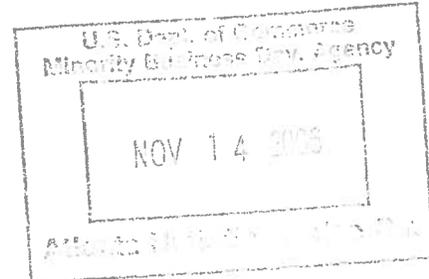




*Professional/Administrative Services
Event, Conference and Logistical Management
Construction and Project Management
Marketing and Communications
Global Business Services*

November 8, 2006

Mr. John Iglehart, Interim Director
U.S. Department of Commerce
Minority Business Development Agency
Atlanta National Enterprise Center
401 W. Peachtree St., NW
Summit Building, Room 1715
Atlanta, GA 30308



Re: Additional Clarifications per 11/8/06 Telephone Call and E-mail from Cheryl May-Holmes regarding South Carolina MBEC Budget Items

Dear Mr. Iglehart:

Thank you for sharing the additional clarifications with regard to the aforementioned document. As requested in the e-mail, we have reviewed and revised this information based upon the telephone conversation, the e-mail attachment as well as earlier notes. All changes regarding the budget items are addressed in the attachment entitled "Clarifications".

Also, as requested, we have included the portion of the original application that addresses qualifications. Adjustments have been made to the qualifications standards to assure that the resumes of proposed staff match the standards. These changes are reflected in the attached excerpt from Proposal Part 2.

I trust that we have fully addressed each of your questions. Please let me know if I may be of further assistance. Thank you once again for your patience and consideration.

Sincerely,

Reva A. Witherspoon
Director, Administration & Management

Encl.: Budget Clarifications Control List
Budget Clarifications
Proposal Part 2-Qualifications

Budget Clarifications Control List

YEAR 2007

Page II-4 – The Sub-Total Direct Charges (under the Federal column) has been corrected - \$160,017.47. All affected calculations have been adjusted.

Page II-6 – *Proposed trip to Hanover, New Hampshire* – Narrative and calculations reflect airfare cost of \$650.00 per person.

Page II-6 – *Proposed trip to Atlanta, Georgia for Specialized Training Program* – The narrative and calculations indicate that the number of days is “four”.

Page II-9 – All reference to “Permits” has been removed.

Page II-12 – The estimated amount of fees waived (\$19,943) and the amount of estimated uncollectibles (\$8,547) has been separated. The total remains at (\$28, 490).

Page II-12 – MBEC Fee Waiver policy has been included.

(b)(4) Page II-13 – All [REDACTED] hours will be performed by the three (3) consultants.

YEAR 2008

Page II-20 - *Proposed trip to Atlanta, Georgia for Specialized Training Program* – The narrative and calculations reflect a mileage rate of \$0.50.

Page II-20 – *Proposed trip to Atlanta Georgia for Atlanta NEC’s MED Week* – The narrative and calculations reflect a per diem rate of \$30.00 per day.

Page II-20 – *Proposed trip to Washington, DC for National MED Week* – The narrative and calculations reflect airfare of \$780.00 per person. The acronym for Minority Enterprise Development (MED) has been corrected.

Page II-21 - Long distance charges for telephone services has been changed to \$2,781.99. Additionally, the acronym for MED Week has been corrected.

Page II-22 – The total for Utilities has been corrected. It now reflects the actual calculation of (\$311.08 x 12 = \$3732.96).

Page II-22 – All reference to “Permits” has been removed.

Page II-23 – The statement under “Total Direct Charges” that begins with “DESA, actual indirect rates...” has been clarified.

Page II-26 – The individual hours projected on the Cost-Share Chart, when combined has been revised. The calculated total of 2740 is consistent with the Staff Time Allocation Chart. This adjustment caused the Total Income amount to change to \$84,950. Additionally, all [REDACTED] hours will be performed by the three (3) consultants.

(b)(4)

Page II-27 – The header for the TPP has been moved to the correct placement at the top of the Time Phase Plan Chart.

YEAR 2009

Page II-29 – The calculations for lodging on this page match the information presented for this trip in 2008. The lodging calculation now reflects (\$124 x 1 room x 4 days) for a total of \$496, which is consistent with other areas of the budget. Additionally, the per diem calculation reflects (\$30 x 2 staff x 4 days) for a total of \$240. This calculation is consistent with other areas of budget.

Page II-31 – The total for the Indirect Charges has been corrected (\$83,881.02)

Page II-31 – The total for the “Total Charges” has been corrected (\$300,799.12)

Page II-33 - *Proposed trip to Atlanta, Georgia for Specialized Training Program* – The narrative and calculations reflect a mileage rate of \$0.50.

Page II-33 - *Proposed trip to Atlanta Georgia for Atlanta NEC's MED Week* – The narrative and calculations reflect a per diem rate of \$30.00 per day.

Page II-33 - *Proposed trip to Washington, DC for National MED Week* – The narrative and calculations reflect airfare of \$780.00 per person.

Page II-34 – Postage rate calculation changed to \$0.42.

Page II-35 - The total for Utilities reflects the actual budgeted calculation of (\$311.08 x 12 = \$3732.96).

Page II-35 – All reference to “Permits” has been removed.

Page II-36 – Item 11 – Fee – The total for Other Direct Costs has been corrected (\$202,727.20). The fee (\$14,190.90), based on the [REDACTED] figure, is now correct.

(b)(4)

Page II-36 – The figure \$202,727.20, under the heading “Total Direct Charges” is now correct. The fee (\$14,190.90) is now correct as well as the total of \$216,918.10.

(b)(4) Page II-36 – The figure \$ [REDACTED] is now correct thus making the total figure for the indirect charges (\$83,881.02) correct. The prior discrepancy was due to rounding. The total indirect rate percentage used is [REDACTED] yielding total indirect charges of \$83,881.02.

Page II-36 – The figure (\$216,918.10) presented under the heading “Total Year 2009 Charges” is correct as well as \$83,881.02. The correct total is now (\$300,799.12).

(b)(4) *Page II-39 - The individual hours projected on the Cost-Share Chart, when combined has been revised. The calculated total of 2740 is consistent with the Staff Time Allocation Chart. All [REDACTED] will be performed by the three (3) consultants.

Part 2 - Clarifications



3.4D Costs Budget and Budget Narrative

For

South Carolina Minority Business Enterprise Center

Budget Year 2007

Submitted by:

DESA, Inc.
400 Percival Road
P.O. Box 6805
Columbia, SC 29206
Phone: 803.743.1124
Fax: 803.782.6741
Website: www.desainc.com

November 9, 2006

This proposal includes data that shall not be disclosed outside the US Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of - or in connection with - the submission of this data, the US Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.



South Carolina Minority Business Enterprise Center

2007 Budget

PERSONNEL	Percentage	FEDERAL	NON FEDERAL	TOTAL
Project Director	█ %	40,745.00	7,190.36	47,935.36
Business Consultant	(b)(4) █ %	17,023.70	3,004.22	20,027.92
Senior Business Consultant	█ %	27,687.50	4,885.70	32,573.20
Project Administrator/Marketing	█ %	22,939.66	4,048.18	26,987.84
Marketing Intern	█ %	1,300.00	3,900.00	5,200.00
Total Personnel		109,695.86	23,028.46	132,724.32
rounded to		109,696.00	23,028.00	132,724.00
 TRAVEL				
MBDA Post Award Conference				
Ground Travel (440 miles x \$.445 depart & return)		195.80	0.00	195.80
MBDA National Conference				
Airfare (2 staff x \$650 - San Antonio, TX)		0.00	1,300.00	1,300.00
Ground Travel (\$25 x 2 staff x depart & return)		50.00	0.00	50.00
Lodging (\$103 x 2 staff x 4 days)		824.00	0.00	824.00
DESA Per Diem (\$27 x 2 staff x 5 days)		270.00	0.00	270.00
Tuck Training				
Airfare (3 staff x \$650 - Hanover, NH)		0.00	1,950.00	1,950.00
Ground Travel (\$120 x 2 x depart & return)		240.00	0.00	240.00
Lodging (\$116 x 2 rooms x 5 days)		1,160.00	0.00	1,160.00
DESA Per Diem (\$27 x 3 staff x 6 days)		486.00	0.00	486.00
Specialized Training Program				
Ground Travel (440 miles x .445 depart & return)		195.80	0.00	195.80
Lodging (\$124 x 1 room x 4 days)		496.00	0.00	496.00
DESA Per Diem (\$27 x 2 staff x 4 days)		216.00	0.00	216.00
MBDA Regional NEC MED-Week Conference				
Ground Travel (\$0.445 x 440 miles)		195.80	0.00	195.80
DESA Per Diem (\$27 x 4 staff x 1 day x 75%)		81.00	0.00	81.00
MBDA National MED-Week Conference				
Airfare (2 staff x \$650 – Washington, DC)		0.00	1,300.00	1,300.00
Ground Travel (\$25 x 2 depart & return)		50.00	0.00	50.00
Lodging (\$195 x 2 staff x 4 days)		1,560.00	0.00	1,560.00
DESA Per Diem (\$27 x 2 staff x 5 days)		270.00	0.00	270.00
Statewide Travel (6,000 x \$0.445)		1,530.00	1,140.00	2,670.00
Sub total travel		7,820.40	5,690.00	13,510.40



