



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 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 <i>(please sign, print title and date)</i> Agency Head or Chairperson of Board	_____ Title _____ Date
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_____ Approved Director Small and Minority Business Contracting and Certification	_____ Date
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*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:	
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