

South  Carolina

SMBCC

Division of Small and Minority Business Contracting and Certification



Director:
Pam Green

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Office of Executive Policy & Programs

SMBCC

Mission

To promote the interest of small and minority businesses as a part of the free enterprise system; thereby, enhancing economic growth and development in South Carolina.

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Goal

To promote the growth and development of small and minority and women-owned businesses in South Carolina and to advocate that an equitable portion of state procurement contracts be awarded to these businesses.

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Rules and Regulations

Article 21

History: 1981 Act No. 148, Section 1; 1979 Act No. 153, Section 1.

- For South Carolina businesses that are owned, managed and controlled by a socially and economically disadvantaged owner(s).
- No loans, grants or guaranteed award of contracts associated with obtaining certification.

Note: Businesses must have an office within the state of SC.

Non-profit organizations are not eligible for certification through SMBCC

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Must be in business
for a minimum of one year

51% ownership must
have authority and management
responsibilities. The ownership must
be “real and substantial”. It must be
demonstrated in the exercise of control
over the key elements of the business
operations and finances.

Personal total net worth cannot exceed
\$1.32 million

Must have an office
in South Carolina

If denied for any reason,
the business owner can reapply one year later

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- State Agencies have an established goal of a minimum of 10% of their annual budget (“controllable” procurement dollars). These dollars are designated for certified MBE/WBE businesses. The goal is set each fiscal year via a Minority Utilization Plan.
- Quarterly Progress reports are forwarded to our office by each State Agency.
- A firm which subcontracts a portion of the work to certified minority firms will be eligible for an income tax credit equal to 4% of the total payment/up to \$50,000 annually.



SMBCC

1350



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**CREDIT FOR STATE CONTRACTORS SUBCONTRACTING
WITH SOCIALLY AND ECONOMICALLY DISADVANTAGED
SMALL BUSINESS (Formerly the Minority Business Credit)**
Attach this form to your return.

SC SCH.TC-2

(Rev. 6/7/10)
3115

20

Name as shown on tax return

SSN or FEIN

[illegible]

Total qualifying payments

Enter 4% of qualifying payments or \$50,000 (\$25,000 for payments before June 13, 2006) whichever is less. This is the available tax credit to be included on the appropriate tax credit schedule. (See instructions for credit limitations.)

\$

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Memorandum of Understanding (**MOU**) with SCDOT/DBE Program.



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Applications

You are here: [Home](#) > [Applications](#)

SMBCC/SCDOT Memorandum of Understanding (MOU)

If you planning to apply for Disadvantaged Business Enterprise (DBE) Certification with the SCDOT, please apply with SCDOT first; SMBCC has a Memorandum of Understanding in which if you're certified with SCDOT, you will be grandfathered in with SMBCC, as long as you're a South Carolina based business and your personal net worth is under \$1.32 million. Please click here for the DBE application:

[South Carolina Unified Certification Program \(SCUCP\) administered by SCDOT](#)

Applications

[Certification Forms for New Applicants \(PDF\)](#)

[Recertification Application \(PDF\)](#)



South Carolina
Department of Transportation

Request for SMBCC Certification

The South Carolina Small and Minority Business Contracting & Certification (SMBCC) and the South Carolina Department of Transportation's (SCDOT), Division of Minority & Small Business Affairs are working together in an effort to streamline the application process for South Carolina firms who desire certification as a Disadvantaged Business Enterprise (DBE) with SCDOT and as a MBE/WBE with SMBCC. The SMBCC will consider firms who apply for DBE certification through the South Carolina Department of Transportation's Unified Certification Program (SCUCP).

All certifications are accomplished in accordance with the Code of Federal Regulations Title 49, part 26. After a firm's application has been reviewed and a certification determination made, SCDOT will notify SMBCC. The SMBCC will consider the firm for MBE/WBE certification with no further application necessary. Firm's certified as a DBE since 2009 only need to complete and mail in this form.

Note: Only firms established in the State of South Carolina are eligible for MBE/WBE certification by the SMBCC. To request SMBCC certification consideration, you must complete the following information.

