



# City of Tampa

*Jane Castor, Mayor*

## Equal Business Opportunity

2555 East Hanna Avenue

Tampa, Florida 33610

**Office:** (813) 274 5522

**Fax:** (813) 274 5544

<https://www.tampa.gov/ebo>

<https://tampa.gob2g.com/>

## Equal Business Opportunity Program

### Orientation for Doing Business

#### Contractors, Subcontractors, Consultants, and Vendors

**Date:** 2<sup>nd</sup> Tuesday of each month – **Time:** 11 a.m.-12 p.m. – **Place:** Microsoft Teams

### Agenda

- Welcome
- Ice Breaker
- What You Need to Know to do Business
  - EBO Mission and Strategic Goals
  - EBO Functional Areas
  - EBO Policy Application
  - What the City Procures
  - Purchasing Department Intro
  - Tips for Successful Bids and Quotes
  - Contract Admin. Department Intro
  - Good Faith Efforts Overview
  - Value-Added Benefits of Certification
  - Other Agencies That Recognize Our Certification
- Guide To Additional Resources
- Guest Speakers
- Summary/Questions
- Introductions of Companies
- Adjournment