businesses Are solicited For Prescribed Elements Of Work*
  - ***Targeted Quotes And Proposals***
    - *Procurements Are Electronically Earmarked and Solicited for Certified Businesses Through DemandStar On-Line Notifications (opportunities via email)*
- 
- *State of The Art Internet-Based Certification and City Contract Processing*
  - *Business Outreach And Technical Assistance*
  - *Facilitated Access to City Procurement Processes*
  - *Prompt Payment For Certified Firms*
  - *Goal Setting For Increased Participation*
  - *Bond Reductions And Insurance Waivers*
  - *RFP Preference Evaluation Points*
  - *Public-Private Collaborative Opportunities*
  - *Verification of Payments and Program Audits*

## Eligibility and Qualifications – Does My Firm Qualify?

**In order to qualify for certification, an applicant must successfully document, demonstrate and comply with the following:**

**Minority Business Enterprise (MBE)** is one that is at least 51% owned by one of the minority groups identified below who also control and operate the business and are permanent residents of the State of Florida. The business must have a permanent, functioning office within the State of Florida and be lawfully licensed within the relevant jurisdiction.

**Minority classifications are:**

- **African American-** a person (male or female) having origins in any of the indigenous racial groups of Africa.
- **Hispanic American-** a person (male or female) of Spanish or Portuguese heritage with origins in Spain, Portugal, Mexico, South America, Central America or the Caribbean Islands, regardless of race.
- **Asian American-** a person (male or female) having origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent, or Pacific Islands including the Hawaiian Islands.
- **Native American-** a person (male or female) who has origins in any of the Indian Tribes of North America.

**Woman Business Enterprise (WBE)** is one that:

- Is at least 51% owned by a **Caucasian Female** or females, who also
  - Control and operate the business and
  - Are permanent residents of the State of Florida
- Has a permanent, functioning office within the State of Florida
- Is lawfully licensed within its relevant jurisdiction.

**Small Local Business Enterprise (SLBE)** is one that:

- Has 25 or fewer permanent fulltime employees
- Has gross revenue averaged for the past three years that does not exceed \$2 million
- Is located in the Tampa Market Area (Hillsborough, Pasco, Polk, Pinellas or Manatee County)
- Is owned by individual(s) who are all permanent residents of the State of Florida
- Is without regard to ethnicity and gender
- Is independently owned and operated

***All Firms Must Meet These General Requirements:***

Any SLBE, MBE, or WBE must have -

- *Operated as such for **ONE YEAR** prior to application in order to be eligible to apply for certification*
- *Been operating independently of other firms*
- *A permanent, functioning office within the state of Florida that is lawfully licensed within the relevant jurisdiction (includes foreign registered corporations)*

To begin your online application, follow these simple steps

**Step 1.**

Log on to:

<https://Tampa.DiversitySoftware.com>

The screenshot shows the homepage of the City of Tampa's Diversity Management Business System. The header features the City of Tampa logo on the left and navigation links for 'OUR MAIN SITE' and 'CONTACT SUPPORT' on the right. The main banner area has a night cityscape background with the text 'DIVERSITY MANAGEMENT BUSINESS SYSTEM' and a 'Portal Sign-In' button. Below the banner, there are three main sections: 'WMBE & SLBE Certified Companies Directory' with a search/join option and buttons for 'WMBE & SLBE Certified Companies Directory' and 'Apply for Certification'; 'System Training' with a description and a 'See Online Training Times' button; and 'About the System' with a description and buttons for 'Read Info for Staff' and 'Read Info for Vendors'. The footer contains a copyright notice: 'The Diversity Management Business System is powered by i2Globe Software. © Copyright 2016.'

City of Tampa  
Florida

OUR MAIN SITE CONTACT SUPPORT

DIVERSITY MANAGEMENT  
BUSINESS SYSTEM

Portal Sign-In

WMBE & SLBE Certified  
Companies Directory

Search or join our database of certified  
vendors

WMBE & SLBE Certified  
Companies Directory

Apply for Certification

System Training

Learn how to fully utilize our system  
with a live trainer

See Online Training Times

About the System

Additional information for our users

Read Info for Staff

Read Info for Vendors

The Diversity Management Business System is powered by i2Globe Software. © Copyright 2016.