____ Request SMBCC consider our DBE application for MBE/WBE certification.
(Initials)

Firm's Name (print) _____ FEDN Number _____ Date Firm Established _____

Firm's Physical Address _____ City _____ State _____ County _____ Phone Number _____

Firm's Mailing Address (if different than above) _____ Email _____

I/We authorize SCDOT to provide access to my/our DBE application and financial records in its entirety to the SMBCC for their consideration for MBE/WBE certification as necessary.

Signature of Owner _____ Printed Name _____ Title _____ Ethnicity _____ Date _____

Signature of Owner _____ Printed Name _____ Title _____ Ethnicity _____ Date _____

Signature of Owner _____ Printed Name _____ Title _____ Ethnicity _____ Date _____

Signature of Owner _____ Printed Name _____ Title _____ Ethnicity _____ Date _____

SWORN TO BEFORE ME THIS _____ day of _____, 20____.

(Notary Signature) (Affix Seal)

NOTARY PUBLIC FOR _____ My commission expires: _____



Post Office Box 191
Columbia, South Carolina 29002-0191

AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER

SMBCC

Documentation

- Completed **Certification Application** and **Checklist**.
- Certification Application and supporting documents can be found on our website.

SMBCC.sc.gov

Applications

You are here: [Home](#) > [Applications](#)

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[Recertification Application \(PDF\)](#)

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Certification Checklist

1. A business seeking certification through SMBCC is required to be in business for one (1) year. The business start date should be indicated on its Business License or its registration with the Secretary of State. Foreign corporations must provide a Certificate of Authority issued by South Carolina's Secretary of State.

NOTE: The business must have a physical location in South Carolina.

2. Must submit a completed SMBCC Certification Application.
3. Signed and notarized Affidavit(s) must be submitted for all owners/partners.
4. Personal Net Worth Statement (notarized) for each owner must be submitted using the SMBCC Personal Net Worth Form.

Applicants **must** use SMBCC's Personal Net Worth Form.

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Certification Checklist (continued)

5. Personal Federal Tax Returns for the past three (3) years (full returns).
6. Corporate or Business Tax Returns with related schedules for the past three (3) years. Include any applicable requests for extensions.
7. Corporate by-laws and any amendments, if applicable.
8. Organizational chart or outline
9. Business licenses, if applicable.
10. Official Articles of Incorporation papers or Partnership Agreements, if applicable.
11. Proof of Initial Investments to start or acquire business
(examples: cancelled check, copy of loan agreement, cash investment, opening of business account, equipment bill of sale, bank statements, etc.)

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Certification Checklist (continued)

12. Copy of six (6) cancelled company checks or bank statements showing monthly ACH/POS transactions to the business account in the past six (6) months.
13. Copy of bank signature card or resolution.
14. Copies of issued stock certificates (from inception and in numerical order).
15. Résumé of all owners of the company.
16. MMO (Materials Management Office) Vendor Registration which should be completed online at a copy of the online confirmation should be submitted with the package.

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Process

1. An application is submitted to the office with required documents from application checklist
2. Application is reviewed by SMBCC staff to ensure applicant meets the certification criteria
3. The application requires a signed and notarized Affidavit

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Process Cont.

4. Once the application has been reviewed and the employer meets the criteria, a site visit is scheduled at their business location
5. If a business is approved for MBE or WBE Certification, they are sent an approval letter and certificate.
6. The application process can take up to 60 days to complete

SMBCC

Certified Benefits

- ✓ Networking
- ✓ Directory
- ✓ Solicitations
- ✓ Annual Trade Fair
- ✓ Quarterly Newsletter
(under construction)
 - Member Spotlight
- ✓ Regional Workshops/Seminars
- ✓ Promotion of Subcontractors to Prime





Doing Business with the State of SC

Online Resources

Information for Vendors online

Information for Vendors online

Browser address bar: <https://www.procurement.sc.gov/>

Page Title: Procurement Services

Search bar: Search

SFAA State Fiscal Accountability Authority

PROCUREMENT SERVICES

Left Sidebar:

- New SC Office of the State Engineer Edition of the AIA Documents Available
- Energy Independence & Sustainable Construction Advisory Committee
- Iran Divestment Act
- Office of State Engineer
- Newest Content
- SCBO Newsletter
- Contract Search
- New Vendor Info
- About Us
- Comment Form
- Disclaimer
- Contact Us

Procurement Services
1201 Main St., Suite 600
Columbia, SC 29201
(803) 737-0600
FAX: (803) 737-0639

