PROCUREMENT
RICHLAND SCHOOL DISTRICT TWO

RICHLAND SCHOOL DISTRICT TWO

2025 MINORITY BUSINESS ENTERPRISE UTILIZATION PLAN



RICHLAND SCHOOL DISTRICT TWO

Purpose Driven, Future Ready®



RICHLAND TWO BOARD OF TRUSTEES

The Richland School District Two Board of Trustees is committed to fostering a strong, diverse local economy, and we believe that our partnerships should reflect the rich diversity of the community we serve. To that end, our Minority Business Enterprise (MBE) Plan is designed to ensure that small, women, and minority-owned businesses have every opportunity to compete for and secure contracts with the district. We are dedicated to providing an inclusive procurement process that is fair, transparent, and welcoming to all qualified businesses.

By partnering with local minority businesses, we not only gain access to innovative products and services but also strengthen the economic health of our neighborhoods. We are confident that a collaborative approach will lead to better outcomes for our students and our entire community.

We encourage minority business owners to review this manual to learn more about our procurement process, and find out how to become a certified vendor.

The Honorable Angela Nash, Chair
(Term: 2022-2026)
Email: angelanash@richland2.org
Phone: 803-543-4259

The Honorable Tamika Washington, Vice Chair
(Term: 2022-2026)
Email: tamikaswashington@richland2.org
Phone: 803-543-9383

The Honorable Dr. Monica Elkins-Scott, Secretary
(Terms: 2012-2016; 2016-2020; 2020-2024; 2024-2028)
Email: monicaescott@richland2.org
Phone: 803-543-6190

The Honorable Gary Dennis
(Term: 2024-2028)
Email: garydennis@richland2.org
Phone: 803-849-5630

The Honorable Niki Porter
(Term: 2022-2026)
Email: nikiporter@richland2.org
Phone: 803-543-3998

The Honorable Joe Trapp
(Term: 2022-2026)
Email: joetrapp@richland2.org
Phone: 803-543-4651

The Honorable Shelley Williams
(Term: 2024-2028)
Email: shelleywilliams@richland2.org
Phone: 803-973-9830

RICHLAND TWO SUPERINTENDENT



Dr. Kim D. Moore, Superintendent

Richland School District Two is the fifth-largest traditional school district in South Carolina, serving more than 28,000 exceptional students. Guided by a dedicated seven-member Board of Trustees, elected at-large to four-year terms, we provide learning environments where innovation flourishes and every student is empowered to succeed.

Richland Two offers a comprehensive range of educational opportunities — from a district-wide early childhood development program to 20 vibrant elementary schools, seven dynamic middle schools, and five distinguished high schools. Our district also features four specialized elementary magnet schools, an Institute of Innovation, a virtual school, an alternative school, and an adult education center. With magnet programs available at every grade level, students can explore their interests, cultivate their talents, and unlock their full potential.

As part of our commitment to excellence in education, Richland Two's Minority Business Enterprise (MBE) Plan establishes a clear framework to ensure that small, women-owned, and minority-owned businesses have opportunities to compete for district contracts. We believe that partnering with a broad spectrum of local businesses is essential — not only to secure the most innovative products and services but also to strengthen the economic vitality of our community. This initiative is more than a compliance measure; it is a strategic priority that benefits students, families, and the region.

By broadening our pool of potential vendors beyond large, established companies, we gain access to diverse perspectives, specialized expertise, and creative solutions that enhance the quality of our educational offerings.

Richland Two remains committed to fostering strong partnerships, increasing competition, and promoting diversity within the district's vendor base — ensuring that our schools, students, and community continue to thrive.

RICHLAND TWO SENIOR LEADERSHIP

Marshalynn M. Franklin, Ph.D., Deputy Superintendent

Franklin Foster, Ph.D., Senior Chief Officer for Human Resources

Karla Hawkins, J.D., General Counsel

Mark Huhtanen, Senior Chief Operations Officer

Jennifer Morrison, Senior Chief Academic Officer

Darci Rush, Senior Chief Officer for Communications & Strategic Partnerships

Nancy Williams, Senior Chief Financial Officer



I. INTRODUCTION

As provided in Section 11-35-5210 of the Code of Laws of South Carolina (1976), South Carolina General Assembly has declared that business firms owned and operated by minority persons have been historically restricted from full participation in our free enterprise system to a degree disproportionate to other businesses. To emphasis the use of minority small business, the Distract shall develop a Minority Business Enterprise (MBE) Utilization Plan. The MBE Utilization Plan is designed to ensure that minority businesses are offered the opportunity to participate fully in the overall procurement processes of Richland School District Two.

