

Supplier Diversity Newsletter

Volume 1, Issue 5

August 2008

Mentor– Protégé Agreement Program

Purpose

To establish a Mentor/Protégé relationship that can enhance the capabilities of the protégé and improve its ability to successfully compete for contracts consistent with the goals of Knox County Supplier Diversity Mentor/Protégé Program.

The Protégé can greatly benefit from the assistance that the Mentor offers, and the mentor is qualified to provide the material benefits, developmental gains and technical assistance within the context of the Knox County Supplier Diversity Mentor/Protégé Program.

Annual Certification

Mentor will annually certify to the Knox County Supplier Diversity Coordinator that it continues to possess good character and a favorable financial position.

Individual Benefits

Mentors:

- Gain a long-term relationship with a growing business.
- Have the ability to utilize their goals for MBE's and WBE's as well as small and disadvantaged businesses.

Protégés:

- Gain stability through relationship and great training from the Mentors.
- Notwithstanding the mentor/protégé relationship, a protégé firm may qualify for other assistance as a small business, including SBA financial assistance.

If you have any questions about the Knox County Supplier Diversity Mentor/Protégé Program. Contact Robert L. Minter, Jr. at 865-215-5756 or by email at robert.minter@knoxcounty.org.

You may also contact Brenda Johnson-Riley at 865-215-5754 or by email at brenda.johnson-riley@knoxcounty.org for more information about the Mentor/Protégé Program.



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Tips on: How to Find out about Bid Listings?

Small businesses need to know how to fine out about bids.

- The Internet is a great source. Most all-major companies have a website. Once you go to the website, check to see if they have their bids listed. Give that company a call if you cannot fine a list of bids.
- The local newspaper is another great source. You can fine a list of bids from all over the State in the legal section.
- Business expos are a great sources too. Because companies come to these events searching for new vendors. Companies will bring bid information and how to fine out about their bid process to these events.
- There are a lot of networking events being held in Knoxville and other cities. Try to attend them if you can. You can also fine out how the bid process works with other businesses.
- Question you should ask:
 1. What does my company or business need to do to receive bids?
 2. Do you fax or mail bids?
 3. Do you have a web page, if so are your bids listed?
 4. Do you send out bid notices?These are just a few helpful tips and we hope that they will help you.

Third Annual “Doing Business With Your Local Governments”

When: Tuesday, August 26, 2008

Time: 5:00PM– 5:30PM Registration and Welcome Remarks
5:30PM– 7:30PM Networking Sessions with your Local Governments

Mayor Bill Haslam, City of Knoxville
Mayor Mike Ragsdale, Knox County

Where: The Jacob’s Building at Chilhowee Park
3301 Magnolia Avenue
Knoxville, TN 37914

Cost: **Free**

Parking: Free parking is available on site.

RSVP: Contact Cindy Akins at 865.403.1107 or cakins@kcdc.org by August 19, 2008. She will need the name of your company, names of your representatives, phone number , fax number and email address.

Business Spotlights

The Executive Wear

Executive Wear is a family owned business that features traditional and High Fashion Suits for Men and Women. Kenneth and Robin DeHart, husband and wife, own Executive Wear. Approximately two and half years ago the couple opened a clothing store in Maryville, TN. They eventually took a break from the clothing business, however, after a short period Robin DeHart got the desire to re-open Executive Wear. They purchased a new site and opened the doors to the clothing store on May 5, 2008. The establishment is lovely and it has unique, one of a kind clothing items. The Executive Wear clothing is special ordered from California, Texas and other states.



Stunning high quality fashions for men and women, including evening wear, business wear, and casual wear can all be found at Executive Wear. The store also carries a magnificent selection of jewelry, shoes, and hats for both men and women. If Executive Wear does not have what you are looking for; Robin will order it for you. For your convenience Executives Wear offers a Lay-A-Way plan with a thirty percent deposit.