**Certification**

The following popup will show:

## Apply for Certification

Welcome! You are about to complete the online WMBE-SLBE certification application for the City of Tampa. Please select one option below. If you have any questions or need help while completing the application please contact the City of Tampa's Minority and Small Business Development Office at (813) 274-5522 or send an email to [tampa@diversitysoftware.com](mailto:tampa@diversitysoftware.com). For technical support, [click here](#).

Renew Your Certification		New Certification
I Know My Username & Password » <a href="#">Login</a>	I Forgot My Username & Password » <a href="#">Lookup Account</a>	Your firm is not currently certified with the City. <a href="#">Create Account</a>

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our [online support form](#).

### Step 3.

Click on "Create Account"

The following popup will show:

## Create an Account

Please fill in the information below. The registration process takes only a couple of minutes, and all information can be updated at any time after registration.

**Important Note:** If you received **any** form of notice from a government regarding this system, an account may have been pre-configured for you. **Please look up your business to see if an account already exists.** You can also check with [Customer Service](#) before registering a duplicate account.

If you have questions about this registration process or need more information, please contact [Customer Service](#).

**\* required entry**

### Section 1: Business Lookup

Tax ID Number *	Enter your firm's Tax ID Number and click <b>Lookup</b> to check if an account already exists.
	<input type="text"/> <a href="#">Click to Lookup</a>
	(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

### Section 2: Business Information

Business Name *	<input type="text"/>
DBA Name	<input type="text"/>
Company Type *	None selected ▼
Company Ethnicity	None selected ▼
Company Gender	None selected ▼

### Section 3: Business Contact Information

#### Special Note

The Lookup procedure (Section 1) uses your Tax ID# to see if your business already has an existing account. If it does, you may proceed to "Page 8" to start the login process by entering your Username and Password. Your Username will be your "Main Company Email" address.

#### Step 4.

After entering your Tax ID#, Click on "Click to Lookup".

You will then be directed to create your account (Sections 2, 3 & 4) by answering the remaining questions about your firm.

### Section 3: Business Contact Information

Main Company Email \*

Main Phone \*

Main Fax \*

Company Web Site

Company Address \*

City \*

State/Province \*

Zip Code/Postal Code \*

Country \*

U.S. States/Provinces

Canadian Provinces

or

U.S. Zip Code

Canadian Postal Code

or

United States

#### NOTE – “Section 3”

“Main Company Email” will serve as your Username when logging on to the system. Write it down in a safe place.

### Section 4: Company Contact Person

Name \*

(first, last name)

Title

Email/Username \*

(Copy from above)

Phone Number \*

(Copy from above)

Fax Number

(Copy from above)

Choose password \*

Password requirements:

► Must be at least 6 characters long

Retype password \*

Time Zone \*

US/Eastern

#### NOTE – “Section 4”

“Choose password”: This will serve as your Password when logging on to the system. Write it down in a safe place.

Next

Home > Minority Business Development

[\[Home / Login\]](#)

### Minority Business Development Home

- ♦ [About Us](#)
- ♦ [Contact Us](#)
- ♦ [How Do I](#)
- ♦ [Information Resources](#)
- ♦ [News and Events](#)
- ♦ [Programs and Services](#)

### Quick Links

- ♦ [Customer Service Center](#)
- ♦ [Women and Minority Business Enterprise Program](#)
- ♦ [Diversity Management Initiative](#)
- ♦ [Small Local Business](#)

## Diversity Management Business System

**System Access Login**

Username:

Password:

♦ [WMBE & SLBE Certified Companies Directory](#)

♦ [Apply for Certification Online](#)

♦ [System Training](#)

♦ [Contact Us & Support](#)

♦ [Forgot Password](#)

♦ [Account Lookup](#)

♦ [Help/First Time Visitors](#)

The City of Tampa is pleased to provide its Diversity Management Business System. This web-based software system is designed to streamline and automate certification applications and reporting requirements for Subcontractors, Prime Contractors, Consultants, Suppliers, City Departments and Private Sector Partners. The system is accessible to all firms doing business with the City of Tampa and includes the following key features:

- ♦ Enhanced online WMBE & SLBE Directory with key word search capabilities



### Step 5.

#### TO START YOUR APPLICATION...

This is your Dashboard. Under Key Actions click "Renew/Apply for Certification"

The screenshot shows a web browser window with the URL <https://tampa.diversitysoftware.com/FrontPage/VendorMain.asp?XID=3710>. The page is titled "Diversity Management Business" and features a navigation menu on the left with links: Home, View », Search », Message », Settings », Help & Support », and Logoff. Below the navigation menu, it says "Logged on as: Tampa Test1" and "Tampa Test Vendor 1".

The main content area is divided into several sections:

- Dashboard:** Displays records assigned to "your company". It includes a table with columns for "Certifications", "Active", "Pending", and "Renewal". The table shows 0 Active, 1 Pending, and 0 Renewal records. A mouse cursor is pointing at the "Renew/Apply for Certification" link in the "Key Actions" section.
- Key Actions:** Contains the "Renew/Apply for Certification" link (circled in red), a "Take a Training Class" link, and a notification: "Your notification method is set to EMAIL and FAX. Change to email and save trees."
- Certification Center:** Includes a warning icon and text: "If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account."
- Alert:** States "No Activated Alerts. [View Pending Alerts.](#)"
- System News:** Contains a section titled "Special Features for Vendors" with two numbered items:
  1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
  2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.
- Training Classes & Events:** Includes the text "Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)" and a link: "» [View events & RSVP today](#)".
- Configure:** Contains links for "Change Your Password" and "Business Info".

[←](#)
[→](#)
[https://tampa.diversitysoftware.com/FrontPage/VendorMain.asp?XID=3710](#)
[Diversity Management Busi...](#)

File Edit View Favorites Tools Help

Suggested Sites
Microsoft
Best of the Web
Channel Guide
Internet Start
Microsoft
Get more Add-ons



## Certification Application: Available Applications

# City of Tampa WMBE and SLBE Certification Programs

Welcome to the online certification application for the City of Tampa! You can electronically apply for the following certifications:

- New WMBE and SLBE applicants
- Recertification for current City of Tampa certified WMBE and SLBE
- Reciprocal Certification (Take advantage of your current certification with one of our Approved Agencies)

*Approved agencies include: City of Orlando, Hillsborough County, FL, Orange County, FL (MBE Alliance), and Women's Business Enterprise National Council (Florida Chapter Only).*

To find out if you qualify, click below:

### [View Qualifications for City of Tampa WMBE and SLBE Certification](#)

If you do not meet the qualifications, DO NOT CONTINUE. For guidance, please call (813) 274-5522 between the hours of 8:00 am and 5:00 pm Eastern Standard Time or email [ardail.allen@tampagov.net](mailto:ardail.allen@tampagov.net).

If you do qualify, please continue to the next section and click the option that fits your situation.

#### Select an Option

[Your firm is currently certified as an M/WBE-SLBE by the City of Tampa.](#)

[Your firm is not currently certified by the City of Tampa.](#)

Step 6.

**"Click": Your firm is not currently certified by the City of Tampa.**

Return to Certification List

Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

[Show All](#)
[Hide All](#)

Logged on as:

Tampa Test1

Tampa Test Vendor 1

Need Help?

[Download Part 2 of the user manual](#)

[Sign up for a Training Class](#)

[Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)

Customer Support

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<https://tampa.diversitysoftware.com/FrontPage/VendorTopNav.asp?XID=3241&VendorID=20311...>

### Step 7.

**2 new options appear.**  
**“Click”:** **Your firm is located in Florida (if it’s a true statement).**

Select an Option

[Your firm is currently certified as an MWBE-SLBE by the City of Tampa.](#)

[Your firm is not currently certified by the City of Tampa.](#)

[Your firm is located in Florida.](#) 

[Your firm is located in another state.](#)

[Return to Certification List](#)

### Step 8.

- **2 more options appear.**  
**“Click”:** **Your firm is not currently certified by an approved certifying agency (this is a NEW certification).**  
Then **“Click”:** **Submit a New application**

Select an Option

[Your firm is currently certified as an MWBE-SLBE by the City of Tampa.](#)

[Your firm is not currently certified by the City of Tampa.](#)

[Your firm is located in Florida.](#)

[Your firm is currently certified by an approved certifying agency.](#)  
Approved agencies include: City of Orlando, Hillsborough County, FL, Orange County, FL (MBE Alliance), and Women's Business Enterprise National Council (Florida Chapter Only).

