

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

**ACTION REFERRAL**

TO <i>Wells</i>	DATE <i>7-1-09</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>000002</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>cc: Ms. For Kner</i> <i>Request extension until 9/30/09, see attached letter.</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>9/30/09</i>  <input type="checkbox"/> FOIA DATE DUE _____  <input type="checkbox"/> Necessary Action

APPROVALS <small>(only when prepared for director's signature)</small>	APPROVE	* DISAPPROVE <small>(Note reason for disapproval and return to preparer.)</small>	COMMENT
1. <i>Cleared 10/2/09, letter attached.</i>			
2.			
3.			
4.			



**RECEIVED**

JUL 01 2009

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

## State of South Carolina

### Office of the Governor

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

MARK SANFORD  
GOVERNOR

June 26, 2009

Emma Forkner, Director  
SC Dept. of Health & Human Services  
1801 Main Street  
Columbia, SC 29201

Dear Ms. Forkner:

In order to emphasize the use of minority small businesses per Article 21 of the South Carolina Consolidated Procurement Code, each agency director shall develop and submit to the Governor's Office of Small and Minority Business Assistance (OSMBA) their agency's Minority Business Enterprise Utilization Plan for fiscal year 09/10 by July 30, 2009.

On June 13, 2006, the Consolidated Procurement Code was amended to require agencies to set the goal for spending with certified MBE's and WBE's at ten percent (10%). As a result, OSMBA will no longer accept Letters of Intent (LOI) in lieu of a goal.

"Section 11-35-5240. (1) To emphasize the use of minority small businesses, each agency director shall develop a Minority Business Enterprise (MBE) Utilization Plan. The MBE Utilization Plan must include, but not be limited to:

- (a) the name of the governmental body;
- (b) a policy statement expressing a commitment by the governmental body to use MBEs in all aspects of procurement;
- (c) the name of the coordinator responsible for monitoring the MBE Utilization Plan;
- (d) goals that include expending with Minority Business Enterprises certified by the Office of Small and Minority Business Assistance an amount equal to ten percent of each governmental body's total dollar amount of funds expended;

Governor's Office of Small and Minority Business Assistance  
1205 Pendleton Street, Edgar Brown Building  
Columbia, South Carolina 29201  
(803) 734-0657p, (803) 7734-2498f  
[mwoodson@oepp.sc.gov](mailto:mwoodson@oepp.sc.gov)

- (e) solicitation of certified minority vendors, a current list of which must be supplied by the Office of Small and Minority Business Assistance, in each commodity category for which the minority vendor is qualified. The current listing of qualified minority vendors must be made available by the Office of Small and Minority Business Assistance on a timely basis;
- (f) procedures to be used when it is necessary to divide total project requirements into smaller tasks which will permit increased MBE participation;
- (g) procedures to be used when the governmental body subcontracts the scope of service to another governmental body; the responsible governmental body may set goals for the subcontractor in accordance with the MBE goal and the responsible governmental body may allow the subcontractor to present a MBE Utilization Plan detailing its procedure to obtain minority business enterprise participation."

In the event that your agency can not submit the Utilization Plan by July 30, 2009, a written request for an extension must be submitted to our Office prior to the deadline. Include in your request for an extension the date your agency plans to submit the MBE Utilization Plan to OSMBA. The MBE Utilization forms for FY 2009 can be downloaded from our web site at [www.oepp.sc.gov/osmba](http://www.oepp.sc.gov/osmba).

Thank you for your support of South Carolina's small & minority businesses.

Respectfully,



Margaret Woodson  
OSMBA Director

cc: Procurement Director

Log # 002 ✓



*State of South Carolina*  
*Department of Health and Human Services*

Mark Sanford  
Governor

Emma Forkner  
Director

July 9, 2009


Ms. Margaret Woodson  
Governor's Office of Small &  
Minority Business Assistance  
1205 Pendleton Street, Room 444  
Columbia, South Carolina 29201

Dear Ms. Woodson:

We are in the process of preparing the 2009-2010 Minority Business Utilization Plan. A significant part of the plan is based on prior year expenditure information. We will not receive the FM13 reports from the Office of the Comptroller General until the last week of August 2009. Therefore, I am requesting an extension of our due date until **September 30, 2009.**

Please call Patty H. Larimore, Director of Procurement at (803) 898-2595 should you need additional information.

Sincerely,

  
Robert M. Cannon, Bureau Chief  
Administrative Services

cc: Emma Forkner  
Patty H. Larimore

Administrative Services  
P. O. Box 8206 Columbia South Carolina 29202-8206  
(803) 898-2605 Fax (803) 255-8212



dog 002 ✓

*State of South Carolina*  
*Department of Health and Human Services*

Mark Sanford  
Governor

October 2, 2009

Emma Forkner  
Director

Ms. Margaret Woodson  
Governor's Office of Small &  
Minority Business Assistance  
1205 Pendleton Street, Room 444  
Columbia, SC 29201

Dear Ms. Woodson:

Enclosed is the 2009-2010 Minority Business Utilization Plan for the South Carolina Department of Health and Human Services. The extension of our due date was greatly appreciated.

Should you need additional information, or have any questions, please do not hesitate to call Patty H. Larimore, Procurement Director at (803) 898-2667.

Sincerely,

A handwritten signature in cursive script, reading "Emma Forkner".

Emma Forkner  
Director

EF/clve

Cc: Patty Larimore

**OSMBA**

SC Governor's Office  
**Office of Small and Minority Business Assistance**  
1205 Pendleton Street, Suite 440-A, Columbia, SC 29201  
Phone (803) 734-0507 FAX (803) 734-2498

**MINORITY BUSINESS UTILIZATION PLAN**

AGENCY:

South Carolina Department of Health &amp; Human Services

AGENCY ADDRESS:

1801 Main Street, Columbia, S.C. 29201

CONTACT PERSON:

Patty H. Larimore

PHONE:

803-898-2667

**GOAL**

TOTAL AMOUNT BUDGETED:

4,208,042,227.89

TOTAL DOLLAR AMOUNT OF FUNDS EXPENDED:

35,691,547.06

DOLLAR GOAL FOR MBE:

743,573.90

PERCENT:

11%

Emma Forkner

Director

Approved (please sign, print title &amp; date)

Agency Head or Chairperson of Board

Title

Oct 1, 2009

Date

Approved

Director, Office of Small and Minority Business Assistance

Date



# OSMBA

SC Governor's Office  
**Office of Small and Minority Business Assistance**  
 1205 Pendleton Street, Suite 440-A, Columbia, SC 29201  
 Phone (803) 734-0507 FAX (803) 734-2498

## AGENCY PROFILE

AGENCY:	South Carolina Department of Health & Human Services		
AGENCY ADDRESS:	1801 Main Street, Columbia, S.C. 29201		
AGENCY HEAD NAME:	Emma Forkner	PHONE:	(803) 898-2504
MBE LIAISON OFFICER:	Patty H. Larimore	PHONE:	(803) 898-2667
PROCUREMENT DIRECTOR:	Patty H. Larimore	PHONE:	(803) 898-2667

## MISSION OF AGENCY

## MAJOR TYPES OF GOODS AND SERVICES PURCHASED

SERVICES	SUPPLIES	EQUIPMENT	CONSTRUCTION
Moving Services	Misc. Office Supplies	Office Furniture	Renovations
Data Processing Services		Phone Systems	