



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

www.dedi.ri.gov  
 mbe.compliance@doa.ri.gov  
 (401) 574-8606 - RI Relay 711

## **MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION PLAN**

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: \_\_\_\_\_

### **List All Subcontractors/Suppliers/Consultants/Independent Contractors**

<b>Subcontractor / Supplier</b>	<b>Dollar Award</b>	<b>Scope/Description of Work</b>	<b>RI Certified MBE/WBE? Yes/No</b>

Pursuant to R.I. Gen. Laws § 37-14.1 et seq. and the regulations promulgated thereto, all state contracts and procurements are required to award 15% of their total dollar value to MBE/WBE certified firms. 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](http://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.

If you have any questions and would like to contact the MBE Compliance Office directly, you can call 401-574-8606 or email [mbe.compliance@doa.ri.gov](mailto:mbe.compliance@doa.ri.gov)

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**Email Completed Form and Tentative  
 Award Letter to  
 MBE.Compliance@doa.ri.gov**