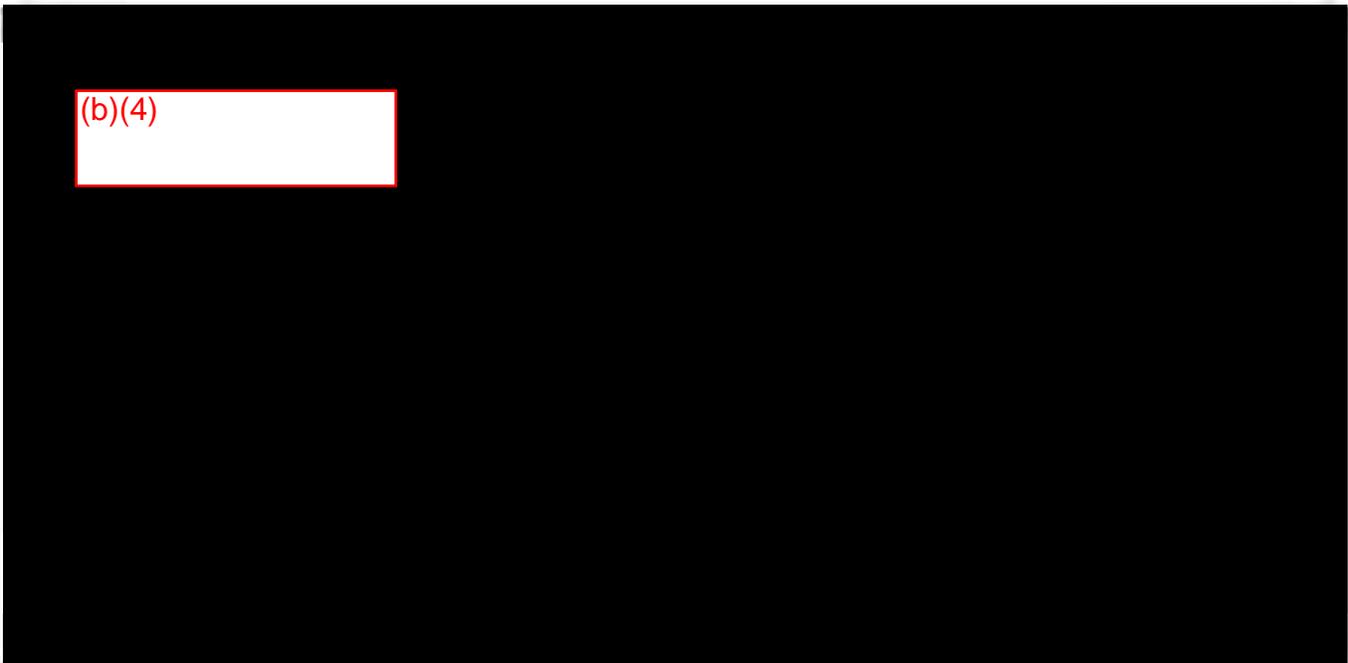
	FEDERAL	NON FEDERAL	TOTAL
Rounded to	7,820.00	5,690.00	13,510.00
EQUIPMENT & FURNITURE			
Total Equipment & Furniture	0.00	0.00	0.00
rounded to	0.00	0.00	0.00
SUPPLIES			
Total Supplies	2,181.00	0.00	2,181.00
rounded to	2,181.00	0.00	2,181.00
CONTRACTUAL	0.00	0.00	0.00
CONSTRUCTION	N/A	N/A	N/A
OTHER DIRECT COST			
Office Rent	12,658.80	5,000.00	17,658.80
Telephone service	8,396.70	503.90	8,900.60
Postage	1,560.00	175.00	1,735.00
Janitorial Services	1,800.00	0.00	1,800.00
Utilities	3,619.92	0.00	3,619.92
Printing (Stationery & Envelopes)	2,584.47	1,375.63	3,960.10
Professional Services	124.00	1,000.00	1,124.00
Signage	1,000.00	500.00	1,500.00
Equipment Maintenance	2,338.72	0.00	2,338.72
Taxes and Licenses	0.00	3,700.00	3,700.00
Insurance	3,840.00	1,100.00	4,940.00
Memberships & Community Relations	2,397.60	636.97	3,034.57
Sub-Total Other Direct Costs	40,320.21	13,991.50	54,311.71
Sub-Total DIRECT CHARGES	160,017.47	42,709.96	202,727.43
FEE (b)(4)	14,190.92		14,190.92
Total Other Direct Costs + Fee	54,511.13	13,991.50	68,502.63
rounded to	54,511.00	13,992.00	68,503.00
TOTAL DIRECT CHARGES	174,208.39	42,709.96	216,918.35
rounded to	174,208.00	42,710.00	216,918.00

(b)(4)

	FEDERAL	NON FEDERAL	TOTAL
INDIRECT CHARGES			
(b)(4)	66,390.72	17,490.41	83,881.13
rounded to	66,391.00	17,490.00	83,881.00
TOTAL CHARGES	240,599.11	60,200.37	300,799.48
rounded to	240,599.00	60,200.00	300,799.00

A. Personnel

DESA, Inc. proposes to operate the South Carolina Minority Business Enterprise Center (SCMBEC) with a staff composed of one full-time project director, two part-time business consultants, one full-time project administrator/marketing, and one part-time marketing intern.



(b)(4)

Thus, total salaries for the year are \$132,724.32 (rounded to \$132,724.00).

B. Travel

DESA, Inc. has authorized three staff persons to travel throughout South Carolina for the purpose of promoting advocacy, outreach, and other marketing activities for potential clients. Most of the travel will be client-related; however, some travel will result from marketing activities. DESA is proposing a total of two or more staff members attending events are based two individuals sharing a rooms and ground transportation i.e. (two males and one female or two females and one male).

Based on historical travel data from our MBDC experience, traveling throughout South Carolina is estimated at 6,000 miles for the year. Thus, total estimated travel is estimated as:



6,000 x \$0.445 per mile = **\$2,670.00**

Travel to Atlanta, GA to the Post Award Conference for the Operator and Project Director is budgeted based on one vehicle traveling from Columbia, SC and return is calculated as follows:

Ground Travel (440 miles x \$0.445).....195.80
Total**\$195.80**

DESA is pledging two airline tickets totaling an estimated \$1,300.00 as a non-cash contribution to the South Carolina MBEC for Travel to San Antonio, Texas for the MBDA National Conference for two staff members based on airfare of \$650.00. DESA's per diem rate is \$27.00 per day for five days, lodging at rate of \$103 per night and ground transportation of \$25; thus, the trip to the initial consultant training is calculated as follows:

Airfare (\$650 x 2 staff members).....\$1,300.00
Ground Travel (\$25.00 x 2)50.00
Lodging (\$103 x 2 staff members x 4 days)824.00
Per Diem (\$27.00 x 2 staff members x 5 days).....270.00
Total**\$2,444.00**

DESA is pledging three airline tickets totaling \$1,950 as a non-cash contribution to the South Carolina MBEC Travel to Hanover, NH to Dartmouth University, Tuck Business School training entitled, "*Implementing a System for High-Quality Service*" Tuck training is calculated based on airfare of \$650. DESA's per diem rate is \$27.00 per day for six days; lodging is at a rate of \$116 per night and ground transportation is estimated at \$240 roundtrip; thus, the trip to the Tuck training is calculated as follows:

Airfare (\$650.00 x 3 staff members).....\$1,950.00
Ground Travel (\$120.00 x 2 depart & return).....240.00
Lodging (\$116 x 2 staff rooms x 5 days).....1,160.00
Per Diem (\$27.00 x 3 staff members x 6 days).....486.00
Total**\$3,836.00**

Travel to Atlanta, GA for the MBDA Specialized Training Program for two staff members of the South Carolina MBEC staff is based on 440 miles of ground travel at mileage rate of \$0.445. DESA's per diem rate is \$27.00 per day for four days, and lodging is at a rate of \$124 per night; thus, the trip to Atlanta for specialized training is calculated as follows:

Ground Travel (440 x \$0.445 depart & return).....195.80
Lodging (\$124 x 1 room x 4 days).....496.00
Per Diem (\$27.00 x 2 staff members x 4 days).....216.00
Total**\$907.80**

Travel to the Minority Business Development Agency (MBDA) Atlanta Regional NEC MED-Week Conference by four SCMBEC staff members is calculated based on DESA's per diem rate



of \$27 per day for one travel day at 75% and ground travel of 440 miles x \$0.445 per mile; thus, the trip to the Regional MED-Week Conference is calculated as follows:

Ground Travel (440 x \$0.445 depart & return).....	195.80
Per Diem (\$27.00 x 4 staff members x 1 day x 75%).....	81.00
Total	\$276.80

DESA is pledging two airline tickets totaling \$1,300.00 as a non-cash contribution to the South Carolina MBEC for travel to the Minority Business Development Agency (MBDA) National MED-Week Conference in Washington, DC by two staff members. Based on airfare of \$650.00, DESA's per diem rate of \$27 per day, lodging of \$195.00 per night, and ground transportation of \$25; the trip to the National MED-Week Conference is calculated as follows:

Airfare (\$650.00 x 2 staff members).....	\$1,300.00
Ground Travel (\$25.00 x 2)	50.00
Lodging (\$195 x 2 staff members x 4 days)	1,560.00
Per Diem (\$27.00 x 2 staff members x 5 days).....	270.00
Total	\$3,180.00

Thus, total travel costs for the period of performance is:

Statewide Travel	\$2,670.00
MBDA Post Conference Award	195.80
MBDA National Conference	2,444.00
MBDA "Implementing a System for High-Quality Service"	3,836.00
MBDA Specialized Training Program.....	907.80
Regional Conference (MED Week).....	276.80
National Conference (MED Week)	3,180.00
Total	\$13,510.40

Thus total travel is **rounded to \$13,510.00.**

The rates used to budget the travel expenses are based on the maximum rates for lodging amounts prescribed under paragraph 301-7.3(a) of Federal Travel Regulation (FTR). DESA is proposing its own per diem of \$27.00 per day for reimbursement of meals and incidentals incurred during travel within the continental United States.

C. Equipment & Furniture

DESA is proposing no additional equipment or furniture purchases for this budget period. Currently, DESA has the following equipment that will be used for operation of the SCMBEC:

1. Network Design

DESA is proposing a network server system that is fully compatible with Microsoft Windows 2003 operating system. Primary network server contains hard disks with more than 40 gigabytes (GB) of space using RAID data retention. The server contains a Pentium IV class central



processing unit (CPU) as well as web and mail servers with Internet Service Provider (ISP).

2. Desktop Workstations

DESA is proposing four (4) workstations with Pentium IV class CPU, operating at speeds of 2.13 Gigahertz (GHz), having hard drive storage capacity of 40 GB and 512 MB of RAM and a CD or DVD reader/writer. Each work station is fully compatible with Microsoft Windows 2003 and XP Professional Operating System, MS Office 2000 Professional or higher, Microsoft Internet Explorer 6.x, Anti-Virus software, and hardware-based Firewall. Adobe Reader 7.0 is installed on all workstations.