[Your firm is not currently certified by an approved certifying agency.](#) 

[Submit a New application.](#) 

[Your firm is located in another state.](#)

## Step 9.

**This is the NEW Certification Application Page**  
**Answer each question completely as it pertains to your company**

https://tampa.diversitysoftware.com/FrontPage/VendorMain.asp?XID=3710 Diversity Management Busi... Programs And Services | City o...

File Edit View Favorites Tools Help

Suggested Sites Microsoft Best of the Web Channel Guide Internet Start Microsoft Get more Add-ons

**Application Type Information**

Certifying Agency	City of Tampa
Application Type	New Application
Description	City of Tampa WMBE Certification Standard Application and Affidavit.

**City of Tampa New Certification Application**

This application is for NEW Women/Minority Business Enterprise and/or Small Local Business Enterprise certification.

For guidance, please call (813) 274-8522 between the hours of 8:00 am and 5:00 pm Eastern Standard Time or email [ardail.allen@tampagov.net](mailto:ardail.allen@tampagov.net).

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

**Company & Contact Information**

Your Email Address	<input type="text" value="tampatest1@b2gnowuser.com"/>
Company Email	<input type="text" value="tampatest1@b2gnowuser.com"/>
Company Type *	<input type="text" value="Sole Proprietorship"/>
Application Auto-Fill *	<p>You can save time by using a previous application to fill in the answers, select an option below:</p> <p><input type="radio"/> Use existing account information to auto-fill application</p> <p>Prior applications with City of Tampa - Relevant previous application data will be copied to the new record.</p> <p><input type="radio"/> Use City of Tampa Reciprocal Application Submitted 5/29/2014 by Tampa Test1; Received &amp; In Process</p>

The following basic criteria are used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for certification.

**Eligibility Requirements**

Has the business seeking certification been in operation for at least one year?	<input type="radio"/> Yes <input type="radio"/> No
Is this business owned wholly or in part by another company?	<input type="radio"/> Yes <input type="radio"/> No
For SLBE Applicants: Does your firm employ more than 25 full time equivalent employees?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Are all owners permanent residents of the State of Florida?	<input type="radio"/> Yes <input type="radio"/> No
Does the business have a functioning office within the State of Florida that is lawfully licensed within the relevant jurisdiction?	<input type="radio"/> Yes <input type="radio"/> No
Is this business independently owned and operated?	<input type="radio"/> Yes <input type="radio"/> No
For SLBE Applicants: Is the business domiciled in Hillsborough, Pasco, Polk, Pinellas or Manatee County?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Is this firm not-for-profit?	<input type="radio"/> Yes <input type="radio"/> No
For SLBE Applicants: Does the business's gross receipts, when averaged over the past 3 years, exceed \$2 million?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
For WMBE Applicants: Is your firm at least 51% owned, operated and controlled by minorities or women?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
For WMBE Applicants: Does the minority or woman owner exercise the authority to independently control the day to day operations of the business?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable



## Step 10.

### Review list of Mandatory and Required supporting documents. Download available forms as appropriate prior to starting the application



#### Certification Application: Document List Preview for Corporation

[Help & Tools](#)

In addition to completing an application form, you will be required to submit supporting documents with your application. These documents can be submitted in electronic or hardcopy format, but must be all of the same format (e.g. all electronic or all hardcopy). Applications and documentation submitted electronically are reviewed faster. Processing of applications submitted with hardcopy documentation cannot begin until the documents are received by the organization.

Mandatory documents must be submitted with your application; there are no exceptions. Required documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact us before starting.

