

BOARD AGENDA ITEM

January 28, 2025

SUBJECT:

Semi-Annual Update on Minority Business Enterprise Utilization Plan for Fiscal Year Ending June 30, 2025

BACKGROUND INFORMATION:

The District's Minority Business Enterprise (MBE) Utilization Plan, adopted in accordance with the South Carolina Consolidated Procurement Code, requires semi-annual reporting in January and July. The plan must be updated annually for any changes no later than July 30.

ADMINISTRATIVE CONSIDERATION:

In compliance with MBE semi-annual reporting requirements, the Administration and Procurement department provide the following:

- a. Number of minority firms solicited;
Total = 43 for the period of July 1, 2024, through December 31, 2024 (compared to 25 for the first half of the previous year)
- b. Number of minority bids received;
Total = 1 for the period of July 1, 2024, through December 31, 2024 (compared to 2 for the first half of the previous year)
- c. Total dollar amount of funds expended on contracts awarded to minority firms certified pursuant to Section 11-35-5230 of South Carolina Code of Laws;
Total = \$1,505,774 for the period of July 1, 2024, through December 31, 2024 (compared to \$1,199,552 for the first half of the previous year)
- d. Total dollar amount of funds expended, less exclusions.
Total = \$25,948,108 for the period of July 1, 2024, through December 31, 2024; an additional \$1,951,414 remained encumbered as of December 31, 2024
[Note: School districts have the discretion to determine which expenditures to include or exclude in this analysis. After much consideration of various expenditures' attributes, exclusions were identified. The District should have the ability to amend its inclusions or exclusions as necessary as it continue to refine its MBE Utilization Plan and reporting of its results.]

The MBE Utilization Plan's goal is to spend a minimum of 10% of controllable procurements with MBE firms. Through December 31, 2024, this percentage stands at 5.8%. For comparison, the MBE percentage for the first six months of 2023 – 2024 was 5.2%.

RECOMMENDATION:

Accept the MBE semi-annual reporting for information only.

ATTACHMENT:

1. Exclusions for determining percentage of MBE expenditures
2. Minority Business Report for July 1, 2024 – December 31, 2024

PREPARED BY:

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Exclusions for determination of the MBE percentage

The following items are among the exclusions for determining the proportion of MBE expenditures to expenditures of the whole:

Funds

400 – Debt Service

516, 57x, 58x, 59x – Capital Funds (these are previously award construction contracts paid from 8%, \$90 million, and 1% sales tax funds)

600 – School Food Service (due to our move to a food service management contract)

7xx – Pupil Activity (7xx funds; these funds are school level funds and are not budgeted at the District level)

Functions

258 – SROs and contracted security

Objects

1xxxxx – Salaries and related items

2xxxxx – Fringe benefits and related items

311000 – Substitute teacher service

316000 – Data processing

317000 – Statistical services

318000 – Audit services

319x00 – Legal services

324000 – Property insurance

325000 – Rentals

331000 – Student transportation

332000, 380000 – Travel

339000 – Other transportation

340000 – Telephone

37x000 – Tuition due to other districts/entities

470000 – Energy

6xxxxx – Redemption of principal, interest, discounts on bonds, dues/fees

7xxxxx – Transfers, indirect costs, etc.



ANNUAL MINORITY REPORT
2nd Quarter - October 1, 2024 – December 31, 2024

VENDOR NUMBER	VENDOR NAME	1st QUARTER EXPENDITURES	2nd QUARTER EXPENDITURES	3rd QUARTER EXPENDITURES	4th QUARTER EXPENDITURES	YEAR TO DATE EXPENDITURES	TYPE OF SUPPLIES
47747	Birdy Boutique	\$1,950.00				\$1,950.00	Student Activity
33902	Caraway Fire & Safety Corporation	\$23,150.00	\$4,850.00			\$28,000.00	Maintenance Repairs & Services
40739	CC&I Services, LLC	\$14,175.00	\$15,300.00			\$29,475.00	Professional & Tech Services
36219	The Flooring Connection, LLC	\$62,855.00				\$62,855.00	Maintenance Repairs & Services
46166	Hoskins Supply Co., LLC	\$1,291.00				\$1,291.00	Student Activity
47573	Management Advisory Group Int'l	\$9,652.00	\$9,652.00			\$19,304.00	Salary Study
45503	Manage Mindfully, Inc.	\$59,983.63				\$59,983.63	Technology
34033	PenServ Plan Services, Inc.	\$1,351.25	\$1,570.00			\$2,921.25	Other Deductions
46234	Pro Kitchen Online, LLC	\$5,991.23	\$16,678.85			\$22,670.08	Maintenance Repairs & Services
35143	David McGhee	\$12,880.00				\$12,880.00	Building Improvements
46214	Summit Solutions, Inc.	\$270,131.26	\$911,863.50			\$1,181,994.76	Technology
33139	United Automotive & Diesel Perm	\$41,907.13	\$9,129.19			\$51,036.32	Maintenance Repairs & Services
35290	Wilson & Associates Turf & Ornam	\$6,764.94	\$4,510.00			\$11,274.94	Maintenance Repairs & Services
9452	Hi-Tech Power Systems, Inc.		\$5,990.63			\$5,990.63	Maintenance Repairs & Services
47991	Rike Roofing Services, Inc.		\$14,147.00			\$14,147.00	Maintenance Repairs & Services
		\$512,082.44	\$993,691.17			\$1,505,773.61	

Section 5240 (2) of the District's Procurement Code mandates that the Procurement Department submit progress reports quarterly that contain the following information:

Summary	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
(a) Number of Minority firms solicited	3	40			43
(b) Number of Minority bids received	0	1			1
(c) Total dollar amount of funds expended on contracts awarded to Minority firms certified pursuant to Section 11-35-5230 of the South Carolina Code of Laws	\$512,082.44	\$993,691.17			\$1,505,773.61
(d) Total dollar amount of funds expended	\$512,082.44	\$1,505,773.61			