DESA has a full-page scanner, along with software fully compatible with Adobe Acrobat Standard or Professional 7.0. It is installed on the administrative workstation, which has the capability for the production of electronic document submissions.

D. Office Supplies

Office supplies such as pens, pencils, paper clips, envelopes, staples, computer diskettes, computer backup tapes, telephone message pads, letter-size note pads, tape, labels, and file folders are budgeted based at an average monthly cost of \$181.75; thus, general office supplies are calculated at \$181.75 per month x 12 months for a total of **\$2,181.00**. DESA supply costs are based on historical data.

E. Contractual

DESA is proposing no contractual services for audit this budget period.

F. Other Direct Cost

The cost items listed in this category are based on DESA's historical data, unless otherwise indicated.

1. Office Rent

The SCMBEC office space is estimated at 1,348 square feet with an annual rent of **\$17,658.80**; thus, cost per square foot is calculated as follows: \$17,658.80 divided by 1,348 sq. ft. = \$13.10 per sq. ft.

2. Telephone Service

SCMBEC telephone system includes three lines, fax line, and long distance and local services. Telephone service is budgeted at **\$8,900.60** for the year. Long distance changes are budgeted at \$2,670.18 and local services are budgeted at \$6,230.42.

3. Postage

Postage is estimated based on 4,000 mailings at \$0.39 plus \$175.00 for parcel mailings, special over night deliveries and certified mailings; thus, postage is calculated as follows:

$$4,000 \times \$0.39 + \$175.00 = \mathbf{\$1,735.00.}$$



4. Janitorial Services

Janitorial services at the SCMBEC office is budgeted at \$150.00 month. Total janitorial services cost is **\$1,800.00** for 12 months.

5. Utilities

The utilities are budgeted at \$301.66 per month; thus, annual utilities cost is **\$3,619.92** for 12 months.

6. Printing

The SCMBEC will develop and print publications used to increase awareness, information and communication to political, community and the business community. These costs are budgeted based on historical accounting records. They are estimated as follows:

Brochures	\$1,760.10
Envelops.....	600.00
Letterhead	1,200.00
Business Cards	400.00
Total	\$3,960.10

7. Professional Services

DESA is budgeting **\$1,124.00** to modify the former SCMBDC web site to new Minority Business Enterprise Center (MBEC) specifications.

8. Signage

DESA is budgeting **\$1,500.00** to purchase a new Minority Business Enterprise Center sign.

9. Equipment Maintenance Services

DESA will solicit a computer service company in the local area to repair and service the SCMBEC's computers. Maintenance service agreements for the MBEC office include a copier; Star Talk phone system, printers, computer parts, computer services and labor. They are budgeted at **\$2,338.72** for the year.

Copier maintenance	980.00
Network maintenance	858.72
Services calls.....	500.00
Total	\$2,338.72

10. Taxes & Licenses

DESA will provide taxes and licenses for the South Carolina MBEC at estimated cost of **\$3,700.00** for the year.

City of Columbia Licenses.....	600.00
Richland County Taxes.....	3,100.00



Total\$3,700.00

11. Insurance

DESA will provide property, general liability and errors and omissions insurance for the South Carolina MBEC at estimated cost of **\$4,940.00** for the year.

Professional Liability Insurance	2,448.16
General Liability Insurance.....	2,091.84
Commercial Property Insurance	400.00
Total	\$4,940.00

12. Memberships & Community Relations

Memberships & Community Relations costs, which include memberships with professional organizations and several county and city Chambers of Commerce and subscriptions, are estimated at **\$3,034.57** per year.

City of Columbia Chamber of Commerce	300.00
City of Greenville Chamber of Commerce.....	300.00
City of Charleston Chamber of Commerce	300.00
The State New Paper.....	184.57
Hispanic Chamber of Commerce.....	200.00
Asian Chamber of Commerce.....	200.00
Filipino American Association	200.00
South Carolina Minority Supplier Development Council	300.00
South Carolina State Chamber of Commerce.....	300.00
South Carolina Economic Development Association.....	150.00
Florence Business Expo.....	300.00
Black Page Business Expo.....	300.00
Total	\$3,034.57

13. Fee

Included in the Other Direct Cost category is a fee of \$14,190.92, which is █ % of direct charges. It is calculated as follows: \$ █ x █ % = **\$14,190.92**

(b)(4)

Total Direct Charges:

Therefore, the total direct charges are:

$\$202,727.43 + \$14,190.92 = \$216,918.35$ (rounded to **\$216,918.00**)



At December 31, 2005, DESA's actual indirect rates were as follows: fringe benefits rate of [REDACTED]%, overhead rate of [REDACTED]%, and general and administrative rate of [REDACTED]%. DESA is offering to provide services to the Minority Business Development Agency for the total indirect rate of [REDACTED]%, which is less than its actual rates.

(b)(4)

Indirect charges for this option year are budgeted at [REDACTED]%. Indirect charges includes: fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated at [REDACTED]% of subtotal of direct cost, or:

$$\$ [REDACTED] \times [REDACTED]\% = \$83,881.13 \text{ (rounded to } \$83,881.00)$$

Total Charges for Year 2007:

Total charges are calculated as total direct charges plus indirect charges, or: \$216,918.35 + \$83,881.13 = \$300,799.48 (rounded to \$300,799.00)

COST SHARING

The required federal funding level of \$240,599 as indicated in "Part II - Award Information, Section A, Funding Availability" and OMB Circular A-133. DESA will be responsible for cost sharing contributions totaling \$60,200. The MBDA has established the total project cost as follows:

MBDA Contribution	\$ 240,599
Minimum Cost Sharing Contribution	<u>60,200</u>
Total Funding Cost	<u>\$ 300,799</u>

DESA intends to satisfy its cost-sharing requirements through (1) client fees, and (2) non-cash contributions. Summary tables for each cost-sharing area are provided below.

(1). Client fees for client service hours will be based upon the following fee schedules:

Gross Receipts of Clients	Fee/Hr	1-on-1 consulting % of hrs.	Total Hrs	Clients	Fees
\$0 - \$99,999	\$10.00	11.00%	301	10	3,010.00
\$100,000-\$299,999	\$20.00	13.00%	356	11	7,120.00
\$300,000-\$999,999	\$30.00	50.00%	1,370	46	41,100.00
\$1M - \$2,999,999	\$40.00	12.00%	329	11	13,160.00
\$3M - \$4,999,999	\$50.00	12.00%	329	11	16,450.00
\$5M - above	\$60.00	2.00%	55	2	3,300.00
Total Income		100.00%	2,740	91	\$84,140.00



Total Income	\$84,140.00
Less: Fee Waivers/Uncollectibles (33.860233%)	- \$28,490.00
Total Fee Income	\$ 55,650.00

To claim the waiver, clients must submit income tax returns, which indicate that they experienced a loss before earning, interest, taxes, depreciation and amortization (EITDA) for three years. Fee waiver may also be granted to potential SGI client with a project (equity & experience) that has high potential for success.

Fee waivers are estimated at \$19,943 and uncollectibles are estimated at \$8,547 for a total of \$28,490.00.

(2). The breakdown of non-cash contributions is as follows:

NON-CASH CONTRIBUTIONS	
Source	Amount
DESA (Airfare)	\$4,550.00

RECAPITULATION OF MATCHING FUNDS

Fee Collections (adjusted for bad debt)	55,650.00
Cash Contributions	0.00
In-Kind Contributions	4,550.00
Total Matching Funds	\$60,200.00



STAFF TIME ALLOCATION CHART

DESA, Inc.

South Carolina Minority Business Enterprise Center
1 January 2007 – 31 December 2007

PROPOSED MBEC STAFF	Status	Project		Client		Administrative		Other	
		Hrs	Allocation	Hrs	% of hrs	Hrs	% of hrs	Hrs	% of hrs
Project Director	Full-time	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%
Business Consultant	Part-time	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%
Senior Business Consultant	Part-time	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%
Project Administrator/Marketing	Full-time	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%
Marketing Intern	Part-time	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%	[REDACTED]	%
Grand Totals		6,328		2,740		2,664		924	

Note: For one full-time position.

All redactions pursuant to FOIA exemption (b)(4)



MINORITY BUSINESS DEVELOPMENT AGENCY
TIME PHASE PLAN (TPP)
FOR MINORITY BUSINESS ENTERPRISE CENTER

State of South Carolina (Headquarters to be located in Columbia, SC)
Organization's Name: **DESA, Inc.**

Award No. **Budget Period No. 1** Number of Months: **12**
Start and End Dates: **January 1, 2007 – December 31, 2007**

Indicators	Points	First Performance		Second Performance		Third Performance		Fourth Performance	
		Period (Months =3) Y-T-D Goal							
1. Dollar Value of contracts & procurements	27	3,033,500	6,067,000	9,100,500	12,134,000				
2. Dollar Value of awarded financial transactions	27	2,022,375	4,044,750	6,067,125	8,089,500				
3. Increase in sales	6	266,125	532,250	798,375	1,064,500				
4. Number of Jobs created	10	12	24	36	47				
5. Number of new clients	5	22	44	68	91				
Administrative Management & Operational Quality	25								
a. Maintenance of SGI Client Portfolio	3								
b. Customer Relationships Management	3								
c. Management Assessment	3								
d. Partnerships	5								
e. Consulting hours	3								
f. Maintenance of Non-Federal Cost Share	3								
g. Market promotion	1								
h. Resource entries	2	43	86	129	172				
i. Facilitated Matches	2	2	3	4	5				
Total Points	100								



3.4D Costs Budget and Budget Narrative

For

South Carolina Minority Business Enterprise Center

Budget Year 2008

Submitted by:

DESA, Inc.
400 Percival Road
P.O. Box 6805
Columbia, SC 29206
Phone: 803.743.1124
Fax: 803.782.6741
Website: www.desainc.com

November 9, 2006

This proposal includes data that shall not be disclosed outside the US Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of - or in connection with - the submission of this data, the US Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.



