Department of Administration
Division of Equity, Diversity & Inclusion (DEDI)
One Capitol Hill, 3rd Floor
Providence, RI 02908

www.dedi.ri.gov
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(401) 574-8606 - RI Relay 711

MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION PLAN

SAMPLE

Company Name: _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____ Telephone: _____

Email: _____ Project Location: _____

Bid or Project #: _____ Date of Tentative Selection Letter: _____

Description of Work: _____

Total Contract $: _____ MBE Utilization %: _____

Total # of **All** Subcontractors/Suppliers used: _____ # of **MBE** Subcontractors/Suppliers used: _____

Note: For additional subcontractors, please use the below format on a separate typewritten page.

List All Subcontractors/Suppliers/Consultants/Independent Contractors

Subcontractor / Supplier	Dollar Award	Scope/Detailed Description of Work being performed	RI Certified MBE/ WBE?
ABC Concrete, Inc.	$1,300.00	Install and pour concrete for all curbs and sidewalks	MBE

Pursuant to R.I. Gen. Laws § 37-14.1 et seq. and promulgated regulations through 220-RICR-80-10-2, State of Rhode Island certified Minority Business Enterprise firms shall be included in all procurements and construction projects under this chapter and shall be awarded a minimum of fifteen percent (15%) of the dollar value of the entire procurement or project. Of that fifteen percent (15%), minority business enterprises owned and controlled by a minority owner, as defined in § 37-14.1-3, shall be awarded a minimum of seven and one-half percent (7.5%), and minority business enterprises owned and controlled by a woman shall be awarded a minimum of seven and one-half percent (7.5%).

As part of this requirement, prime vendors are subject to monthly MBE project reporting. MBE/WBE firms must be certified by the Division of Equity, Diversity & Inclusion (DEDI), Minority Business Enterprise Compliance Office to receive credit. MBE/WBE firms must perform 100% of the work, or subcontract to another RI certified MBE/WBE firm to receive participation credit. *Please note: MBE/WBE suppliers receive 60% participation credit. MBE/WBE brokers receive participation credit for the fees and commissions charged for the procurement of goods and materials, but not for the cost of the goods and materials themselves. For assistance identifying MBE/WBE firms, please refer to the MBE/WBE directory at: www.dedi.ri.gov/directory.

The above referenced contract will not be released until this MBE Utilization Plan has been approved by the MBE Compliance Office.

***Note: MBE Util Plans cannot include fields that have been left blank, or responses such as "TBD" or "N/A".**

Signature of Authorized Agent: _____ Date: _____

Email Completed MBE Util Package along with Tentative Award to MBE.Compliance@doa.ri.gov