

## Determining Eligibility to Use Statewide Contracts

If you need assistance determining whether your entity can purchase off South Carolina's statewide contracts, please submit a letter of request to Procurement Services and include the information listed below.

- Provide your entity's full name, principal business address and telephone number.
- Indicate whether your entity is a business, partnership, non-profit corporation, corporation for profit, county, municipality, school district, public service district, special purpose district, special tax district, or some unit of one of these.
- State how your entity was created, such as by statute, ordinance, etc., and provide a copy of the statute, ordinance, certificate of incorporation, etc.
- Specify who created your entity, such as the General Assembly, the Governor, a municipality, a county, a school district, or individuals. If your entity was created by a county, state whether it was established as a taxing district or special purpose district.
- State whether your entity is registered with the Secretary of State and provide copies of any relevant documents, *e.g.*, articles of incorporation and by-laws. If your agency is registered under Section 6-11-1620, provide a signed copy of the Special Purpose District Notification Form it filed with the Secretary of State.
- State the purpose and activity for which your entity was created and what it does. Explain whether you would characterize that purpose and activity as governmental or non-governmental and why.
- Identify the specific geographic area your entity serves.
- Indicate whether your entity has a governing body, and if so, explain the type of governing body which controls your entity and how its members are chosen. (For example, is the governing body elected, and if so, by whom, or, is the governing body appointed, and if so, by whom?).
- Identify every type of funding source used by your entity, *e.g.*, federal or state grants, state appropriations, user fees, profits from sales.
- State whether your entity can levy a tax assessment and explain. Provide documentation of authority.
- State whether your entity is empowered to issue revenue or general obligation bonds and explain. Provide documentation of authority.
- State whether your entity has the power of eminent domain and the source of its authority to exercise the same.
- Provide copies of any legal authority you believe authorizes you participation, *e.g.*, statutes, regulations, or opinions issued by the South Carolina Attorney General.