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Newsletter August 31, 2010

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Save the Date

The Supplier Diversity Program
 (formerly known as the
 Affirmative Market Program)
 FY11 SDP Kick Off
 & Networking Event
 Wednesday, October 20, 2010
 9:00 a.m. to 1:00 p.m.

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 SDO newsletter

June 2010 Activity

Certified Businesses

[Newly State Certified](#)

[Newly Federal Certified](#)

Supplier Diversity Office (SDO) Focus



Fulfilling the Promise of Access & Opportunity

Governor Deval Patrick recognizes the importance of Massachusetts small businesses and the impact and challenges the latest recession has placed on them. Governor Patrick has signed an Executive Order establishing a new Massachusetts Small Business Purchasing Program (SBPP) within the Operational Services Division (OSD) to direct state spending for non-construction goods and services to eligible Massachusetts small businesses. OSD will implement this program over the next six months. Between July and December of this

year, each Executive Department will complete training regarding the Executive Order requirements and associated procurement policies that will be issued by OSD.

OSD oversees the procurement and management of contracts for goods and services as authorized in the Code of Massachusetts Regulations [801 CMR 21.00](#). OSD will implement SBPP policies which direct all Executive Departments to provide special consideration to eligible small business when procuring non-construction goods and services valued between \$5,000 and \$150,000. The SBPP will not include procurements for vertical or horizontal construction since both are covered under statutes outside OSD's authority, [MGL c. §149, 44A-H](#), and [MGL c. §30, 39M](#) respectively.

The SBPP mission is:

to increase the dollars spent by the Commonwealth with eligible small businesses; to build a network of advocates, liaisons, mentors, and recruiters, ready to assist small businesses; to partner with Massachusetts small businesses: the strength of our economy, innovators in job creation, and a source of community empowerment and economic revitalization.

Eligibility Criteria for Participation in the SBPP

A small business is defined as a business entity, including its affiliates, which:

- currently employs a combined total of 50 or fewer full-time equivalents (FTEs);
- has gross revenues of \$15 million or less, based on a three-year average;
- is independently owned and operated;
- has been in business for at least one year;
- is organized/registered to do business in Massachusetts;
- has its principal place of business in Massachusetts; and,
- is a for-profit business.

To declare eligibility for and participate in the Small Business Purchasing Program, a business must complete and submit information, under pains and penalties of perjury, through the Commonwealth's online purchasing system,

Renewed Businesses

[State Renewed](#)

[Federal Renewed](#)

Comm-PASS, by establishing or updating a SmartBid account. SmartBid provides account holders with automatic email notifications, inclusion in the Comm-PASS business directory and quick and easy online submission of bids. There will be an assessment of penalties against any small business that misrepresents the facts of their business entity to meet SBPP eligibility criteria.

Renewals

Reminder letters are sent out 30 days prior to the company's certification expiration date.

These letters detail the documentation the company is required to submit to remain in good standing. Certifications are renewed according to the following schedules:

- MBE, WBE, MBE/WBE & NPO'S
Every 2 years
(Biennial renewal)
- DBE
Every year(Annual Review)

State certified businesses will be contacted when their files are going to be reviewed for a 6 year substantive review.

There are many benefits for SBPP participation including:

- **Contract Opportunities:** Targeted contract opportunities with all Executive Departments conducting procurements of goods and services between \$5,000 and \$150,000;
- **A \$275 savings:** A one-time fee waiver for a single, one-year subscription to SmartBid, which provides account holders with automatic email notification of Executive Department procurement opportunities as well as quick and easy online submission of bids for resulting contracts. This savings is also a commitment from the Commonwealth that small businesses will have access to all available contracting opportunities;
- **Inclusion in a business directory:** Placement in a searchable, central directory of businesses through which a small business can market their goods, services, and experience directly to purchasing agents who may not be familiar with their company;
- **Free training:** Access to free training about the SBPP, the Commonwealth's procurement process and the Commonwealth's eProcurement system, Comm-PASS;
- **Small Business Website:** Access to a user-friendly web presence with information targeted to the small business community

This is yet one more instance where governor Patrick is fulfilling the promise of Access and Opportunity.

