

Supplier Diversity Newsletter

July 2006

SPOTLIGHT BUSINESS

J. R. 's House of Fashion

Are you a person that likes to wear designer suites whether to church or to a special occasion? J.R.'s House of Fashion has just what you need! Owner's James Reid, Jr. and his brother William Reid were raised and still live in the East Knoxville community. They have always wanted to start a business together. They opened their doors on May 15, 2006 in the Five Point Village Plaza and had their grand opening on May 28, 2006. They attend annual clothing shows that provide them with ideas of what to put in their store. In the store they have designer clothing like Giorgio suits, Lucasini shirts, hand made ties, shoes, socks, hats and much more. Jack Hereford and Victory Littlejohn are there to greet you and to serve you and your needs. Soon they will have hand made and designer purses for the ladies. Give J.R.'s House of Fashion a visit at 2352 Martin Luther King Blvd. Knoxville, TN 37914 or you can give them a call at (865)-540-9966. Their hours are from 9:00 am till 9:00 pm Monday though Friday and 9:00 am till 5:00 pm on Saturdays. J.R.'s House of Fashion is closed on Sundays. Tell James Reid that you read about J. R. House of Fashion in this newsletter. This J. R's House of Fashion interview was done by Katrina Moulden and Lee Curry, interns with the Knox County Purchasing Division.



James Reid Jr., Owner
Of
J.R.'s House of Fashion

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J.R.'S HOUSE OF FASHION
2352 MARTIN LUTHER KING JR. BLVD.
KNOXVILLE, TN 37914
PHONE: 865-540-9966



FAIR BIDDING PROCEDURES

1. Make Bid Generic (if possible)

A. Generic Specification (if applicable)

-Request name brand or equal; the equal would have to meet the specifications of the name brand.

-Incorporate in the specifications, drawings or Statement of Work any regulations with regards to access, etc.

B. Equal Opportunity

-Include a nondiscrimination provision in all bids.

-Make use of various methods of directing public contrast to disadvantaged businesses.

C. Pre-Bid Meetings

-Hold pre-bid conferences to allow vendors

in attendance to openly ask questions concerning the bid to ensure a fair bidding process.

2. Advertising and Posting of Bids

A. Advertising Bid Notifications to the public

-Post bids on the agency's website (if there is a website)

-Advertise bids in the newspaper's classified section under the legal column.

-Place bid notifications in a visible place in Purchasing Department lobby.

B. Notifying Vendors of Bids (vendors must be register for the commodity codes pertaining to the bid)

-Email vendors bid notification.

-Fax bid notification to vendors.

-The Supplier Diversity Program uses various methods to notify vendors of bids.

3. Bid Evaluation

A. Evaluation Criteria (usually a point system; this gives everyone a fair opportunity to meet the agencies needs by adhering to the specifications)

-Price, delivery and quality of products and/ or services

-Responsive bidder: A vendor who has submitted a bid which conforms in all material respects to the requirements stated in the bid.*

-Responsible bidder: A bidder who has the capability in all respects to perform fully the contact requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment and

Continue

credit which will assure good faith performance.*

-Lowest responsible bidder: The bidder that submitted a responsive bid at the lowest price of all the responsive bids submitted, and whose past performance, reputation, and financial capability is deemed acceptable.*

-Review regularly the agency procedures and boilerplate forms to identify nonessential or restrictive policies, procedures and practices. Modify those practices where possible.

B. Evaluation Committee

-Purchasing Chairs the committee

-Evaluation committee members must possess two traits; each must have the skills to carry out tasks in a professional manner and must be free from bias or conflict of interest and be of high integrity.

4. Awarding the Bid

A. Evaluation Committee

-Members independently review and score the bids using the evaluation criteria.

- The committee will rank bids by their total scores and selects the top ranked bid.
- Sometimes when a large sum of money is involved the agency may award the bid to two or more vendors.

These fair bidding procedures are what Knox County Purchasing Supplier Diversity feels constitutes fair bidding for all of our vendors. Knox County opens up the bid process to all those vendors registered with Knox County.