South Carolina Minority Business Enterprise Development Center

2008 Budget

		FEDERAL	NON FEDERAL	TOTAL
PERSONNEL	Percentage			
Project Director	0%	41,964.70	7,403.30	49,368.00
Business Consultant	(b)(4)	17,534.08	3,094.00	20,628.08
Senior Business Consultant	0%	27,687.60	4,885.60	32,573.20
Project Administrator/Marketing	0%	23,638.34	4,162.62	27,800.96
Marketing Intern	0%	0.00	5,356.00	5,356.00
Total Personnel		110,824.72	24,901.52	135,726.24
rounded to		110,825.00	24,902.00	135,727.00
TRAVEL				
MBDA National Conference				
Airfare (2 staff x \$780 - San Antonio, TX)		0.00	1,560.00	1,560.00
Ground Travel (\$27 x 2 departure & return)		54.00	0.00	54.00
Lodging (\$103 x 2 staff x 4 days)		824.00	0.00	824.00
DESA Per Diem (\$30 x 2 staff x 5 days)		0.00	300.00	300.00
Tuck Training				
Airfare (1 staff x \$780 - Hanover, NH)		0.00	780.00	780.00
Ground Travel (\$140 x 2 - depart & return)		280.00	0.00	280.00
Conference Fees		5,000.00	0.00	5,000.00
DESA Per Diem (\$30 x 1 staff x 2 days)		0.00	60.00	60.00
Specialized Training Program				
Ground Travel (440 miles x .50 depart & return)		0.00	220.00	220.00
Lodging (\$124 x 1 room x 4 days)		0.00	496.00	496.00
DESA Per Diem (\$30 x 2 staff x 4 days)		0.00	240.00	240.00
MBDA Regional NEC (MED Week) Conference				
Ground Travel (\$0.50 x 440 miles)		0.00	220.00	220.00
DESA Per Diem (\$30 x 4 staff x 1 day x 75%)		0.00	90.00	90.00
MBDA National (Med Week) Conference				
Airfare (2 staff x \$780 – Washington, DC)		0.00	1,560.00	1,560.00
Ground Travel (\$27 x 2)		0.00	54.00	54.00
Lodging (\$195 x 2 staff x 4 days)		0.00	1,560.00	1,560.00
DESA Per Diem (\$30 x 2 staff x 5 days)		0.00	300.00	300.00
Statewide Travel (6,000 x \$0.50)		1,860.00	1,140.00	3,000.00
Sub total travel		8,018.00	8,580.00	16,598.00
rounded to		8,018.00	8,580.00	16,598.00



	FEDERAL	NON FEDERAL	TOTAL
EQUIPMENT & FURNITURE			
Total Equipment & Furniture	0.00	0.00	0.00
rounded to	0.00	0.00	0.00
SUPPLIES			
Total Supplies	2,240.40	0.00	2,240.40
rounded to	2,240.00	0.00	2,240.00
CONTRACTUAL			
	0.00	0.00	0.00
CONSTRUCTION			
	N/A	N/A	N/A
OTHER DIRECT COST			
Office Rent	13,198.00	5,000.00	18,198.00
Telephone Service	8,663.58	503.72	9,167.30
Postage	1,680.00	175.00	1,855.00
Janitorial Services	1,800.00	0.00	1,800.00
Utilities	3,422.96	310.00	3,732.96
Professional Services	0.00	600.00	600.00
Equipment Maintenance	2,338.72	0.00	2,338.72
Taxes & Licenses	3,000.00	811.00	3,811.00
Insurance	3,918.00	1,120.00	5,038.00
Memberships & Community Relations	913.00	708.40	1,621.40
Sub-Total Other Direct Costs	38,934.26	9,228.12	48,162.38
<hr/>			
Sub-Total DIRECT CHARGES	160,017.38	42,709.64	202,727.02
FEE [REDACTED] (b)(4)	14,190.89		14,190.89
Total Other Direct Costs + Fee	53,125.15	9,228.12	62,353.27
rounded to	53,125.00	9,228.00	62,353.00
<hr/>			
TOTAL DIRECT CHARGES	174,208.27	42,709.64	216,917.91
rounded to	174,208.00	42,710.00	216,918.00
INDIRECT CHARGES			
[REDACTED] (b)(4)	66,390.58	17,490.38	83,880.96
rounded to	66,391.00	17,490.00	83,881.00



TOTAL CHARGES	240,598.85	60,200.02	300,798.87
rounded to	240,599.00	60,200.00	300,799.00

A. Personnel

DESA, Inc. proposes to operate the South Carolina Minority Business Enterprise Center (SCMBEC) with a staff composed of one full-time project director, two part-time business consultants, one full-time project administrator/marketing, and one part-time marketing intern.



Thus, total salaries for the year are **\$135,726.24 (rounded to \$135,727.00)**.

B. Travel

DESA, Inc. has authorized three staff persons to travel throughout South Carolina for the purpose of promoting advocacy, outreach, and other marketing activities for potential clients. Most of the travel will be client-related; however, some travel will result from other marketing activities. DESA is proposing a total of two or more staff members attending events are based two individuals sharing a rooms and ground transportation i.e. (two males and one female or two females and one male).

Based on historical travel data from our MBDC experience, traveling throughout South Carolina is estimated at 6,000 miles for the year. Thus, total estimated travel is estimated as:

$$6,000 \times \$0.50 \text{ per mile} = \mathbf{\$3,000.00}$$

DESA is pledging two airline tickets in the amount of \$1,560.00 as a non-cash contribution to the South Carolina MBEC for travel to San Antonio, Texas for the MBDA National Conference for two staff members. This is based on airfare of \$780.00, DESA's per diem rate of \$30.00 per day for five days, lodging at rate of \$103 per night and ground transportation of \$27; thus, the trip to San Antonio is calculated as follows:

Airfare (\$780 x 2 staff)	\$1,560.00
Ground Travel (\$27.00 x 2)	54.00



Lodging (\$103 x 2 staff x 4 days).....	824.00
Per Diem (\$30.00 x 2 staff x 5 days).....	300.00
Total	\$2,738.00

DESA is pledging one airline ticket in the amount of \$780 as a non-cash contribution to the South Carolina MBEC for travel to Hanover, NH to Dartmouth University, Tuck Business School training “Implementing a System for High-Quality Service”. Tuck training is calculated based on airfare of \$780. DESA’s per diem rate is \$30.00 per day. Conference registration fee is \$5,000 and ground transportation is \$280 roundtrip; thus, the trip to Tuck is calculated as follows:

Airfare (\$780.00 x 1 staff)	\$780.00
Ground Travel (\$140.00 x 2 - roundtrip).....	280.00
Conference Registration Fee.....	5,000.00
Per Diem (\$30.00 x 1 staff member x 2 days).....	60.00
Total	\$6,120.00

Travel to Atlanta, GA for the MBDA Specialized Training Program for two staff members is based on ground travel of 440 miles at a mileage rate of \$0.50; DESA’s per diem rate of \$30.00 per day for four days, and lodging at rate of \$124 per night. Thus, the trip to Atlanta for specialized training is calculated as follows:

Ground Travel (440 miles x \$0.50).....	\$220.00
Lodging (\$124 x 1 room x 4 days).....	496.00
Per Diem (\$30.00 x 2 staff x 4 days).....	240.00
Total	\$956.00

Travel to the Minority Business Development Agency (MBDA) Atlanta Regional (NEC) MED-Week Conference by four SCMBEC staff members is calculated based on DESA’s per diem rate at \$30 per day for one travel day at 75%. Ground travel is based on 440 miles at \$0.50 per mile; thus, the trip to the Regional MED Week Conference is calculated as follows:

Ground Travel (440 x \$0.50 depart & return).....	220.00
Per Diem (\$30.00 x 4 staff members x 1 day x 75%).....	90.00
Total	\$310.00

DESA is pledging two airline tickets totaling \$1,560 as a non-cash contribution to the South Carolina MBEC for travel to Washington, DC for the Minority Business Development Agency (MBDA) National MED-Week Conference by two staff members. The calculation is based on airfare of \$780.00, DESA’s per diem rate of \$30 per day, lodging at a rate of \$195.00, and ground transportation at rate of \$27; thus, the trip to the National is calculated as follows:

Airfare (\$780.00 x 2 staff members).....	\$1,560.00
Ground Travel (\$27.00 x 2).....	54.00
Lodging (\$195 x 2 staff members x 4 days).....	1,560.00
Per Diem (\$30.00 x 2 staff members x 5 days).....	300.00



Total\$3,474.00

Thus, total travel costs for the period of performance is:

Statewide Travel	\$3,000.00
MBDA National Conference	2,738.00
MBDA “Implementing a System for High-Quality Service”	6,120.00
MBDA Specialized Training Program.....	956.00
Regional Conference (MED Week).....	310.00
National Conference (MED Week)	3,474.00
Total	\$16,598.00

The rates used to budget the travel expenses are based on the maximum rates for lodging amounts prescribed under paragraph 301-7.3(a) of Federal Travel Regulation (FTR). DESA is proposing its own per diem of \$30.00 per day for reimbursement of meals and incidentals incurred during travel within the continental United States.

C. Equipment & Furniture

DESA is proposing no additional equipment or furniture purchases for this budget period.

D. Office Supplies

Office supplies such as pens, pencils, paper clips, envelopes, staples, computer diskettes, computer backup tapes, telephone message pads, letter-size note pads, tape, labels, and file folders are budgeted based at an average monthly cost of \$186.70; thus, general office supplies are calculated as follows: \$186.70 x 12 = **\$2,240.40 (rounded to \$2,240.00)** DESA supply cost are based on historical data.

E. Contractual

DESA is proposing no contractual cost for audit during this budget period.

F. Other Direct Cost

The cost items listed in this category are based on DESA's historical data, unless otherwise indicated.

1. Office Rent

The SCMBEC office space is estimated at 1,348 square feet with an annual rent of **\$18,198.00**; thus, cost per square foot is calculated as follows: \$18,198.00 divided by 1,348 sq. ft. = \$13.50 per sq. ft.

2. Telephone Service

SCMBEC telephone system includes three lines, fax line, and long distance and local services, are budgeted at **\$9,167.30** for the year. Long distance charges are budgeted at \$2,781.99 and local services are budgeted at \$6,385.31.