Supplier Diversity Office(SDO) New Employees



Ms. Nedra White has been promoted to Massachusetts Unified Certification Manager for the Massachusetts Supplier Diversity Office. She began her tenure with the agency in January of 1994 as a consultant. Ms. White has had a number of roles and responsibilities within the agency including (Case Manager and Certification Specialist Assistant,) She became an official state employee in 2006 whereby her primary responsibility was officially the Certification Renewal Specialist for the organization. Prior to coming to the SDO she worked for Bank of New England.

Ms. White has consistently shunned the spotlight and remained behind the scenes to insure that the many clients that she interacted with over her sixteen year tenure have received the type of customer service they so much deserved. Her new role within the organization will clearly take her from behind the scenes to a slightly higher profile with the establishment of new relationships. SDO values the wealth of knowledge and experience that she has and congratulates her on her new position.

Ms. Janice Chen has recently been hired as the auditor for the Unified Certification Program, her primary responsibility will be to determine an applicants initial qualification relative to the personal net worth for the Disadvantage Business Enterprise Program. Insuring that all DBE applicants do not exceed \$750,000 in net worth. She is a graduate from University of Massachusetts, Amherst with a Bachelor degree in Business Administration majoring in Accounting and a Master of Science in Accounting.

Ms. Chen was a senior accountant with a Public Accounting firm in Westborough Massachusetts specializing in the non-profit industry. SDO welcomes her as its newest team member we are certain that she will be a valued added addition to the Unified Certification Program.



Client Spotlight

Centaur Construction Services, LLC: Ted Webster Sr. is the Managing Member of Centaur Construction Services, LLC a heavy and highway, sitework and



underground utilities company headquartered in Roxbury, Massachusetts. Centaur was formed in May, 2005 and certified by SOMWBA as a Minority Business Enterprise soon after. The company has participated on projects with some of the area's most notable General Contractors in Foxboro, Dighton, Hyde Park, Taunton, and Lawrence performing highway work, excavation and hauling, site work, underground utilities installation and concrete work.

Centaur was recently certified as a Disadvantaged Business by the Massachusetts Supplier Diversity Office and as such, is actively bidding work as a DBE. The company was recently awarded its first project under this new certification and is currently performing work at Logan Airport.

Webster is the former owner of Webster Engineering Co., Inc. which was a SOMWBA certified firm that grew to be the largest minority owned heavy and highway construction company in New England. It is Webster's goal to bring Centaur to the same level of success once enjoyed by his former company with an emphasis on quality work, delivered on time, using a skilled and professional workforce; and continuing with the integrity for which Webster Engineering Co., Inc. was well known in the industry.

Supplier Diversity Program Success Story!



Sterling Printing is a family owned full service commercial printing company and have been certified by the Supplier Diversity Office (fka SOMWBA) since early 90's. Sterling Printing is currently in two statewide contracts (SWC) PRF36 - Promotional Incentives and OFF15 - Printing Services. When I first started the company, I was not aware of the benefits of certification but slowly when I started working on jobs with State Government, I realized

that it benefits a lot. The staff at SDO and Supplier Diversity Program (fka Affirmative Market Program -AMP) has always worked hard to help small business like us achieve their goals and they go out of their way to make this happen. We are also fully geared to help companies who are looking to fulfill their Supplier Diversity Program (SDP) plan commitments on State contracts and we can provide ancillary services.

The SDP program run by Supplier Diversity Office (SDO) is the BEST thing which our State could have done for MBE's. It is mandatory for companies bidding on contracts worth \$50,000 or above to develop a business partnership with SDO certified MBE/WBE company. Through this program we have been approached and serviced at least five new clients. We recently were chosen by SICPA Product Security, LLC to produce a job and sell validators for MA Dept of Revenue under this program. We are extremely grateful to get this new business and really commend the hard working staff of SDP especially Gladymar Parziale who has gone out of her way to help small companies like ours and helping to spread out the word with the SDP coordinators of various State agencies. Finally, in Fiscal Year 2010 at the SDP (fka AMP) Kick Off and Networking event Sterling Printing was recognized as the AMP Best Performance Vendor Award for outstanding record for customer satisfaction in execution of contracts.



For more information about Sterling Printing and our services please visits us at www.SterlingPrinting.com.

