

# OSMBCC

Office of Small and Minority Business Contracting and Certification  
 1205 Pendleton Street, Suite 453-C, Columbia, South Carolina 29201  
 Phone (803) 734.5010 FAX (803) 734.0548

## MINORITY BUSINESS 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:	

<p>_____</p> <p>Approved <i>(please sign, print title &amp; date)</i>                  Agency Head or Chairperson of Board</p>	<p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>
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<p>_____</p> <p>Approved                  Director, Office of Small and Minority Business                  Contracting and Certification</p>	<p>_____</p> <p>Date</p>
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\*see the following link 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:	
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 – note a current list of certified MBEs can be found at <http://osmba.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