3. Postage

Postage is estimated based on 4,000 mailings at \$0.42 plus \$175.00 for parcel mailings, special over night deliveries and certified mailings; thus, postage is calculated as follows:

$$4,000 \times \$0.42 + \$175.00 = \mathbf{\$1,855.00}$$

4. Janitorial Services

Janitorial services at the SCMBEC office is budgeted at \$150.00 month. Total janitorial services cost is **\$1,800.00** for 12 months.

5. Utilities

The utilities are budgeted at \$311.08 per month, (\$311.08 x 12 month), thus annual utilities cost is **\$3,732.96**.

6. Professional Services

DESA is budgeting **\$600** for the maintenance and servicing of the Minority Business Enterprise Center web site.

7. Equipment Maintenance Services

DESA will solicit a computer service company in the local area to repair and service the SCMBEC's computers. Maintenance service agreements for the MBEC office include a copier, Star Talk phone system, printers, computer parts, computer services and labor, which are budgeted at **\$2,338.72** for Year 2008.

Copier maintenance	980.00
Network maintenance	858.72
Services calls.....	500.00
Total	\$2,338.72

8. Taxes & Licenses

DESA will provide taxes and licenses for the South Carolina MBEC at estimated cost of **\$3,811.00** for the year.

City of Columbia Licenses.....	609.76
Richland County Taxes.....	3,201.24
Total.....	3,811.00

9. Insurance

DESA will provide property, general liability and errors and omissions insurance for the South Carolina MBEC at estimated cost of **\$5,038.00** for the year.

Professional Liability Insurance	2,488.00
General Liability Insurance.....	2,100.00
Commercial Property Insurance	450.00



Total\$5,038.00

10. Memberships & Community Relations

Memberships & Community Relations costs, which include memberships with professional organizations and several county and city Chambers of Commerce and subscriptions, are estimated at \$1,621.40 per year.

City of Columbia Chamber of Commerce	300.00
City of Greenville Chamber of Commerce	300.00
City of Charleston Chamber of Commerce	300.00
The State Newspaper	121.40
Hispanic Chamber of Commerce.....	200.00
Asian Chamber of Commerce.....	200.00
Filipino American Association.....	200.00
Total	\$1,621.40

11. Fee

Included in the Other Direct Charges category is a fee of \$14,190.89, which is % of direct charges. It is calculated as follows: \$ x % = \$14,190.89

Total Direct Charges:

(b)(4)

Therefore, the total direct charges are:

\$202,727.02 + \$14,190.89= \$216,917.91 (rounded to \$216,918.00)

At December 31, 2005, DESA’s actual indirect rates were as follows: fringe benefits rate of %, overhead rate of % and general and administrative rate of %. DESA is offering to provide services to the Minority Business Development Agency for the total indirect rate of 38.669442523%, which is less than its actual rates.

(b)(4)

Indirect charges for this option year are budgeted at %. Indirect charges includes: fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated at % of subtotal of direct cost, or:

\$ x % = \$83,880.96 (rounded to \$83,881.00)

Total Charges for Year 2008:

Total charges are calculated as total direct charges plus indirect charges, or: \$216,917.91 + \$83,880.96 = \$300,798.87 (rounded to \$300,799.00)



COST SHARING

The required federal funding level of **\$240,599** as indicated in "Part II - Award Information, Section A, Funding Availability" and OMB Circular A-133. DESA will be responsible for cost sharing contributions totaling **\$60,200**. The MBDA has established the total project cost as follows:

MBDA Contribution	\$ 240,599
Minimum Cost Sharing Contribution	<u>60,200</u>
Total Funding Cost	<u>\$ 300,799</u>

DESA intends to satisfy its cost-sharing requirements through (1) client fees, and (2) non-cash contributions. Summary tables for each cost-sharing area are provided below.

(1). Client fees for client service hours will be based upon the following fee schedules:

Gross Receipts of Clients	Fee/Hr	1-on-1 Consulting % of Hrs.	Total Hrs	Clients	Fees
\$0 - \$99,999	\$10.00	8.00%	219	7	2,190.00
\$100,000-\$299,999	\$20.00	10.00%	274	9	5,480.00
\$300,000-\$999,999	\$30.00	60.00%	1,644	55	49,320.00
\$1M - \$2,999,999	\$40.00	10.00%	274	9	10,960.00
\$3M - \$4,999,999	\$50.00	10.00%	274	9	13,700.00
\$5M - above	\$60.00	2.00%	55	2	3,300.00
Total Income		100.00%	2,740	91	\$84,950.00

Total Income	\$84,950.00
Less: Fee Waivers/Uncollectibles (33.725721%)	<u>- \$28,650.00</u>
Total Fee Income	\$ 56,300.00

To claim the waiver, clients must submit income tax returns, which indicate that they experienced a loss before earning, interest, taxes, depreciation and amortization (EITDA) for three years. Fee waiver may also be granted to potential SGI client with a project (equity & experience) that has high potential for success.

Fee waivers are estimated at \$19,943 and uncollectibles are estimated at \$8,707 for a total of \$28,650.00.

(2). The breakdown of non-cash contributions is as follows:

NON-CASH CONTRIBUTIONS	
Source	Amount
DESA (Airfare)	\$3,900.00

RECAPITULATION OF MATCHING FUNDS

Fee Collections (adjusted for bad debt)	56,300.00
Cash Contributions	0.00
In-Kind Contributions	3,900.00
Total Matching Funds	\$60,200.00



STAFF TIME ALLOCATION CHART
DESA, Inc.
South Carolina Minority Business Enterprise Center
1 January 2008 – 31 December 2008

	Status	Project		Client		Administrative		Other	
		Hrs	Allocation	Hrs	% of hrs	Hrs	% of hrs	Hrs	% of hrs
PROPOSED MBEC STAFF									
Project Director	Full-time	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %
Business Consultant	Part-time	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %
Senior Business Consultant	Part-time	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %
Project Administrator/Marketing	Full-time	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %
Marketing Intern	Part-time	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %	[REDACTED]	[REDACTED] %
Grand Totals		6,328		2,740		2,664		924	

Note: For one full-time position, [REDACTED]

All redactions pursuant to FOIA exemption (b)(4)



MINORITY BUSINESS DEVELOPMENT AGENCY
TIME PHASE PLAN (TPP)
FOR MINORITY BUSINESS ENTERPRISE CENTER

State of South Carolina (Headquarters to be located in Columbia, SC)
Organization's Name: DESA, Inc.

Award No. Budget Period No. 2 Number of Months: 12
Start and End Dates: January 1, 2008 – December 31, 2008

Indicators	Points	First Performance		Second Performance		Third Performance		Fourth Performance	
		Period (Months =3)	Y-T-D Goal						
1. Dollar Value of contracts & procurements	27	3,033,500		6,067,000		9,100,500		12,134,000	
2. Dollar Value of awarded financial transactions	27	2,022,375		4,044,750		6,067,125		8,089,500	
3. Increase in sales	6	266,125		532,250		798,375		1,064,500	
4. Number of Jobs created	10	12		24		36		47	
5. Number of new clients	5	22		44		68		91	
Administrative Management & Operational Quality	25								
a. Maintenance of SGI Client Portfolio	3								
b. Customer Relationships Management	3								
c. Management Assessment	3								
d. Partnerships	5								
e. Consulting hours	3								
f. Maintenance of Non-Federal Cost Share	3								
g. Market promotion	1								
h. Resource entries	2	43		86		129		172	
i. Facilitated Matches	2	2		3		4		5	
Total Points	100								



3.4D Costs Budget and Budget Narrative

For

South Carolina Minority Business Enterprise Center

Budget Year 2009

Submitted by:

DESA, Inc.
400 Percival Road
P.O. Box 6805
Columbia, SC 29206
Phone: 803.743.1124
Fax: 803.782.6741
Website: www.desainc.com

November 9, 2006

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South Carolina Minority Business Enterprise Center

2009 Budget

PERSONNEL	Percentage	FEDERAL	NON FEDERAL	TOTAL
Project Director	(b)(4) %	43,455.72	7,403.00	50,858.72
Business Consultant	%	18,153.60	3,094.00	21,247.60
Senior Business Consultant	%	27,687.74	4,885.46	32,573.20
Project Administrator/Marketing	%	24,471.02	4,162.42	28,633.44
Marketing Intern	%	0.00	5,517.20	5,517.20
Total Personnel		113,768.08	25,062.08	138,830.16
rounded to		113,768.00	25,062.00	138,830.00

TRAVEL

MBDA National Conference

Airfare (2 staff x \$780 - San Antonio, TX)	0.00	1,560.00	1,560.00
Ground Travel (\$27 x 2 departure & return)	54.00	0.00	54.00
Lodging (\$103 x 2 staff x 4 days)	824.00	0.00	824.00
DESA Per Diem (\$30 x 2 staff x 5 days)	0.00	300.00	300.00

Tuck Training

Airfare (1 staff x \$780 - Hanover, NH)	0.00	780.00	780.00
Ground Travel (\$140 x 2 depart & return)	280.00	0.00	280.00
Conference Fees	5,000.00	0.00	5,000.00
DESA Per Diem (\$30 x 1 staff x 2 days)	0.00	60.00	60.00

Specialized Training Program

Ground Travel (440 x .50 depart & return)	0.00	220.00	220.00
Lodging (\$124 x 1 room x 4 days)	0.00	496.00	496.00
DESA Per Diem (\$30 x 2 staff x 4 days)	0.00	240.00	240.00

MBDA Regional NEC (MED Week) Conference

Ground Travel (\$0.50 x 440 miles)	0.00	220.00	220.00
DESA Per Diem (\$30 x 4 staff x 1 day x .75%)	0.00	90.00	90.00



**MBDA National (MED Week)
Conference**

Airfare (2 staff x \$780 - Washington DC)	0.00	1,560.00	1,560.00
Ground Travel (\$27 x 2 depart & return)	0.00	54.00	54.00
Lodging (\$195 x 2 staff x 4 days)	0.00	1,560.00	1,560.00
DESA Per Diem (\$30 x 2 staff x 5 days)	0.00	300.00	300.00
Statewide Travel (6,000 x \$0.50)	1,860.00	1,140.00	3,000.00
Sub total travel	8,018.00	8,580.00	16,598.00
Rounded to	8,018.00	8,580.00	16,598.00