Partner Spotlight



Rita Fuerst Adams, CFRE President, Charitable and Philanthropic Management Counsel
Rita Fuerst Adams started Charitable and Philanthropic Management Counsel in 1997. She has more than twenty-five years experience in not-for-profit management, organizational development, and fundraising.

Rita has served charitable and philanthropic organizations in a variety of fields in Canada and the United States. She specializes in new and emerging not-for-profit organizations and in establishing fundraising programs.

Since founding Charitable and Philanthropic Management Counsel, Rita has worked with volunteers to start new charitable and philanthropic organizations, volunteers and staffs of established organizations to start development programs, and experienced fundraising volunteers and staff to revitalize existing development programs and structure and direct campaigns.

Rita is the author of several articles and the editor of a book on fundraising regulations and laws. She has chaired the Government Relations Committee of the Association of Fundraising Professionals, Massachusetts Chapter and served on its Board. Rita holds an MBA from Capital University and a BS in Journalism from Ohio University.

Rita has partnered with SDO in order to provide a "Get Connected" series of workshops geared towards the development of certified non-profits. These workshops will address organizational needs and include the topics, fundraising strategy, how to effectively ask for a gift, and why your organization should start a planned gift program. These workshops will be invaluable during the current economic situation.

Rita Fuerst Adams, CFRE, President
Charitable and Philanthropic Management Counsel
257 Bolton Street
South Boston, MA 02127-1303 617-268-4960 rita@rita1st.com www.rita1st.com

Disadvantaged Business Enterprise Supportive Services (DBE SS) Program

The DBE SS Program is an initiative funded through the U.S. Department of Transportation Federal Highway Administration and administered through the Massachusetts Department of Transportation (MassDOT). The Program aims to increase the participation of certified Disadvantage Business Enterprises that have the resources, finances, management and technical skills necessary to compete successfully for and perform on, federally assisted highway and bridge projects. To reach these goals, MassDOT has enlisted the SDO to create and implement the multi-phase instructional and goal driven module that is the DBE SS Program.

The first year of the DBE SS program was completed June of 2010 and SDO is proud to announce we have secured new funding to continue the program for the 2010 - 2011 season. The recruiting process has begun to fill the 15 spots for businesses that will be included in the "Business Tract" portion of the program. In addition to the "business tract" there will also be multiple "Get Connected" Events beginning in September which will include; access to capital, access to bonding, how to do business with MassDOT, and more. These events will be open to all interested in working on federally funded highway projects. SDO will provide other technical assistance programs for those not in the business tract as well.

Brian Ross and the DBE SS team are also moving towards the creation of a DBE SS Advisory Board as well as the "Opportunity Database". The advisory board will meet quarterly in order to monitor the development of the program as well as offer assistance to overcome obstacles facing DBE's working on Federally Funded Highway Construction Projects. The "Opportunity Database" will allow prime contractors and DBE sub-contractors to connect via a database. The database will include information regarding specific work performed by sub-contractors in order to fill the needs of prime contractors. The database will also include information specific to the needs of prime contractors and what type of work they would need to complete the project. This will allow for both the subs and primes to develop new lasting relationships in order to fulfill the goals of the DBE program.

If you are a DBE currently working on or interested in participating in federally funded highway/transportation related projects please contact Brian Ross at 617-973-8574 or [email](mailto:brian.ross@sdo.state.ma.us) for information on becoming a participant in the 2010/2011 DBE SS Program.

BID Opportunities

We strongly encourage you to go to www.comm-pass.com to learn about other bid opportunities throughout the Commonwealth.

**Massachusetts Bay Commuter Rail (MBCR) Public Announcement in conjunction with:
IFB NO. SDS-08252010 – Fitchburg Double Track Project 100023 – ARRA Funded Project
Fabricating Special Track Work Material**

Bid opening date: Friday September 24th, 2010 at 2:00 PM, EST/EDST

The Massachusetts Bay Commuter Railroad Co. LLC (MBCR) is soliciting sealed bids for Fabricating Special Track Work Material in strict accordance with MBTA/MBCR specifications.