Inspector General's Fraud Hotline
(STATE AGENCY FRAUD ONLY)

Agency Users

- Contract Search
- Submit Requisition
- Construction
- Resources & Forms
- Vendor / Contractor Data
- Audits
- Green Purchasing

Vendors/Contractors

- Doing Business with State Government
- Vendor Registration
- Contracting Opportunities
- Submitting Offers
- Awarded Solicitations
- Protest & Dispute Decisions
- Construction
- Resources

Political Subdivisions

- Using Statewide Contracts
- School Districts
- Cities, Counties, etc.
- Resources

General Information

- SC Business Opportunities
- Procurement Policy
- Public Meeting Notices
- Transparency
- Procurement Offices & Officers
- State Holidays
- Reference Room
- Related Links
- Job Opportunities

Training Opportunities

- Training Program
- Courses & Registration
- IT Procurement Training
- Purchase Procurement Code Books

Legal

- Procurement Law
- Standard Clauses & Provisions
- General Information - Legal
- Administrative & Judicial Decisions
- Research Resources

South Carolina
State Fiscal Accountability Authority
Procurement Services
1201 Main Street, Suite 600 | Columbia, SC 29201

General
Information

Register your business with
the State of South Carolina

Find Current
Solicitations



Online Bidding

Construction
Information

SC Statewide Term Contracts



Agency Users

- [Contract Search](#)
- [Submit Requisition](#)
- [Construction](#)
- [Resources & Forms](#)
- [Vendor / Contractor Data](#)
- [Audits](#)
- [Green Purchasing](#)

Agency Users

Contract Search – Goods and Services State Term Contracts

- show all contracts -



Filter List

Automotive Fuel

NOTE: IN ORDER TO START THE DELIVERY CLOCK, A WRITTEN P.O. MUST BE ISSUED TO THE VENDOR.

- [E10 Ethanol Blended Gasoline](#)
- [Fuel Card Management System](#)
- [Index of All Fuel Contracts](#)
- [Lubricants](#)
- [Off Road Ultra Low-Sulfur Diesel \(ULSD\)](#)
- [Statewide Contracts For Bulk Deliveries of USLD and Biodiesel](#)

Building and Grounds Maintenance, Equipment, and Supplies

- [Ballast & Lamps](#) **Updated**
- [Boilerless Steamers](#)
- [Building Inspection and Testing Services](#) **Updated**
- [Grounds Equipment \(Phase I - Mowers, Chain Saws, Safety Items, etc.\)](#)
- [Grounds Equipment \(Phase II - Tractors, Trailers, Loaders, etc.\)](#)
- [Hand and Power Tools and Accessories](#) **Updated**
- [Ice Maker & Storage Bin](#)
- [Lubricants](#)
- [Milkboxes and Warmers](#)
- [MRO Supplies](#)
- [Paper Towels, Toilet Paper, & Dispensers](#)
- [Park and Recreation Equipment](#)
- [Statewide Ovens](#)
- [Testing for Adjusting & Balancing Services](#)
- [Trash Can Liners](#)
- [Walk-In Building and Home Improvement Supplies](#) **Updated**

Chemicals/Gases

- [Herbicides, Adjuvants, and Blends](#)
- [Industrial Gases](#)
- [Pesticide - Malathion Concentrate](#)
- [Pesticide, Mosquito Control](#)

Emergency Supplies

- [Cots, Folding - Emergency Supplies](#)
- [GSA Contracts for Disaster Relief and Recovery](#)
- [Meals, Ready-To-Eat - Emergency Supplies](#)
- [Motor Coaches for Emergency Evacuation](#)
- [Polyester Blue Tarps](#)
- [Water, Bottled - Emergency Supplies](#)

Heavy Equipment

- [Backhoe / Loaders & Motor Graders](#)
- [Large Tractors & Mowers - 75.1 - 225 PTO HP](#)

Click on any of these links to see more information about that contract.



Brief Recap

of main factors to achieve certification

SCDOT

1. At least 51% of business owned and controlled by socially and economically disadvantaged individuals
2. Personal net worth must not exceed \$1.32 M
3. Owners must demonstrate that they “control” the business.

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Has two additional requirements:

1. Must have a physical location in SC
2. Must have been in business in the state of SC for a minimum of one (1) year

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