**EQUIPMENT &
FURNITURE**

0.00 0.00 0.00

SUPPLIES

1,439.40 0.00 1,439.40

Rounded to

1,439.00 0.00 1,439.00

CONTRACTUAL

0.00 0.00 0.00

CONSTRUCTION

N/A N/A N/A

OTHER DIRECT COST

Office Rent	13,198.00	5,000.00	18,198.00
Telephone Service	8,663.45	503.55	9,167.00
Postage	1,680.00	175.00	1,855.00
Janitorial Services	1,800.00	0.00	1,800.00
Utilities	3,422.96	310.00	3,732.96
Professional Services	0.00	600.00	600.00
Equipment Maintenance	1,109.58	548.10	1,657.68
Taxes & Licenses	3,000.00	811.00	3,811.00
Insurance	3,918.00	1,120.00	5,038.00
Sub-Total Other Direct Costs	36,791.99	9,067.65	45,859.64

Sub-Total DIRECT CHARGES	160,017.47	42,709.73	202,727.20
FEE [REDACTED] (b)(4)	14,190.90		14,190.90
Total Other Direct Costs + Fee	50,982.89	9,067.65	60,050.54
rounded to	50,983.00	9,068.00	60,051.00

TOTAL DIRECT CHARGES	174,208.37	42,709.73	216,918.10
rounded to	174,208.00	42,710.00	216,918.00

INDIRECT CHARGES	[REDACTED] (b)(4)		
	66,390.64	17,490.38	83,881.02
rounded to	66,391.00	17,490.00	83,881.00

TOTAL CHARGES	240,599.01	60,200.11	300,799.12
rounded to	240,599.00	60,200.00	300,799.00

A. Personnel

DESA, Inc. proposes to operate the South Carolina Minority Business Enterprise Center (SCMBEC) with a staff composed of one full-time project director, two part-time business consultants, one full-time project administrator/marketing, and one part-time marketing intern.

(b)(4)

(b)(4)

Thus, total salaries for the year are **\$138,830.16 (rounded to \$138,830.00)**.

B. Travel

DESA, Inc. has authorized three staff persons to travel throughout South Carolina for the purpose of promoting advocacy, outreach, and other marketing activities for potential clients. Most of the travel will be client-related; however, some travel will result from other marketing activities. DESA is proposing a total of two or more staff members attending events are based two individuals sharing a rooms and ground transportation i.e. (two males and one female or two females and one male).

Based on historical travel data from our MBDC experience, traveling throughout South Carolina is estimated at 6,000 miles for the year. Thus, total estimated travel is estimated as:

$$6,000 \times \$0.50 \text{ per mile} = \mathbf{\$3,000.00}$$

DESA is pledging two airline tickets totaling \$1,560.00 as a non-cash contribution to the South Carolina MBEC for travel to San Antonio, Texas for the MBDA National Conference for two staff. Travel estimate is based on airfare of \$780.00, DESA’s per diem rate of \$30.00 per day, lodging at rate of \$103 per night, and ground transportation of \$27; thus, the trip to the National Conference is calculated as follows:

Airfare (\$780 x 2 staff members).....	\$1,560.00
Ground Travel (\$27.00 x 2)	54.00
Lodging (\$103 x 2 staff x 4 days).....	824.00
Per Diem (\$30.00 x 2 staff x 5 days)	300.00
Total	\$2,738.00

DESA is pledging one airline ticket in the amount of \$780 as a non-cash contribution to the South Carolina MBEC for travel to Hanover, NH to Dartmouth University, Tuck Business School training “Implementing a System for High-Quality Service”. Tuck training is calculated based on airfare of \$780, DESA’s per diem rate of \$30.00 per day, conference registration fee of \$5,000 and ground transportation of \$280 roundtrip; thus, the trip to Tuck training is calculated as follows:

Airfare (\$780.00 x 1 staff)	\$780.00
Ground Travel (\$140.00 x 2 - depart & return)	280.00
Conference Registration Fee.....	5,000.00
Per Diem (\$30.00 x 1 staff x 2 days)	60.00



Total\$6,120.00

Travel to Atlanta, GA for the MBDA Specialized Training Program for two members of the South Carolina MBEC staff is based on ground travel at mileage rate of \$0.50, DESA’s per diem rate of \$30.00 per day, and lodging at rate of \$124 per night. Thus; the trip to Atlanta is calculated as follows:

Ground Travel (440 x \$0.50 depart & return).....	\$220.00
Lodging (\$124 x 1 room x 4 days).....	496.00
Per Diem (\$30.00 x 2 staff x 4 days)	240.00
Total	\$956.00

Travel to the Minority Business Development Agency (MBDA) Atlanta Regional (NEC) MED-Week Conference by four SCMBEC staff members is calculated based on DESA per diem rate at \$30 per day for one travel day at 75%, and ground travel of 440 miles at \$0.50 per mile; thus, the trip to the Regional MED Week Conference is calculated as follows:

Ground Travel (440 x \$0.50 depart & return).....	220.00
Per Diem (\$30.00 x 4 staff x 1 day x 75%)	90.00
Total	\$310.00

DESA is pledging two airline tickets totaling \$1,560 as a non-cash contribution to the South Carolina MBEC for travel to the Minority Business Development Agency (MBDA) National MED Week Conference. Budget calculations are based on airfare of \$780.00, DESA’s per diem rate of \$30 per day, lodging at a rate of \$195.00, and ground transportation at rate of \$27. Therefore, the trip to the National is budgeted as follows:

Airfare (\$780.00 x 2 staff members).....	\$1,560.00
Ground Travel (\$27.00 x 2)	54.00
Lodging (\$195 x 2 staff x 4 days).....	1,560.00
Per Diem (\$30.00 x 2 staff x 5 days)	300.00
Total	\$3,474.00

Thus, total travel costs for the period of performance is:

Statewide Travel	\$3,000.00
MBDA National Conference	2,738.00
MBDA “ <i>Implementing a System for High-Quality Service</i> ”	6,120.00
MBDA Specialized Training Program.....	956.00
Regional Conference (MED Week).....	310.00
National Conference (MED Week)	3,474.00
Total	\$16,598.00



The rates used to budget the travel expenses are based on the maximum rates for lodging amounts prescribed under paragraph 301-7.3(a) of Federal Travel Regulation (FTR). DESA is proposing its own per diem of \$30.00 per day for reimbursement of meals and incidentals incurred during travel within the continental United States.

C. Equipment & Furniture

DESA is proposing no additional equipment or furniture purchases for this budget period.

D. Office Supplies

Office supplies such as pens, pencils, paper clips, envelopes, staples, computer diskettes, computer backup tapes, telephone message pads, letter-size note pads, tape, labels, and file folders are budgeted based at an average monthly cost of \$186.70; thus, general office supplies are calculated as follows: $\$119.95 \times 12 = \$1,439.40$ (**rounded is \$1,439.00**). DESA's supply cost are based on historical data.

E. Contractual

DESA is proposing no contractual services for audit during this budget period.

F. Other Direct Cost

The cost items listed in this category are based on DESA's historical data, unless otherwise indicated.

1. Office Rent

The SCMBEC office space is estimated at 1,348 square feet with an annual rent of **\$18,198.00**; thus, cost per square foot is calculated as follows: $\$18,198.00$ divided by 1,348 sq. ft. = \$13.50 per sq. ft.

2. Telephone Service

SCMBEC telephone system includes three lines, fax line, and long distance and local services, are budgeted at **\$9,167.00** for the year. Long distance charges are budgeted at \$2,750.10 and local services are budgeted at \$6,416.90.

3. Postage

Postage is estimated based on 4,000 mailings at \$0.42 plus \$175.00 for parcel mailings, special over night deliveries and certified mailings; thus, postage is calculated as follows:

$$4,000 \times \$0.42 + \$175.00 = \mathbf{\$1,855.00}$$



4. Janitorial Services

Janitorial services at the SCMBEC office is budgeted at \$150.00 month. Total janitorial services cost is **\$1,800.00** for 12 months.

5. Utilities

The utilities are budgeted at \$311.08 per month, thus annual utilities cost is **\$3,732.96**.

6. Professional Services

DESA is budgeting **\$600** for the maintenance and servicing of the Minority Business Enterprise Center web site.

7. Equipment Maintenance Services

DESA will solicit a computer service company in the local area to repair and service SCMBEC's computers. Maintenance service agreements for the MBEC office include a copier, Star Talk phone system, printers, computer parts, computer services and labor, which are budgeted at **\$1,657.68** for Year 2009.

Copier maintenance	980.00
Network maintenance	177.68
Services calls.....	500.00
Total	\$1,657.68

8. Taxes & Licenses

DESA will provide taxes and licenses for the South Carolina MBEC at estimated cost of **\$3,811.00** for the year.

City of Columbia Licenses.....	609.76
Richland County Taxes.....	3,201.24
Total	\$3,811.00

9. Insurance

DESA will provide property, general liability and errors and omissions insurance for the South Carolina MBEC at estimated cost of **\$5,038.00** for the year.

Professional Liability Insurance	2,488.00
General Liability Insurance.....	2,100.00
Commercial Property Insurance	450.00
Total	\$5,038.00



11. Fee

Also included in Other Direct Costs category is a fee of \$14,190.90, which is [redacted] % of direct charges; calculated as follows: \$ [redacted] x [redacted] % = \$14,190.90

(b)(4)

Total Direct Charges:

Therefore, the total direct charges are:

$$\$202,727.20 + \$14,190.90 = \$216,918.10 \text{ (rounded to } \mathbf{\$216,918.00})$$

At December 31, 2005, DESA’s actual indirect rates were as follows: fringe benefits rate of [redacted] %, overhead rate of [redacted] % and general and administrative rate of [redacted] %. DESA is offering to provide services to the Minority Business Development Agency for the total indirect rate of [redacted] %, which is less than its actual rates.

