## MINORITY BUSINESS ENTERPRISE UTILIZATION PLAN

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<th>AGENCY:</th>
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<td>AGENCY ADDRESS:</td>
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<td>CONTACT PERSON:</td>
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### GOAL

| TOTAL AMOUNT BUDGETED: |  |
| TOTAL CONTROLLABLE DOLLARS*: |  |
| GOAL FOR MBE (AT LEAST 10% OF CONTROLLABLE DOLLARS): |  |
| PERCENT: |  |

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**Approved** *(please sign, print title and date)*

Agency Head or Chairperson of Board

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Title

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Date

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**Approved**

Director, Small and Minority Business Contracting and Certification

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Date

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

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.