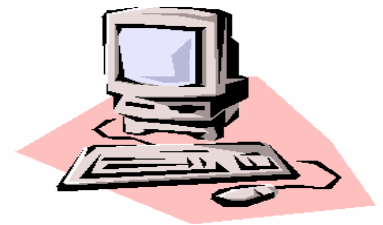
* Definitions for responsive bidder, and responsible bidder are from the NIGP(National Institute of Governmental Purchasing) Dictionary of Purchasing Terms

ONLINE POD CAST

The Supplier Diversity Program is always expanding opportunities on our web page. There is information about the program, MBE/WBE and Small Business directory and our quarterly newsletter. The Supplier Diversity web page has a new link that is called Podcast. The podcast is a voice recording of information

that you can hear while you are on the web page. This podcast will be use for announcing information about up coming networking events in the Knoxville area, the podcast will also talk about Minority Businesses and how to register online to become a vendor. The podcast is on the Supplier Diversity web page

and the MBE/WBE Small Business Directory page at www.knoxcounty.org Then click on Business, select MBE/WBE Directory or Supplier Diversity, then on the right side of the page is where the podcast is located. Click on the word podcast and listen.



KNOX COUNTY EMPLOYEES PURCHASING DIVISION

Matt Munafo

What is your job title?

I am Contacts Coordinator for Knox County Purchasing Division.

How long have you been in this position?

I have been with the county for thirteen months. I interned with Knox County for seven months and came on full-time when I graduated from the University of Tennessee, majoring in Finance in December 2005.

What do you do?

I handle the buying needs for several departments (Parks and Rec-

reation, Engineering and Public Works to name a few). I also work with the County's Procurement Cards and handle certain aspects of that function.

What do you like about your job?

The people I work with are great. I had no idea that working in a government procurement office would have so many restrictions. Everyday is a new challenge Each purchase has its own guidelines that they have to follow. When you get into the bidding process, you get to explore all departments within the county. You have to put yourself in their shoes to make sure the you

are purchasing the best possible good or service that fits their needs. Meeting this challenge on every purchase is why I like working in the Knox County Purchasing Division.

Where are you from?

I am originally from Cincinnati, OH. I came down to Knoxville to attend the University of Tennessee.

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mat-
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If you would like to be featured in the Newsletter contact ,
Robert L. Minter Jr.
Supplier Diversity Coordinator



Interview with Matt Munafo ,
Knox County and Chuck Jones,
Knox County Veterans Service
Officer.

KNOX COUNTY VETERANS SERVICES

Chuck Jones

What is your job title?

Knox County Veterans Service Officer

How long have you been in this position?

Since the year of 1987.

What do you like about your job?

Helping and assisting Veterans in

Knoxville.

What do you do?

Assist Veterans fill out their forms and help them file claims with the VA. I also meet with Veteran's families dealing with deceased family member who is a Veteran.

Where are you from?

I am from St. Simons Island, GA.

Note: Knox County is interested in doing business with Veterans owned Businesses.

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Supplier Diversity Program

We're on the web
[www.knoxcounty.org/
supplierdiversity](http://www.knoxcounty.org/supplierdiversity)



At Knox County we're committed to doing everything we can to help you do business with us. If you would like to talk with us about your products and services, or if you have any questions concerning our forms and procedures. If you need to register with Knox County, please contact:

*Knox County Purchasing Division
Supplier Diversity Coordinator, Robert L. Minter Jr.*

Published by: Katrina Moulden, Intern

RECIPES



Strawberry Tart

INGREDIENTS:

SHELL

1 9-inch frozen piecrust

FILLING

1 8-oz. pkg. cream cheese, softened
1/3 cup sugar
2 tbsp. milk
1 tsp. vanilla extract

TOPPING

3 cups whole strawberries, washed and hulled

GLAZE

3 tbsp. apricot jam
1 tbsp. sugar
1 tsp. vanilla extract

Bake the piecrust according to the package directions and then set it aside to cool.

2. In a mixing bowl, beat together the cream cheese, sugar, milk and vanilla extract until smooth. Spoon the filling into the cooled piecrust, spreading it evenly in the shell.

3. Arrange the strawberries, bottoms up, on top of the filling.

4. Next, heat the apricot jam, sugar and vanilla extract together in a saucepan, stirring occasionally, until the mixture just begins to boil.

Remove the pan from the stove and use a

pastry brush to paint each berry with the glaze (a fun job for kids).

5. Chill for 30 minutes before serving.
Serves 6.

Website:

<http://familyfun.go.com/>