

**Small and Minority Business Contracting and Certification**

246 Stoneridge Dr. Suite 250, Columbia, SC 29210

Phone (803) 734.5044

MINORITY BUSINESS ENTERPRISE UTILIZATION PLAN

AGENCY: _____

AGENCY ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____

GOAL

TOTAL AMOUNT BUDGETED: _____

TOTAL CONTROLLABLE DOLLARS*: _____

GOAL FOR MBE (AT LEAST 10% OF CONTROLLABLE DOLLARS): _____

PERCENT: _____

Approved (please sign, print title and date)
Agency Head or Chairperson of Board

Title _____

Date _____

Approved
Director, Small and Minority Business Contracting and Certification

Date _____

*See the link below for the current definition of “controllable dollars:”

<http://procurement.sc.gov/PS/general/PS-general-proc-policy.phtm>


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AGENCY PROFILE

AGENCY:			
AGENCY ADDRESS:			
AGENCY HEAD NAME:		PHONE:	
MBE LIAISON OFFICER:		PHONE:	
E-MAIL FOR LIAISON OFFICER:			
PROCUREMENT DIRECTOR:		PHONE:	

REQUIRED INFORMATION

Please submit the following information as an attachment to this application:

- A policy statement expressing a commitment by your agency to use MBEs in all aspects of procurement.
- Your agency's plan to solicit for certified minority vendors in the commodity categories defined below. A current list of certified MBEs can be found at <http://smbcc.sc.gov/directory.html>.
- Procedures to be used when it is necessary to divide total project requirements into smaller tasks to permit increased MBE participation.
- Procedures to be used when subcontracting a scope of service to another governmental body.
- An explanation of how your agency calculated its controllable dollars.

MAJOR TYPES OF GOODS AND SERVICES PURCHASED

SERVICES	SUPPLIES	EQUIPMENT	CONSTRUCTION