(b)(4)

Indirect charges for this option year are budgeted at [redacted] %. Indirect charges includes: fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated at [redacted] % of subtotal of direct cost, or:

$$\$ [redacted] \times [redacted] \% = \$83,881.02 \text{ (rounded to } \mathbf{\$83,881.00})$$

Total Year 2009 Charges:

Total charges are calculated as total direct charges plus indirect charges, or: \$216,918.10 + \$83,881.02 = \$300,799.12 (rounded to \$300,799.00)



COST SHARING

The required federal funding level of **\$240,599** as indicated in "Part II - Award Information, Section A, Funding Availability" and OMB Circular A-133. DESA will be responsible for cost sharing contributions totaling **\$60,200**. The MBDA has established the total project cost as follows:

MBDA Contribution	\$ 240,599
Minimum Cost Sharing Contribution	<u>60,200</u>
Total Funding Cost	<u>\$ 300,799</u>

DESA intends to satisfy its cost-sharing requirements through (1) client fees, and (2) non-cash contributions. Summary tables for each cost-sharing area are provided below.

(1). Client fees for client service hours will be based upon the following fee schedules:

Gross Receipts of Clients	Fee/Hr	1-on-1 Consulting % of Hrs.	Total Hrs	Clients	Fees
\$0 - \$99,999	\$10.00	5.00%	137	5	1,370.00
\$100,000-\$299,999	\$20.00	8.00%	219	7	4,380.00
\$300,000-\$999,999	\$30.00	70.00%	1,918	64	57,540.00
\$1M - \$2,999,999	\$40.00	8.00%	219	7	8,760.00
\$3M - \$4,999,999	\$50.00	7.00%	192	6	9,600.00
\$5M - above	\$60.00	2.00%	55	2	3,300.00
Total Income		100.00%	2,740	91	\$84,950.00

Total Income	\$84,950.00
Less: Fee Waivers/Uncollectibles (33.725721%)	<u>- \$28,650.00</u>
Total Fee Income	\$ 56,300.00

To claim the waiver, clients must submit income tax returns, which indicate that they experienced a loss before earning, interest, taxes, depreciation and amortization (EITDA) for three years. Fee waiver may also be granted to potential SGI client with a project (equity & experience) that has high potential for success.

Fee waivers are estimated at \$19,943 and uncollectibles are estimated at \$8,707 for a total of \$28,650.00.



(2). The breakdown of non-cash contributions is as follows:

NON-CASH CONTRIBUTIONS	
Source	Amount
DESA (Airfare)	\$3,900.00

RECAPITULATION OF MATCHING FUNDS

Fee Collections (adjusted for bad debt)	56,300.00
Cash Contributions	0.00
In-Kind Contributions	3,900.00
Total Matching Funds	\$60,200.00



STAFF TIME ALLOCATION CHART
DESA, Inc.
South Carolina Minority Business Enterprise Center
1 January 2009 – 31 December 2009

	Status	Project		Client		Administrative		Other	
		Hrs	Allocation	Hrs	% of hrs	Hrs	% of hrs	Hrs	% of hrs
PROPOSED MBEC STAFF									
Project Director	Full-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Business Consultant	Part-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Senior Business Consultant	Part-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Project Administrator/Marketing	Full-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Marketing Intern	Part-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Grand Totals		6,328		2,740		2,664		924	

Note: For one full-time position, [REDACTED]

All redactions pursuant to FOIA exemption (b)(4)



MINORITY BUSINESS DEVELOPMENT AGENCY
TIME PHASE PLAN (TPP)
FOR MINORITY BUSINESS ENTERPRISE CENTER

State of South Carolina (Headquarters to be located in Columbia, SC)
Organization's Name: DESA, Inc.

Award No. Budget Period No. 3
Start and End Dates: January 1, 2009 – December 31, 2009

Number of Months: 12

Indicators	Points	First Performance		Second Performance		Third Performance		Fourth Performance	
		Period (Months =3) Y-T-D Goal							
1. Dollar Value of contracts & procurements	27	3,033,500	6,067,000	9,100,500	12,134,000				
2. Dollar Value of awarded financial transactions	27	2,022,375	4,044,750	6,067,125	8,089,500				
3. Increase in sales	6	266,125	532,250	798,375	1,064,500				
4. Number of Jobs created	10	12	24	36	47				
5. Number of new clients	5	22	44	68	91				
Administrative Management & Operational Quality	25								
a. Maintenance of SGI Client Portfolio	3								
b. Customer Relationships Management	3								
c. Management Assessment	3								
d. Partnerships	5								
e. Consulting hours	3								
f. Maintenance of Non-Federal Cost Share	3								
g. Market promotion	1								
h. Resource entries	2	43	86	129	172				
i. Facilitated Matches	2	2	3	4	5				
Total Points	100								

Project Director

Organizational Relationships

Reports to: Operator

Supervises: Business Consultants
Project Administrator
Marketing Intern

General Function: Provides leadership for and manages the MBEC staff's efforts to ensure consistent high quality work performed in the following areas: market development, client services and operational quality. Ensures the Center operates using a systems-integrated business consulting service approach to assist in minority business growth. Nurtures the growth of MBEs to become larger companies.

Major Duties and Responsibilities:

- Implements goals and objectives of the MBEC by ensuring compliance with the performance measures as outlined in the contract.
- Identifies high potential MBEs through the use of MBDA-provided technology and recognized community presence and places them on a high-growth trajectory through the effective utilization of MBEC staff.
- Defines and implements a systems-integrated consulting approach to provide exceptional customer service to clients demonstrating the functions of: competitive strategy, efficient process management, organizational value structure, appropriate financial, technical and human resources, management information systems, and staff empowerment.
- Facilitates the match of qualified minority entrepreneurs with identified opportunities and resources utilizing MBDA technology and effective marketing efforts.
- Aggressively utilizes and directs the staff's use of the Portal tool to leverage the business advantage it provides to the MBEC's client base (i.e. Business Needs Analyzer, Phoenix/Opportunity, Resource Locator, Capital Locator, Business Analyst GIS, and Business and Marketing Planning).
- Promotes the client's use of use of new technology such as the Resource Locator tool.
- Aligns staff for exceptional performance and productivity and promotes professional growth of MBEC personnel through training, coaching, counseling and mentoring activities as established by measurable goals.
- Reviews periodic reports relating to the MBEC's operations then devises strategies and allocates resources to enhance project performance in order to meet or exceed quarterly and annual performance expectations.
- Prepares or directs the preparation of all MBEC reports and correspondence as required by the MBDA.

- Promotes and organizes advocacy activities and relationships, in the public and private sectors, to help increase business ownership, market, capital, education and training opportunities for minority business enterprises or individuals.
- Leads the development of strategies to increase the MBEC's visibility and client base.
- Develops and maintains a network of strategic partners and intra-strategic relationships.
- Networks with other MBEC's and businesses to share information, ideas and best practices and refer appropriate clients for additional services.
- Collaborates with MBDA to identify MED Week key participants, conduct outreach and maintain ongoing communication with participant before, during and after the Business-to-Business Linkage event.
- Ensures the identification and electronic recording of sources of the following on the MBDA Portal: market opportunities, capital resources, business ownership opportunities, education and training resources and registration of MBE's.
- Provides personalized and/or group consulting to minority businesses utilizing integrative systems.
- Ensures that all required training is successfully completed by the MBEC staff.
- Synchronizes efforts between MBEC and MBDA.
- Ensures response to MBDA communications within 24 hours. Responsible for all official communication of changes in staffing, location or contact information.
- Fosters collaboration within the MBDA network of funded projects.
- Performs other duties as assigned.

Qualification Standards:

Education - Bachelor's degree from an accredited four-year college or university or equivalent experience in Business or Public Administration, Economics, Marketing, Journalism, Law, or related area is required. Master's degree is preferred.

Experience - Minimum of ten (10) years of experience in private sector business with a concentration in business development, purchasing management, public relations, marketing or operations and a minimum of five (5) years experience in a supervisory or management role. A minimum of five (5) years of prior experience in business development, marketing and/or customer service management. Must have effective verbal and written communication skills and presentation experience. Strong negotiation and business development skills is needed. Demonstrated ability to develop and maintain useful business relationships within the State of South Carolina. Must have intermediate knowledge of computer technology (various software programs, Internet, database management, spreadsheets) and the ability to utilize information technology to leverage resources and meet changing industry requirements.

Salary Range: \$45,000 - \$65,000 annually

Senior Business Consultant

Organizational Relationships

Reports to: Project Director

General Function:

Provides direct client assistance to MBEs on the basis of individualized professional engagements. Provides personalized and/or group business consulting services to minority businesses with special emphasis on business/strategic planning, financial agreements, obtaining appropriate equity funding, assisting with mergers, acquisitions and asset purchases.

Major Duties and Responsibilities:

Contributes to the Center's goal of meeting or exceeding performance standards of the MBEC contract by:

- Identifying potential high-growth MBEs through the use of MBDA-provided technology and recognized community presence
- Conducting a standardized client assessment and establishing a projected growth track using the Business Needs Analyzer.
- Providing personalized and/or group business consulting services to minority businesses in all functional areas of small business management.
- Providing strategic business consulting to SGI firms through one-on-one consulting or by strategic team consulting led by MBEC as appropriate.
- Assisting clients to obtain access to capital to start, grow or expand a business by developing effective financial agreements and accessing different types of equity financing.
- Assisting clients to obtain access to markets by identifying and accessing business opportunities through plan development and implementation, mergers and acquisitions, franchises, licensing agreements and asset purchases.

- Aggressively utilizes the Portal and promotes the business advantage it provides to the MBEC's client base. Introduces and educates clients on the business advantage of using the Resource Locator.

- Nurtures the growth of MBEs to become larger companies through the use of market research and development, market promotion and resource development.

- Facilitates the match of qualified minority entrepreneurs with identified opportunities and resources utilizing MBDA technology.



Enters (daily) data into performance system for monthly reporting to MBDA.

Performs other duties as assigned.

Qualification Standards:

Education - Bachelor's degree from an accredited four-year college or university or equivalent experience in Business or Public Administration, Economics, Finance, Accounting, Information Systems Technology or related area is required. Master's degree is preferable.

