

# Small and Minority Business Contracting and Certification MBE Quarterly Progress Report

Quarterly Report Period:            Through

Agency Name:                    Telephone Number:

Prepared By:                    Title:                    Date:

**I. Funds Expended** (Report only those funds within your controllable dollars as defined in your agency's MBE Utilization Plan for this fiscal year.)

- a. Total dollar value of funds expended during quarter:
- b. Total dollar value of funds expended with certified minorities during quarter:
- c. Total dollar value of funds expended with certified minorities to date this fiscal year:
- d. Dollar goal established for this fiscal year:
- e. Percentage of goal met:  
    **[Formula: (Line Item Ic ÷ Line Item Id) x 100]**

## II. Goods and Services

- a. Number of solicitations\* made to certified minorities:
- b. Number of responses received from certified minorities:
- c. Number of awards made to certified minorities:

## III. Construction and/or Renovation

- a. Number of solicitations made to certified minorities:
- b. Number of responses received from certified minorities:
- c. Number of awards made to certified minorities:
- d. Number of construction/renovation subcontracts made to certified minorities:

## IV. Comments

\*Solicitations include the receipt of quotes as well as formal solicitations.

Note: All sections should be completed even if there is no activity during quarter with minorities.

# Quarterly M/WBE Utilization Data Report (UDR):

(Remember to submit a completed UDR form per quarter.)

## CODES:

<b>Agency Name:</b>	<b>01</b> - African American Male
<b>Contact Name:</b>	<b>02</b> - African American Female
<b>Contact Telephone:</b>	<b>03</b> - Caucasian Female
<b>Reporting Period:</b>	<b>04</b> - Hispanic (Male and Female)
<b>FY:</b>	<b>05</b> - DOT Certified African American Males and Females
<b>Quarter:</b> (ex.: 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> or 4 <sup>th</sup> )	<b>06</b> - DOT Certified Caucasian Females
	<b>07</b> - Native American (American Indians, Eskimos, Aleutians and Native Hawaiians)
	<b>08</b> - SBA Certified (All Vendors)
	<b>09</b> - All Others ( Asian Pacific Americans)

<b>Quarterly Total Controllable Dollars:</b>			
Quarterly MBE Total Expenditures (01, 02 & 05)		Total Number of <b>MBEs</b> receiving contracts for quarter (Ex: Number of certified businesses owned by African Americans and DOT certified African Americans)	
Quarterly WBE Total Expenditures (03 & 06)		Total Number of <b>WBEs</b> receiving contracts for quarter (Ex: Number of certified businesses owned by Caucasian Females and DOT certified Caucasian Females)	
Quarterly Other Total Expenditures (07, 08, 09)		Total Number of <b>Others</b> receiving contracts for quarter (Ex: Number of certified businesses owned by Native Americans, American Indians, Eskimos, Aleutians, Native Hawaiians, SBA Certified vendors, and all others)	
Quarterly Hispanic Expenditures (04)		Total Number of <b>Hispanics</b> receiving contracts for quarter (Ex: Number of certified businesses owned by Hispanics)	
<b>Quarterly Total:</b>		<b>Total Number of Certified Businesses receiving Contracts:</b>	

**Note:** Column 1 should reflect totals of the amounts listed on the Procurement Information Form.

Businesses certified through DOT must also be certified through SMBCC in order to be included on this report.

**Certified MBE  
(Quarterly)  
Procurement Information**

Agency:

Phone:

Quarterly Report Period:

Through:

Prepared by:

Title:

Date:

<u>Name and Address of Business or Individual:</u>	<u>Code:</u>	<u>Telephone:</u>	<u>Commodity or Service:</u>	<u>Date of Original Award:</u>	<u>Amount Awarded:</u>	<u>Amount of Award spent this quarter</u>	<u>Certification No.:</u>

**For certification numbers, please visit <http://smbcc.sc.gov/directory.html>.**

**Note:** Vendors reflected on this listing must be certified through SMBCC.

Indicator Codes 5 and 6 confirm vendor certification through SMBCC and DOT. Those certified through DOT without Codes 5 and 6 may not be certified through SMBCC.

Expenditures can be consolidated if a vendor is used more than once during a quarter.