Bid documents may be requested by contacting the below:

Contract Manager: Stephen Silva, 617-222-6389, stephen.silva@mbcrl.net

Bids will be publicly opened and read aloud at the Purchasing Materials Management Department, 70R Third Ave., Somerville, MA 02143 on the date indicated.

Springfield Redevelopment Authority Bid Opportunity

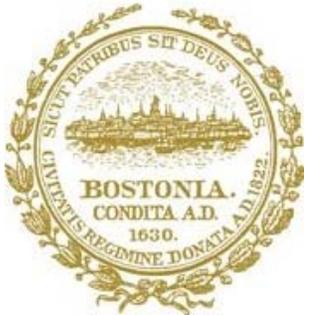
HEATING CONTRACTORS, LICENSED BURNER TECHNICIANS, ASBESTOS CONTRACTORS, PLUMBERS AND ELECTRICIANS wanted to perform furnace repairs and replacements for the Heating Energy Assistance Retrofit

Task Weatherization Assistance Program (HEARTWAP). The Program is administered by the Springfield Redevelopment Authority through the Office of Housing. Bid informational packets including request for proposals, to which this ad is subject in all terms and conditions, can be obtained by phoning (413)787-6500 to request a packet – contact person is Tim Skorka. The office is located at 1600 East Columbus Avenue, Springfield, Massachusetts, 01103. All proposal packages must be completed by October 1, 2010.

The Springfield Redevelopment Authority encourages the use of Minority and Women owned Businesses (MBE/WBE). The Springfield Redevelopment Authority is an Affirmative Action/Equal Opportunity Employer.

ATTENTION CONTRACTORS

The City of Boston is seeking applicants to pre-qualify for City contracts to provide the services listed below.

Appraisals (Commercial and Residential)	Fire Pump and Sprinkler Testing	Mold Remediation
Asbestos Abatement	General Carpentry	Moving Services
Asbestos, Lead Paint, and Mold Inspection	General Contracting	Painting
Constable Services	Glass Work	Plumbing
Dumpsters	Hazardous Waste and/or Oil Removal	Security Systems
Electrical Repair	HVAC	Snow Removal
Excavation, Demolition and Site Work	Iron Works / Welding	Supplies and Equipment
Extermination	Lead Paint Abatement	Surveying and Subdivision
Fencing	Locksmith Work	Tree Service
Fire Alarm Design, Installation & Monitoring	Lot Clearance	
Fire Extinguishers / Fire Hoses	Masonry Work	

For more information:

Pick up an RFP in person at: The DND Bid Counter, 26 Court Street-10th Floor, Boston, MA 02108
Request an RFP: at www.cityofboston.gov/dnd/rfp/ (click RFQ dated 9/17/10)
Call: 617-635-0280

City of Boston, Thomas M. Menino, Mayor

City of Boston, invitation to bid on the [Tobin Community Center Upgrades](#) and [Flaherty Pool Renovations projects](#). Please call (617) 635-4809 if you have any questions.

"Get Connected: Access to Fundraising"

The Supplier Diversity Office presents a series of events dedicated to support certified non-profits.

Fundraising Strategy: How Better Planning Can Produce Bigger - and More - Gifts

Set the plan: work the plan. Learn how time spent planning your fundraising can actually make your time implementing your fundraising more productive.

The right planning will establish the most important tasks and keep your organization focused on accomplishing these tasks. While opportunities that arise during the year are sometimes worth deviating from the plan, you need to weigh whether or not these will produce better results than the tasks you have planned. The only way to do this is to have the fundraising strategy set for the year with schedule and benchmarks.

Successful organizations know months in advance of the new year how many solicitations they will conduct via mail and email. They know which prospective contributors they will personally visit. They know which foundations and businesses they will solicit and for which programs. Take the time to plan your fundraising for success.

September 27, 2010 9:00 A.M.
 Transportation Building
 10 Park Plaza
 Boston, MA 02116

[REGISTER](#)

Asking for the Gift: How to Ask for the Gift and How to Teach Your Volunteers to Ask for the Gift

Planned Giving: Why Your Organization Should Start a Program Now

Volunteers are our most effective and productive fundraisers. Engaging them in soliciting contributions is your single most efficient way to raise contributions for your organization.