Review the items below before beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the Mandatory documents, do not proceed. Failure to submit the attachments without an explanation will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the certification application (click the Documents tab). You can also print the list to [your printer](#) or a [PDF file](#).

#### Mandatory Documents

All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Document	Download File	Document Description
Application Affidavit	<a href="#">Download</a>	Please download, sign, notarize, and upload.
Screen shot of current DEMANDSTAR / i-Supplier registration with City of Tampa and Hillsborough County		Annual registration with DEMANDSTAR is required in order to receive (and continue receiving) notification of bid opportunities. Visit <a href="http://www.demandstar.com/register.asp">www.demandstar.com/register.asp</a> to register. For more information about DEMANDSTAR, please visit <a href="http://www.tampacov.net/00est_minority_business_development/files/DEMANDSTAR_INFO_PKG.pdf">http://www.tampacov.net/00est_minority_business_development/files/DEMANDSTAR_INFO_PKG.pdf</a> .
Current financial statement including balance sheet and income statement		Must be prepared by an independent CPA or accountant or business owned financial software.
Last 3 year's business federal tax returns including all schedules and attachments		If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.
Most recent Annual Report filed with the State of Florida		Please provide the Actual Report - not the Certificate of Status.
All issued stock certificates		Include the front and back and any canceled/voided certificates.
Articles of Incorporation		Include any and all amendments.
Corporate Bylaws		
Minutes of Organizational meeting of Shareholders and Board of Directors		
Proof of Stock Purchase/Capital Investment		Include canceled checks, purchase agreements, etc.
Complete current resume showing education, training and employment experience with dates		
License(s) to do business in Florida		Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.
Proof of Female or Minority status for all owners/stockholders/members		For female and African American, a clear and legible copy of Florida Driver's license is sufficient. Others must provide a birth certificate (s) or other legal document (e.g. passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent.
Proof of Florida residency for all owners		Voter's I.D. or Property Tax Exemption Certificate.

#### Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.


Document	Download File	Document Description
Affidavit of No Employees	<a href="#">Download</a>	If you have employees you must submit quarterly wage reports or recent payroll.
Employer's Quarterly Wage report for last two quarters or recent payroll for permanent, full-time employees (include owners and officers)		If you have 1 or more Permanent, Full-Time Employees, this document must be submitted.
Proof of business being principally domiciled in Tampa Market Area		For SDBE consideration ONLY: Tampa Market Area includes Hillsborough, Pasco, Polk, Pinellas or Manatee County. Examples: utility bill, lease/rental agreement, property tax receipt, etc.
Stock Ledger		
Third party agreements		For example, any rental or management service agreements, etc.
Additional supporting documentation not listed above		

☐ Check this box and click Continue to start the application process.

[Continue](#)[Return](#)

### Step 11.

Each red arrow below represents sections of the application that must be completed after clicking each Process button. After all questions have been answered, the arrows will convert to green check marks and you'll have a chance to digitally sign and submit the application.



[Home](#)  
[View »](#)  
[Search »](#)  
[Message »](#)  
[Settings »](#)  
[Help & Support »](#)  
[Logoff](#)  
[Show All](#) [Hide All](#)

Logged on as:  
**Tampa Test1**  
**Tampa Test Vendor 1**

**Certification Application: Main Summary**

[Main](#) [Documents](#) [Signature](#) [Submit](#) [Utilities](#) [Cert List](#)

**Tampa Test Vendor 1**  
Application Type: **New Application**  
Application Number: 5681526

Application status: **Incomplete**  
Application started: 2/17/2015






Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.



**Application Information**

Application Type	New Application
Certifying Agency	City of Tampa
Business Name	Tampa Test Vendor 1
Current Status	Incomplete
Application Number	5681526
Date for Deletion	5/18/2015 ( <a href="#">Extend</a> )
Contact Person	Tampa Test1 <a href="#">(Add user not on list)</a>