II. POLICY STATEMENT

Richland School District Two believes that it is in the District's best interest for minority businesses to fully participate in all phases of the procurement process. Richland School District Two will utilize its best efforts towards assisting minority businesses with the State's policies and programs which are designed to promote balanced economic and community growth throughout the State. Richland School District Two wishes to ensure that those businesses owned and operated by minorities are offered the opportunity to fully participate in the overall procurement process. Efforts will be directed towards establishing procedures designed to result in awarding contracts and subcontracts to minority businesses.

The Chief Procurement Officer shall implement the policy set for forth above in accordance with the provisions of Section 5220.

III. DEFINITIONS

The definitions utilized in the Plan are contained in Section 11-35-5010 and Regulation 19-445.2160(A) of the South Carolina Code of Laws, as amended.

1. **Minority Person** means a United States citizen who is economically and socially disadvantaged.

   a. Socially disadvantaged individuals means those individuals who have been subject to racial or ethnic prejudice or cultural bias because of their identification as members of a certain group, without regard to their qualities. Such groups include, but are not limited to, Black Americans, Hispanic Americans, Native Americans (including American Indians, Eskimos, Aleuts and Native Hawaiians), Asian Pacific Americans and other minorities to be designated by the board of a designated agency.



b. Economically disadvantaged individuals mean those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.

2. **A socially and economically disadvantaged small business** means any small business concern which:

a. At a minimum is fifty-one percent (51%) owned by one or more citizens of the United States who are determined to be socially and economically disadvantaged.

b. In the case of a corporation, at a minimum, fifty-one percent (51%) of all classes of voting stock of such corporation must be owned by an individual determined to be socially and economically disadvantaged.

c. In the case of a partnership, at minimum, fifty-one percent (51%) of the partnership interest must be owned by an individual or individuals determined to be socially and economically disadvantaged and whose management and daily business operations are controlled by individuals determined to be socially and economically disadvantaged. Such individuals must be involved in the daily management and operations of the business concerned.

3. **Small Business** means a for-profit concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 C.F.R. Section 121 (1996), as amended. Such a concern is “not dominant in its field of operation” when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

4. **Minority Business Enterprise** is a business which has been certified as a socially and economically disadvantaged small business.



IV. CERTIFICATION AS A MINORITY FIRM

Business firms seeking certification as a minority business enterprise should contact the SC Commission for Minority Affairs Small and Minority Business Contracting and Certification (SMBCC) for assistance.

SMBCC:
1205 Pendleton Street
Columbia, South Carolina 29201
803-734-5044
https://cma.sc.gov/small-and-minority-business-division





LaWana Robinson-Lee,
Executive Director of Business Operations



Maia Williams,
Coordinator of Procurement Services

V. MBE LIAISON OFFICER

LaWana Robinson-Lee, Executive Director of Business Operations, is the MBE Liaison Officer for Richland School District Two. All matters pertaining to the use of minority businesses shall be directed to the MBE Liaison Officer. In addition, Maia Williams, Coordinator of Procurement Services, is the designated MBE Coordinator and is responsible for all data collection and report preparation.

The address for the MBE Liaison is:
Procurement Services
763 Fashion Drive
Columbia, SC 29229
Procurement@richland2.org

VI. DUTIES OF THE MBE LIAISON OFFICER

In accordance with Section 11-35-5240 of the Code of Laws of South Carolina (1976), as amended, and Regulation 19-445-2160, Item 2, Subsection E of the Rules and Regulations, the MBE Officer will:

1. Maintain all records and reports required by Section 11-35-5240 of the Procurement Code.

2. Develop, manage and implement the MBE program.

3. Establish and maintain a directory of minority firms who wish to do business with the District.

4. Disseminate information on available business opportunities so that MBEs are provided an equal opportunity to bid on services, supplies and construction to be procured by the District.



