



ALL-STAR 2012 VENDOR DIVERSITY

NBA All-Star 2012 Vendor Diversity Program Applicant Guidebook



ALL-STAR VENDOR DIVERSITY PROGRAM

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NBA ALL-STAR VENDOR DIVERSITY PROGRAM

INTRODUCTION

Orlando will be the site of the 61st NBA All-Star Game. The NBA All-Star Vendor Diversity Program's mission is to create opportunities for qualified local minority and women-owned businesses to participate in NBA All-Star 2012 as suppliers of required goods and services. M/WBEs interested in participating in the Vendor Diversity Program can find more information about the program on our website: <http://www.nba.com/allstarvendordiversity/>. In addition, interested businesses may apply through our website by selecting the application page. All completed applications will receive a response at the close of the application process. The application period is from May 15 through October 1, 2011.

In conjunction with local community groups and certifying agencies, the NBA will identify and qualify M/WBE businesses for inclusion in the NBA All-Star Vendor Resource Guide. The NBA All-Star Vendor Resource Guide will be produced and made available to the NBA's internal business units and partners. This guide will be the central source for the NBA and its partners in seeking locally supplied goods and services.



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INITIAL ELIGIBILITY CRITERIA

1. Applicants must be certified as a woman business enterprise (WBE) and or a minority business enterprise (MBE) by one of our approved certifying agencies. A copy of the certification document must be submitted with the application (See list of acceptable certifying for agencies on page 5.)
2. Applicant must provide one or more of the goods and services listed in the Potential Goods and Services listing for NBA All-Star 2012. (See list of potentially requested products and services on page 9.)
3. Applicant's principal place of business must be in Orange, Seminole or Osceola County, Florida.



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ACCEPTABLE CERTIFYING AGENCIES

Florida Minority Supplier Development Council

7453 Brokerage Dr
Orlando Florida 32809 USA
(407) 404-6700
www.fmsdc.org

WBDC/FL Regional Partner of WBENC

13155 SW 134 Street, Ste. 205
Miami, FL 33186
(305) 971-9446
www.womensbusiness.info

City of Orlando

Minority & Women Business Enterprise

City Hall, 5th Floor
400 S. Orange Ave.
Orlando, FL 32801
(407) 246-2623
www.cityoforlando.net/admin/mbe

Orange County Florida Business Development

IOC II, 2nd Floor
400 East South Street
Orlando, FL 32801
(407) 836-7317
businessdevelopment@ocfl.net
www.ocfl.net



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General Information

- Applicants accepted into the NBA All-Star Vendor Diversity Program will be listed on the program's website under **Vendor Guide**. The business listing will be by product/service provided and will include:
Business Name
Contact Name
Address
Phone Number
Email
- The Vendor Guide is the primary source of approved vendors for all NBA staff responsible for procuring goods and services for the NBA All-Star Game and related events. NBA staff receives regular updates on the program and available vendors.
- Vendors listed in the Vendor Guide may be contacted directly by NBA staff seeking products/services for All-Star. Vendors may also be contacted by the NBA's primary vendors and business partners, who are also encouraged to use the Vendor Guide. Vendors should respond directly to each request for bids.
- The specific products and services needed are subject to change. Not all vendors in the program will be contacted for a bid opportunity.
- Vendors are awarded contracts on a competitive basis. As with any bid process, all aspects of a vendor's response will be considered before a decision is made. Price, product quality, responsiveness, experience, insurance, and references are some of the factors considered before decisions are made.
- While the NBA encourages and supports the use of vendors participating in the NBA All-Star Vendor Diversity Program, not all vendors in the program will be awarded business or enter into a contract with the NBA or its partners.



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Participant Requirements

Set forth below are a few of the key terms and conditions vendors will be expected to meet in order to do business with the NBA:

- No award of business will be binding until the selected vendor completes the NBA's New Vendor Form and the NBA's standard vendor contract is signed by both the vendor and the NBA-related entity seeking the products or services. The NBA will supply both the New Vendor Form and the contract after the principal deal terms are negotiated. Again, the award of business will not be deemed final or binding until all contracting parties have signed the contract.
- The NBA's policy is to pay all amounts due under the signed vendor contract within thirty (30) days following the NBA's receipt of a final, accurate invoice, provided, that the goods or services have been satisfactorily delivered in accordance with the terms of the contract. In no event will the NBA advance any funds to a vendor.
- The NBA requires all of its vendors to carry general and employer liability insurance at levels sufficient to cover the vendor's business activities.
- No vendor will be permitted to use the NBA name, logo or other intellectual property to promote the vendor's business or otherwise.



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List of Potential Products and Services

Advertising (ad conception, TV/radio spot)
Audio / Visual
Awning and Canopy
Barricade/ Bike Rack Rentals
Carpet and Flooring
Catering
Courier Service
Electrical Services/ Supplies
Employment Services - Temporary Staffing
Event Decor
Event Management
Fencing-Temporary
First Aid/ Medical
Florist
Furniture/ Rental
Gifts (items and baskets)
Golf Cart - Rentals
IT/ Telecomm
Janitorial Service/Supplies
Linen Rentals
Media Buying/ Marketing
Office Machines/ Rental - copiers, fax, etc
Office Supplies
Office Trailers
Parking Facility / Valet Service
Party Rental/ Pipe, Drape, Chairs, Tent, etc.
Photography
Plant Rentals
Port-o-John
Printing – printed materials (posters, flyers, brochures, invitations, small and large format etc)
Recycling Services/ Waste Removal
Security Services
Shipping/Trucking
Talent Agency – DJ's, bands, hosts, emcees, etc.
Transportation & Bus
Transportation - Car Service
Transportation - Shuttle Service
Warehouse Space



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KEY DATES

May 15, 2011

NBA All-Star Vendor Application Program begins

October 1, 2011

NBA All-Star Vendor Application Period closes

October 1, 2011

Bid process begins and continues through February 2012

February 26, 2012

NBA All-Star Game, Amway Center Orlando, FL