

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:

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.
SMBCC-100 (Revised 6/16)

Quarterly M/WBE Utilization Data Report (UDR):

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

CODES:

Agency Name:

Contact Name:

Contact Telephone:

Reporting Period:

FY:

Quarter:

(ex.: 1st, 2nd, 3rd or 4th)

- 01- African American Male**
- 02- African American Female**
- 03- Caucasian Female**
- 04- Hispanic (Male and Female)**
- 05- DOT Certified African American Males and Females**
- 06- DOT Certified Caucasian Females**
- 07- Native American (American Indians, Eskimos, Aleutians and Native Hawaiians)**
- 08- SBA Certified (All Vendors)**
- 09- All Others * (Asian Pacific Americans)**

Quarterly Total Controllable Dollars:			
Quarterly MBE Total Expenditures (01, 02 & 05)		Total Contracts Awarded to MBE	
Quarterly WBE Total Expenditures (03 & 06)		Total Contracts Awarded to WBE	
Quarterly Other Total Expenditures (07, 08, 09*)		Total Contracts Awarded to Others	
Quarterly Hispanic Expenditures (04)		Total Contracts Awarded to Hispanic	
Quarterly Total (MBE, WBE and Other Expenditures)		Total Number of Contracts Awarded	

Form SMBCC Number 104A
(Revised 6/16)

**Certified MBE
(Quarterly)
Procurement Information**

Agency:

Phone:

Quarterly Report Period:

Through:

Prepared by:

Title:

Date:

Name and Address of Business or Individual:	Telephone:	Commodity or Service:	Date Awarded:	Amount Awarded:	Certification No.:

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

Note: Expenditures can be consolidated if a vendor is used more than once during quarter.
SMBCC-101 (Revised 6/16)