If you are looking for that particular suit or dress for a special occasion, go by and visit Executive Wear on 2903 Alcoa Highway, Knoxville, TN, 37920 in the Alcoa Way Shopping Center. The Executive Wear is only 2.3 miles from UT Medical Center. Executive Wear's hours of operation are Monday- Friday 10am - 6pm, Saturday 10am - 4pm except on first Saturday of every month; that's when they take the senior citizens of Bethel AME Zion Church out for fellowship. Contact Robin & Kenneth DeHart at 865.577.7785 or by Email: executivewear@aol.com for more additional information.

**“Traditional and High Fashion Suits
for
Men and Women”**

MBE, WBE, Small Business Online Directory

The Supplier Diversity office has incorporated an online business directory to further business opportunities for Small, Minority, Women-owned and Disadvantaged businesses. This Directory can be accessed directly from the Knox County website at www.knoxcounty.org or by going to the Supplier Diversity web page at www.knoxcounty.org/supplierdiversity/index.html. The directory lists businesses according to their specialty or can be accessed by company name. To be included in the directory you must be registered with Knox County Purchasing Division. If you would like further information on how to register as a vendor with Knox County.

Please contact Jay Garrison at 865-215-5767 or email: jay.garrison@knoxcounty.org

Knox County Purchasing Division New Employees



**Brenda Johnson- Riley,
Assistant
Supplier Diversity Program**

Brenda Johnson-Riley has been with Knox County for six years. Mrs. Riley has been in the Purchasing Division since December 10, 2007. Her current job title is Administrative Assistant to the Supplier Diversity Program Coordinator, Robert L. Minter, Jr. A typical day at work includes, but is not limited to, updating the MBE, WBE Small Business Online Directory, composing letters, calling vendors about current solicitations, assisting in meetings, networking events and visiting local small businesses in our area. If you need any assistance in the Knox County Purchasing Supplier Diversity Program and are unable to reach Mr. Minter, Brenda is available to assist you. She is married, has two children and live in the Knoxville-Knox County area. Mrs. Riley can be reached by email at brenda.johnson-riley@knoxcounty.org or by phone at 865-215-5754.



Annette Brooks, Buyer

Annette Brooks is a Buyer for Knox County Purchasing Division. She has been with Knox County since February 11, 2008 . A typical day at work for Mrs. Brooks include processing purchase orders, procuring of office supplies and issuing competitive bids for various county and school departments. Annette Brooks graduated from Tennessee Wesleyan College with a Bachelor's of Science degree in Business Administration. She resides in Andersonville, Tennessee. Annette Brooks may be contacted by email at annette.brooks@knoxcounty.org or by phone at 865-215-5769.

**KNOX COUNTY
PURCHASING DIVISION**

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robert.minter@knoxcounty.org

At Knox County we are 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 procedures or need information regarding vendor registration please contact:

Knox County Purchasing Division

Supplier Diversity Coordinator, Robert L. Minter, Jr.

Phone: 865-215-5756


Fax: 865-215-5778

Published by: Brenda Johnson-Riley, Assistant

Katrina Moulden, Intern

We're on the Web!

www.knoxcounty.org/supplierdiversity


Supplier Diversity



Recipe courtesy of:



Recipe Corner

<http://allrecipes.com/Recipe>

INGREDIENTS (Nutrition)

- 1 cup sour cream
- 1 teaspoon baking soda
- 4 cups all-purpose flour
- 1 cup white sugar
- 2 teaspoons baking powder
- 1/4 teaspoon cream of tartar
- 1 teaspoon salt
- 1 cup butter
- 1 egg
- 1 cup raisins (optional)

DIRECTIONS

1. In a small bowl, blend the sour cream and baking soda, and set



- aside.
2. Preheat oven to 350 degrees F (175 degrees C). Lightly grease a

**Grandma
Johnson's Scones**

3. In a large bowl, mix the

4. Turn dough out onto a lightly floured surface, and knead briefly. Roll or pat dough into a 3/4 inch thick round. Cut into 12 wedges, and place them 2 inches apart on the prepared baking sheet.
5. Bake 12 to 15 minutes in the preheated oven, until golden brown on the bottom.