



**UNIVERSITY OF  
SOUTH FLORIDA**

Office of Supplier Diversity



Holidays are busy for everyone, especially businesses due to finishing up the year and strategizing their success for the upcoming New Year. It is in the spirit of the holidays; that the USF Office of Supplier Diversity Team would like to thank all of those that have supported us. We wish you all the best for this upcoming year and we look forward to working and seeing you soon.

## Something Fun To Do This Holiday Season

During this holiday season while we social distance ourselves from loved

ones, why not make some cookies! This wonderful pastime is an easy inexpensive way to spend some quality time with your immediate loved ones. Baking cookies will get you in the holiday spirit, and give you an opportunity to relax and have fun during these trying times; it will also make your home smell amazing!

Here are a few cookie ideas to get you started: [25 Insanely Easy Cookie Recipe Ideas to Keep You Busy Through the Holidays](#)

## Business Tips to Help End 2020 and Start 2021 Strong

### **Start 2021 By Following These Tips:**

There are signs that many businesses are reopening during the last quarter of 2020. Yet uncertainty remains. In some states, businesses have reopened in recent weeks only to be told to close or reduce their capacity for customers. It's becoming increasingly challenging to plan for the future. Consequently, many business owners and leaders might wonder how they can develop a growth strategy for 2021.

What you need is a strategic direction to provide purpose for your business and help you set realistic goals to accomplish in the coming year.

### **Here are some ways to build your 2021 business strategy during this last quarter of 2020:**

1. Focus on what you can do.
2. Extend your product launch schedule.
3. Provide valuable resources for customers.
4. Use the time to make improvements.
5. Develop a multi-plan approach.
6. More certainty than uncertainty

To learn more on these tips please [Click Here](#)

## Update Your Business Plan for 2021

Smart business leaders realize that now is the time to seize the opportunity to develop a business plan for 2021 because Covid-19 has not only exposed the strengths and weaknesses of many companies, but it has also opened new avenues for conducting business.

### **How to Develop a Business Plan**

1. Start the Process Early
2. Embrace Reality
3. Set Conservative Projections
4. Incorporate Adaptability
5. Take Care of your people
6. Plan for unusual scenarios

For more information on how to develop a business plan please read this article: [How to Develop a Business Plan for 2021](#)

Read this article published by the Small Business Administration (SBA) office to learn more: [5 reasons you need a business plan.](#)

For help in writing your Business Plan SBDC is hosting a virtual workshop on January 12, 2021. Please see Calendar/Events below.

## Current Opportunities

Procurement Services supports the departmental sourcing efforts and ensures compliance with all applicable laws and policies. In addition, Procurement Services leads public solicitation events to acquire certain commodities and services which are widely used by USF or meet a certain spend threshold currently designated by the [Florida Board of Governors](#) regulations.

Please visit USF's [Public Solicitation Portal](#) to view current events open for bid.

## Calendar/Events

**Winter Break** - December 24, 2020 - January 3, 2021, **USF Closed**

[Office of Supplier Diversity Calendar please check our website](#)

**FLORIDA SBDC with USF Workshops:**

[Starting Your Business](#)

Online, Thursday, January 07, 2021

10:00 AM to 11:00 AM

[Building the Ultimate Business Plan](#)

Online, Tuesday, January 12, 2021

10:00 AM to 11:00 AM