

The Florida College System **Annual Certified Minority Business Expenditure Report (CMBE)** **2023-24 Instructions**

The Office of Supplier Diversity (OSD) requires state agencies to report expenditures for transactions conducted with certified minority businesses registered with the state. The Florida College System annual CMBE report and instructions will be provided annually by the Department of Education, Florida College System Budget Office. The report should be submitted electronically to collegereporting@fldoe.org, **no later than Thursday, August 15, 2024.**

PROGRAM DEVELOPMENT:

Funding Sources - All funding sources (including student fees) used to purchase commodities and services may be included in this report.

Certified Minority Business Expenditures Only - Determine whether the minority business is a “certified” or Active minority business by referring to the Certified Vendor Directory on the OSD website at: <https://vendor.myfloridamarketplace.com/search/vendor> . Only vendors and sub-contractors or sub-suppliers **certified** by OSD may be identified and included as Certified Minority Business Enterprises for the purposes of this report.

Object Codes (OC)/General Ledger Code (GLC) Listing - State agencies and the state universities use a different set of object codes (e.g., general ledger codes) than the Florida colleges. Check the attached CMBE Report workbook GLC Codes by Category Tab for a listing of the object codes.

Industry Category - Expenditures for the four “Industries” to be reported are: (1) Construction, (2) Architectural, Engineering and Other Professional Services, (3) Commodities and (4) Other Contractual Services. Contractual Services must be reported with a breakdown for CMBE vendors with detail to include their designated classification (H-African American, Certified; I-Hispanic American, Certified, etc.). Check the CMBE Report worksheet GLC Codes by Category Tab to determine where to apply the expenditure.

Expenditure Exclusions – None

Since the purpose of this report is to capture ONLY the certified minority business expenditures, there are no exclusions to be applied.

SPECIFIC INSTRUCTIONS:

Vendors with Office of Supplier Diversity (OSD Certification) - **Select your institution name from the (drop-down) box in cell D5 on the CMBE Report Tab.** Using the college’s expenditure data collected from the program developed with the guidelines above; complete the CMBE Report. **Any cells color coded light yellow require data entry.** Totals will be generated by formulas in the report. Enter data by CMBE code and by industry category. The form has been programmed to allow typing only in those cells necessary to complete the report.

Additional Spend with Self-Identified Vendors – This section is provided to report any additional expenditure that has been recognized as self-identified women/minority vendors.

Additional Comments - Additional comments that the college desires to submit may be included in the Additional Comments section of this report within the CMBE Report tab, (e.g., changes in the college's Women and Minority Business Enterprise (W/MBE) procurement program as well as their "total" W/MBE dollar can be listed here that includes both CMBE dollars and non-OSD certified W/MBE dollars). If necessary, an Additional Comments Tab has been included for supplementary information.

Potential OSD Vendors Tab - This tab is provided to enable the college to identify and recommend to OSD locally certified businesses for potential OSD CMBE certification. When the college identifies the local certified W/MBE businesses that have **not** yet been certified by OSD, this information may be provided for OSD to contact the businesses for potential certification. The annual expenditure amount, name and address of the company, contact person, phone number, and email address should be listed on this tab. ***Please do not leave any cells blank.*** The college should enter **N/A (Not Applicable)** in the cells if no information is available.

REFERENCES:

Section 287.09451, Florida Statutes – Office of Supplier Diversity; powers, duties, and functions:

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=287.09451&URL=0200-0299/0287/Sections/0287.09451.html

Section 288.703, Florida Statutes - Definitions:

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=288.703&URL=0200-0299/0288/Sections/0288.703.html

Section 295.187, Florida Statutes - Florida Veteran Business Enterprise Opportunity Act:

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=295.187&URL=0200-0299/0295/Sections/0295.187.html

Rule 60A.9.001, Florida Administrative Code, Definitions:

<https://www.flrules.org/gateway/RuleNo.asp?title=OFFICE%20OF%20SUPPLIER%20DIVERSITY&ID=60A-9.001>

Designations Code List:

http://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/agency_resources/documents/presentations_and_templates