



**Small and Minority Business Contracting and Certification**  
 1205 Pendleton Street, Suite 453-C, Columbia, South Carolina 29201  
 Phone (803) 734.0507 FAX (803) 734.4061

**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:	

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