**Sections and Documentation**

Section	Actions	Status
Section 1: Contact Information	 <a href="#">Process</a>	Incomplete: 0 completed of 8 required; 0 completed of 5 optional
Section 2: Business Profile	 <a href="#">Process</a>	Incomplete: 1 completed of 11 required; 0 completed of 2 optional
Section 3: Ownership & Management	 <a href="#">Process</a>	Incomplete: 0 completed of 9 required; 0 completed of 1 optional
Section 4: Operations, Control & Financials	 <a href="#">Process</a>	Incomplete: 0 completed of 22 required; 0 completed of 0 optional
Document List	 <a href="#">Process</a>	Incomplete: 0 attached of 14 mandatory; 0 attached of 6 required

**Signature and Submittal**

Section	Actions	Status
Signature	 <a href="#">Sign</a>	
Submittal	 <a href="#">Submit</a>	

[Delete Application](#)

**Need Help?**  
[Download Part 2 of the user manual](#)  
[Sign up for a Training Class](#)

## **Agencies That recognize City of Tampa Certification**

**City of Tampa certification is recognized by many agencies / authorities that promote Minority and/or Small business participation. Please contact the individual agencies / authorities to maximize the benefits of your City of Tampa certification.**

- **Tampa Aviation Authority (TIA)**  
**(Does not apply on Federal DBE projects)**
- **Hillsborough County School Board**
- **Tampa General Hospital (TGH)**
- **H. Lee Moffitt Hospital**
- **Port Tampa Bay**
- **Osceola County**
- **Polk County**
- **Tampa Electric Company (TECO)**
- **Hillsborough Area Regional Transit (HART)**

**...and other public/private agencies**



# Value-Added Benefits of City of Tampa Certification

- **Free Advertisement In Our Online Directory, Available Worldwide via Internet**
- **Targeted Exposure To Procurement Opportunities For Special Events (e.g., National Conventions, Championship Sporting Events, etc. )**
- **Various Agencies And Organizations Rely on Tampa's Directory As An Invaluable Source For Finding Certified Companies To Do Business With**
- **Certification Ensures That Minority and Small Businesses are Considered When Forming Public Policy On Business Development Initiatives for Inclusion**
- **Targeted Consideration On City Of Tampa Public/Private Partnerships**



# **Minority & Small Business Development (MBD) Office**

## **Equal Business Opportunity Program**

### **MBD MANAGER**

274-5522

Direct Strategic Work Program and supervise staff's execution of services;  
Develop and Administer rules and procedures to effect compliance with  
City Ordinance; Develop City initiatives for SLBE/WMBE contracting;  
Administrative Liaison to EBOAC Committee; Community Relations

### **BUSINESS SUPPORT SPECIALIST**

274-5505

Facilitates Services and Tasks Across All Functional Areas;  
Coordinates Public Relations and Public/Private Partnerships  
Promotes Activities For Business Development And Inclusion

### **PROGRAM OUTREACH & CERTIFICATION SERVICES**



#### **(Program Analyst)**

274-5542

Coordinate Outreach/Recruiting; Certification Application Assistance;  
Business Consulting; Application Intake and Eligibility Evaluation;  
SLBE/WMBE Orientation Workshops; Formal Mediation/Appeals;  
Recertification; Marketing

### **PROGRAM COMPLIANCE & MONITORING**

#### **(Program Analyst)**

274-5543

Project Goal Setting; Sheltered Market Procurements; Contract  
Compliance Evaluations; RFP Technical Reviews; Project Monitoring;  
Contract Pay Application Compliance; Mediation and Conflict Resolution

### **DATA MANAGEMENT SYSTEMS (DMI) & SPECIAL PROJECTS**

#### **Program Metrics & Analytics (Lead Management Analyst)**

274-5512

Administer Diversity Management Information System (DMI) processes;  
Cloud-based Technologies; Regulate Contractor and Subcontractor Reporting  
Requirements; Track, Compile and Compute Contract Data; Analyze Vendor  
Availability and Utilization statistics; Support Software Systems  
Diversity Management System: Enterprise-wide Procurement Award Audits

#### **(Program Analyst)**

274-5532

DMI Forms Management; Data Quality Assurance; Validate Subcontract  
Participation Agreements; Verification of Subcontract and Prime Payments;  
Administer WMBE/SLBE Initiatives; Ad-Hoc Reports --Job Order Contracting (JOC)

Online Access:

***Tampa.Diversitysoftware.com***