So, what is planned giving? What does it mean to have a planned giving program? Are there rules your organization should know before it starts? Is planned giving only for organizations of a certain size? Is this the right time for your organization to start a planned

Volunteers are golden. They participate because of their commitment to their community and to the work your organization does. People respect them for being dedicated to the cause.

Learn how to ask for the gift. Learn how to teach your volunteers to ask for the gift. Unleash the greatest asset your organization has - dedicated volunteers.

October 18, 2010 9:00 A.M.
Transportation Building
10 Park Plaza
Boston, MA 02116

giving program?

Explore what you will need in resources and staff and volunteer time to start asking your contributors to include you in their estate plans and in other forms of planned gifts. And, learn about forms of planned giving that could result in current gifts for your organization.

November 15, 2010 9:00 A.M.
Transportation Building
10 Park Plaza
Boston, MA 02116

Upcoming Events

Supplier Diversity Office (SDO) Pre-Certification Workshop

The SDO requires all interested businesses to attend this session in order to apply for certification as a Minority, Women, or Disadvantaged Business Enterprise. This session will run for approximately two hours. It will also include information about the regulations, qualifications, process, and other information needed to begin the certification process. This session will include information from the Supplier Diversity Program (formerly AMP) detailing the process to take advantage of upcoming opportunities for certified M/WBE's.

September 8, 2010 12:00 p.m. – 2:00 p.m. Framingham
September 15, 2010 9:00 a.m. – 11:00 a.m. Lawrence

[REGISTER](#)

Connecting Your Business to the Commonwealth Workshop

The Operational Services Division, Supplier Diversity Office offers this FREE workshop designed for businesses who are interested in learning how to do business with the State. This workshop includes: Where to find bidding opportunities, Bidding process for Statewide Contracts, Where to find ARRA - federal stimulus procurement & grant opportunities, Comm-PASS Overview, Marketing to public entities, How to become SDO Certified, How the Affirmative Market Program supports SDO Certified businesses.

September 16th, Waltham 9:00 a.m. – 3:00 p.m.

[REGISTRATION REQUIRED](#)

Supplier Diversity Program (SDP) Workshop

SDP Workshop for Departments

Thursday, September 16, 2010 9:30 a.m. – 12:30 p.m.
OSD Training Room, One Ashburton Place - 10th Floor,
Boston, MA

SDP Seller Training for Interested Bidders, Vendors &
SDO (SOMWBA) Certified Vendors

Tuesday, September 21, 2010, 10:00 a.m. – 12:00 p.m.
1 Beacon Street, 29th Floor, Boston, MA

SDP Intermediate Vendor Training

Wednesday, November 3, 2010, 8:45 a.m. – 2:00 p.m.
1 Beacon Street, 29th Floor, Boston, MA

For complete details about SDP training and registration instructions please go to the [SDP Program and Services page](#).

Dear Exhibitor:

You are invited to participate as an Exhibitor at the 5th Annual Minority Enterprise Development (MED) Week Awards Celebration and Conference to be held on Thursday September 23, 2010, in the Reggie Lewis Center at Roxbury Community College (RCC).

The Massachusetts Minority Contractors Association (MMCA) proudly presents this event that is being held in conjunction with the National MED Week Celebration. Since 1983, all U.S. Presidents have proclaimed this observance to recognize the outstanding achievements of minority business owners and to honor those corporations, agencies and financial institutions that support minority business development. In keeping with the national celebration, we will honor and recognize the diligent efforts of Minority Business Owners in New England.

The MED Week Awards Celebration will again recognize the outstanding achievements of minority business enterprise (MBE) owners and honor those institutions in the public and private sectors that support minority business development and provide business opportunities.

Registration will begin at 9:00 a.m., after which, we will move directly into the Opportunity Trade Fair which is simultaneous with CEO Fire Side Chat and Minority CEO Round Tables. The Awards Luncheon will follow and we will conclude with a Networking Reception. We hope that you will agree to exhibit at this year's event. [Click here to register on line](#) or use the attached Exhibitor Response Form; space is limited and will be assigned on a first-come, first served basis. Please complete and return the form on or before Friday September 3, 2010.

Sincerely,
Lonnie H Daniels
Chairman of MED Week 2010

5th Annual Minority Enterprise Development (MED) Week Awards Celebration and Conference

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