5. Establish and maintain records on:

   a. The number of sealed competitive solicitations sent to certified minority firms

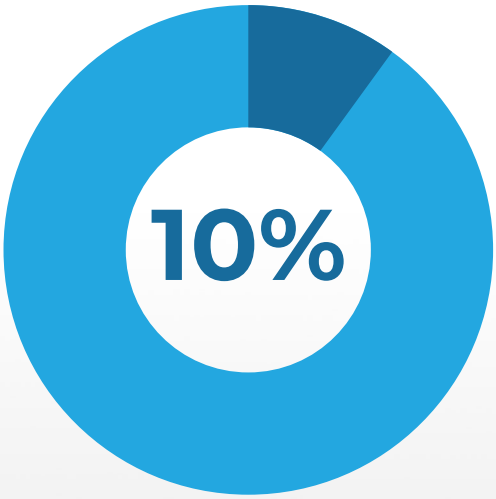
   b. Responses received (from certified enterprises)

   c. Contracts awarded (to certified enterprises)

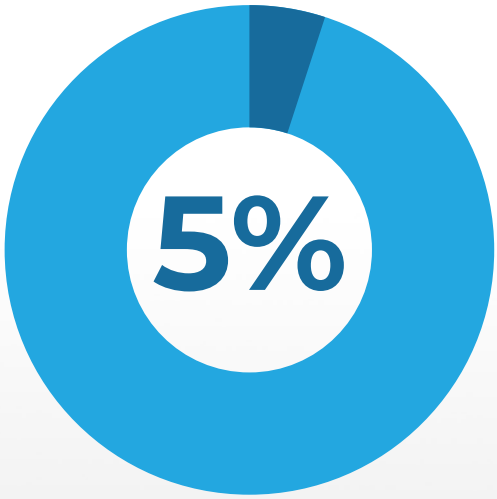
VII. MBE GOALS

In order to foster effective broad-based competition for public procurement within the free enterprise system, the District's goal is to ensure fair and equitable treatment of all persons. Certified minority businesses will be solicited for participation in the overall procurement process of the District.

The District's goal is that:



Ten percent (10%) of the total controllable budget expended for the procurement of supplies, services and construction may be directed towards certified minority vendors.



Five (5%) of the capital budget be expended towards minority vendors.



VIII. FISCAL YEAR REPORTING PROCEDURES

1. The Minority Business Enterprise Utilization Plan shall be submitted to the Richland School District Two Board of Trustees annually.

2. Fiscal reports will be submitted quarterly to the Board of Trustees. The report will contain:

   a. Number of minority firms solicited

   b. Number of minority bids received

   c. Total dollar amount of funds expended on contracts awarded to minority firms

   d. Total dollar amount of funds expended

IX. ASSISTANCE AND OUTREACH

1. **Progress Payments:**
   Under certain conditions and in accordance with the provisions of Section 5250 of the Richland School District Two Procurement Code, special provisions for progress payments to minority firms may be made, as deemed reasonable, to assist businesses to carry out the terms of a district contract.

2. **Letter of Contract Award:**
   Upon request, when a certified minority firm receives a contract with the District, the procurement officer shall furnish a letter stating the dollar value, the duration, payment schedule, and other information concerning the contract, which may be used by the certified minority firm to negotiate lines of credit with a lending institution.

3. **Dividing Total Project Requirements into Smaller Tasks:**

   a) Richland School District Two, when practicable, will divide large projects into small units to allow for minority firms to participate in such projects. In particular, for those procurements less than $5,000, the District will solicit from Certified MBE to ensure their participation in unadvertised solicitations.

   b) Recommend at least one (1) quote from a Certified MBE on purchases between $5,000.01 and $15,000.00.



4. **Outreach:**

Richland School District Two has taken a proactive approach in involving small and minority businesses in its business processes to the maximum extent possible. We actively encourage our schools and departments to call on small and minority businesses whenever they have a need to purchase goods and services.

Our ongoing efforts include:

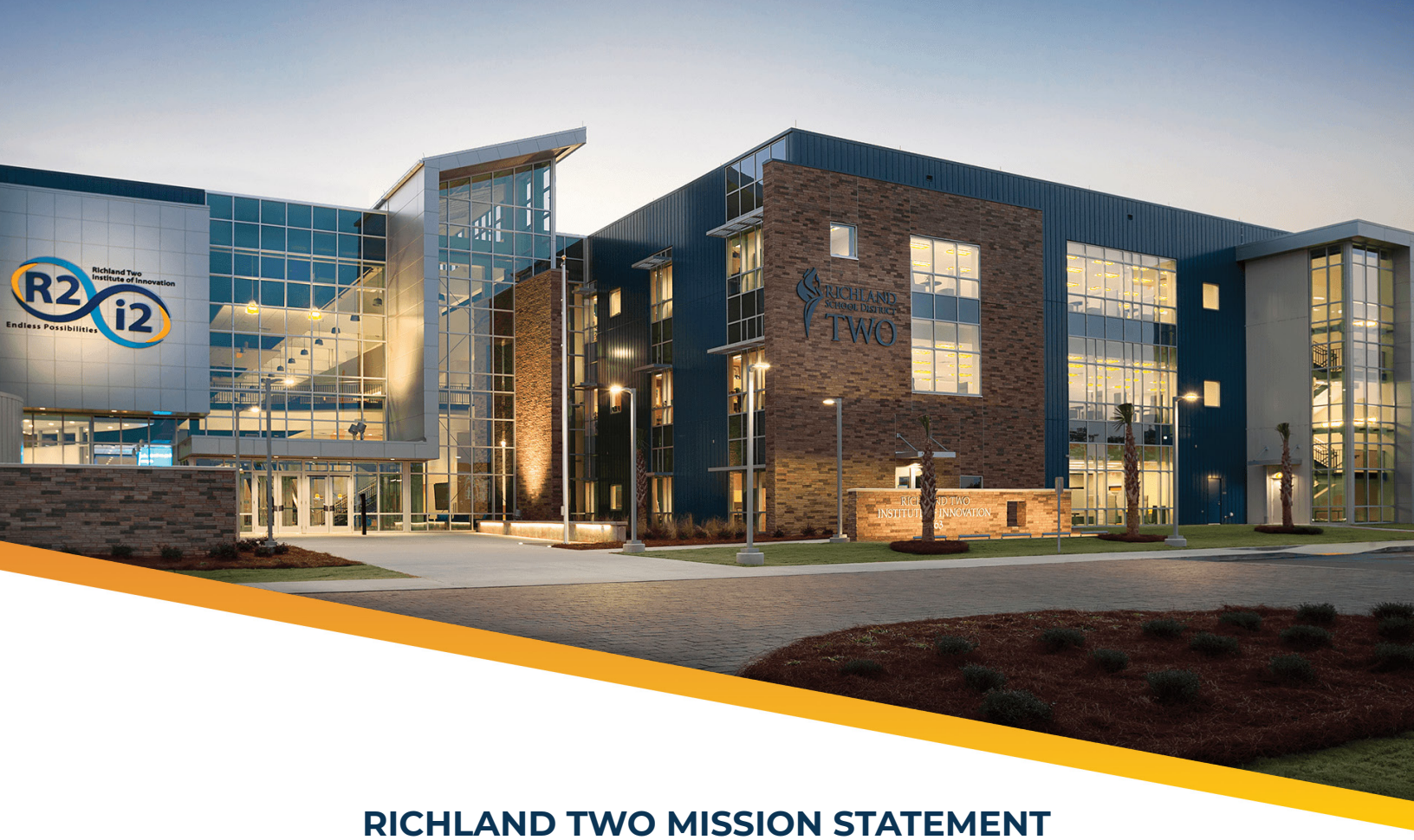
a) The 3rd Annual Reverse Vendor Trade Show which allows the vendors to come and speak with schools and departments who serve as the exhibitor is scheduled for March 23, 2026.

b) "How to Do Business" Session(s) which will offer training on procurement processes, proposal writing, and compliance requirements tailored for small and minority-owned firms. This will be semi-annual and in-person. The presentation will be recorded and available on the website.

c) Participating in outreach and networking events to identify small and minority businesses. This includes events held be SC Commission for Minority Affairs Office of Small and Minority Business Contracting and Certification, Richland County, City of Columbia, Small Business Administration, and South Carolina Association of Governmental Purchasing Officials.

d) Utilizing the fixed-price method of bidding contracts to make multiple contract awards inclusive of small and minority businesses. This method will allow qualified MBE's an opportunity to be on a contracted list for goods or services.

e) Coordinating Social Media Campaigns such as LinkedIn, Facebook, and Instagram to share upcoming bid opportunities in plain language, with easy "How to Do Business" instructions. The District's website will be updated to include these efforts.



RICHLAND TWO MISSION STATEMENT

In partnership with our community, we empower students to discover their potential and prepare for a successful future.

CORE VALUES

Belonging, Learning, Continuous Improvement and Joy

VISION STATEMENT

Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged and supported so that they can experience academic and personal achievement.

Procurement Services
procurement@richland2.org
www.richland2.org/departments/businessservices/procurement

Richland School District Two
763 Fashion Drive, Columbia, SC 29229
124 Risdon Way, Columbia, SC 29223 (mailing)

info@richland2.org
www.richland2.org
803-787-1910 (phone)

Richland School District Two is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status or any other protected characteristics in admission to, access to, treatment in or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to: Director of Human Resources, 763 Fashion Drive, Columbia, South Carolina 29229, 803.787.1910