Experience - Minimum of fifteen (15) years of experience in Business or Public Administration, Finance, or Accounting preferred, with a minimum of five (5) years experience in supervisory or management role. A minimum of five (5) years of proven experience in bid and proposal development, and debt and equity financing for minority business is desirable. Must have effective verbal and written communication and presentation skills. Effective negotiation and business development skills are needed. Must be a results-oriented, self-starter who can work independently. Must have intermediate knowledge of computer technology (various software programs, Internet, spreadsheets) and the ability to utilize information technology to leverage resources and meet changing industry requirements.

Salary Range: \$45,000 to \$75,000 annually

Business Consultant

Organizational Relationships

Reports to: Project Director

General Function:

Provides direct client assistance to MBEs on the basis of individualized professional engagements. Provides personalized and/or group business consulting services to minority businesses in all functional areas of small business management.

Major Duties and Responsibilities:

Contributes to the Center's goal of meeting or exceeding performance standards of the MBEC contract by:

- Providing strategic business consulting on a personalized or group basis as appropriate.
- Identifying potential high-growth MBEs through the use of MBDA-provided technology and recognized community presence.
- Assisting clients to obtain access to capital to start, grow or expand a business.
- Providing personalized and/or group business consulting services to minority businesses in all functional areas of small business management.
- Providing strategic business consulting to SGI firms through one-on-one consulting or by strategic team consulting led by MBEC as appropriate.
- Assisting clients to obtain access to markets by identifying and accessing business opportunities.

Aggressively utilizes the Portal and promotes the business advantage it provides to the MBEC's client base. Introduces and educates clients regarding the business advantage of using the Resource Locator.

Facilitates the match of qualified minority entrepreneurs with identified opportunities and resources utilizing MBDA technology.

Serves as backup systems administrator to support the maintenance and security of the MBEC's computer systems.

Qualification Standards:

Education - Bachelor's degree from an accredited four-year college or university or equivalent experience in Business or Public Administration, Economics, Finance, Accounting or related area is required. Master's degree is preferable.

Experience - Minimum of five (5) years of experience in Business Management or Public Administration, or related field preferred, with a minimum of three (3) years experience in supervisory/management role. Requires a minimum of three (3) years of successful bid and proposal development. Exceptional verbal and written communication and presentation skills are required. Must be a results-oriented, self-starter who can work independently. Strong negotiation and business development skills are desired. Must have intermediate knowledge of computer technology (various software programs, Internet, spreadsheets) and the ability to utilize information technology to leverage resources and meet changing industry requirements. Must be competent in the operation of an operations system fully compatible with the Windows 2000 network and local area network technology. Working knowledge of website maintenance and design is required.

Salary Range: \$35,000 to \$50,000 annually

Project Administrator

Organizational Relationships

Reports to: Project Director

General Function: Provides administrative, marketing and information systems support to the Center's staff by managing the MBEC database, entering accurate information in MBDA-based systems, managing the central file system and coordinating the Center's training and informational seminars and events. Designated as the party responsible for the Center's computer maintenance and security.

Major Duties and Responsibilities:

- Registers local MBEs in MBDA's Phoenix system.
- Provides basic bookkeeping functions for the MBEC, such as client billing and accounts payable, and will reconcile with DESA's controller on a monthly basis.
- Assists with the preparation of all MBEC reports and correspondence as required by the MBDA and the project director.
- Reviews correspondence, memoranda, and reports prepared by others to ensure accuracy.
- Conducts Internet and other business research to assist consultants with work plans and marketing/promotional activities.
- Serves as systems administrator, responsible for operating systems, maintenance, security and in-house computer support and set up. Performs these actions by:
 - Set up and assignment of all new e-mail accounts and passwords.
 - Troubleshooting operating systems and local area network concerns.
 - Ensuring appropriate communication links are active and available upon 24-hour notice from the MBDA.

- Reviewing MBEC website (at least every three (3) months) for accuracy, currency and appropriateness for the general public and in compliance with the Americans with Disabilities Act.
- Coordinates efforts of MBEC staff to plan and execute MED Week activities.
- Maintains control files of all MBDA required documents which include but are not limited to: strategic partnership MOUs, MBEC and related staff computer security agreements, etc. Responsible for initial submission and update of all required documentation to MBDA.
- Manages database with current business profile information.
- Ensures telephone communication is pleasant and in accordance with the contract.
- Maintains adequate supplies and/or required forms.
- Performs other duties as assigned.

Qualifications:

Minimum of a Bachelor's degree in Business Administration, Human Resources Management, Information Technology or related field and two (2) years experience in an administrative capacity or an equivalent combination of education and experience. Business management/marketing/public relations skills are preferable.

Intermediate-level computer skills using the Internet for web-based searches, MS Office, specifically MS Word and Access. Ability to use technology to create more efficient flow of information, web searches of business information and completion of work through database design and management. Must have working knowledge of systems/server administration and the ability to perform basic to moderate information technology troubleshooting per the contract.

Must be competent in the operation of an operating system fully compatible with the Windows 2000 network and local area network technology or higher. Must be experienced with the installation and uninstallation of software. Working knowledge of website maintenance and design is desired.

Effective interpersonal and communication skills (oral and written). Excellent grammar and written composition skills required. Prior experience writing business communications and/or business reports is desirable.

Excellent organizational, multi-tasking and time management skills are needed.

Salary Range: \$24,000 to \$30,000 annually



Marketing Intern

Organizational Relationships

Reports to: Project Director

General Function: Provides marketing and public relations support to the Center's staff by assisting with various aspects of market research and development and market promotion. Will assist MBEC staff in developing and implementing marketing plans for MED Week and other designated events hosted by the Center.

Major Duties and Responsibilities:

Assists with the development of a MBEC brochure for mail-out and distribution.

Assists with development of program description for inclusion in MBDA portal and the MBEC web site.

Maintains and updates MBEC website content.

Assists with market research of business and capital opportunities for potential MBE

Assist with the development of public service announcements and paid advertisements.

Performs other duties as assigned.

Qualification Standards:

Junior/Senior-level college student majoring in Marketing, Advertising, Public Relations or related field with a cumulative GPA of 2.8 or better. Must have successfully completed a minimum of 9 credit hours of upper division study in marketing/advertising or related classes.

Intermediate-level computer skills using the Internet for web-based searches, market research and MS Office. Knowledge of HTML, Frontpage and or Dreamweaver software is desired.

Effective interpersonal and communication skills (oral, written and presentation). Excellent grammar and written composition skills required. Prior experience writing business communications and/or business reports is desirable.

Must be a self starter with excellent organizational and time management skills.

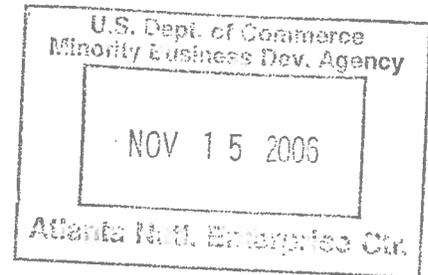
Salary Range: \$9.00-\$12.00 hourly



*Professional/Administrative Services
Event, Conference and Logistical Management
Construction and Project Management
Marketing and Communications
Global Business Services*

November 14, 2006

Mr. John Iglehart, Interim Director
U.S. Department of Commerce
Minority Business Development Agency
Atlanta National Enterprise Center
401 W. Peachtree St., NW
Summit Building, Room 1715
Atlanta, GA 30308



**Re: Additional Clarifications per 11/14/06 Telephone Call with Cheryl May-Holmes
regarding South Carolina MBEC Budget Items and Qualifications**

Dear Mr. Iglehart:

Thank you for sharing the additional clarifications with regard to the aforementioned document. As requested, we have reviewed and revised this information based upon the telephone conversation conducted earlier today.

The changes are reflected on the following pages:

Control Listing Item – Pages 3 & 4
2007 Budget – II-3, II-11
2008 Budget – II-23
2009 Budget – II-31, II-36
Qualifications – III-29, III-31, III-32

I trust that we have fully addressed each of your questions. Please let me know if I may be of further assistance. Thank you once again for your patience and consideration.

Sincerely,

Reva A. Witherspoon
Director, Administration & Management

Enclosures

Page II-23 – The statement under “Total Direct Charges” that begins with “DESA, actual indirect rates...” has been clarified.

Page II-26 – The individual hours projected on the Cost-Share Chart, when combined has been revised. The calculated total of 2740 is consistent with the Staff Time Allocation Chart. This adjustment caused the Total Income amount to change to \$84,950. Additionally, all [REDACTED] hours will be performed by the three (3) consultants.

Page II-27 – The header for the TPP has been moved to the correct placement at the top of the Time Phase Plan Chart.

YEAR 2009

Page II-29 – The calculations for lodging on this page match the information presented for this trip in 2008. The lodging calculation now reflects (\$124 x 1 room x 4 days) for a total of \$496, which is consistent with other areas of the budget. Additionally, the per diem calculation reflects (\$30 x 2 staff x 4 days) for a total of \$240. This calculation is consistent with other areas of budget.

Page II-31 – The total for the Indirect Charges has been corrected (\$83,881.04)

Page II-31 – The total for the “Total Charges” has been corrected (\$300,799.14)

Page II-33 - *Proposed trip to Atlanta, Georgia for Specialized Training Program* – The narrative and calculations reflect a mileage rate of \$0.50.

Page II-33 - *Proposed trip to Atlanta Georgia for Atlanta NEC’s MED Week* – The narrative and calculations reflect a per diem rate of \$30.00 per day.

Page II-33 - *Proposed trip to Washington, DC for National MED Week* – The narrative and calculations reflect airfare of \$780.00 per person.

Page II-34 – Postage rate calculation changed to \$0.42.

Page II-35 - The total for Utilities reflects the actual budgeted calculation of (\$311.08 x 12 = \$3732.96).

Page II-35 – All reference to “Permits” has been removed.

Page II-36 – Item 11 – Fee – The total for Other Direct Costs has been corrected (\$202,727.20). The fee (\$14,190.90), based on the [REDACTED] figure, is now correct.

Page II-36 – The figure \$202,727.20, under the heading “Total Direct Charges” is now correct. The fee (\$14,190.90) is now correct as well as the total of \$216,918.10.

(b)(4)

Page II-36 – The figure \$ [REDACTED] is now correct thus making the total figure for the indirect charges (\$83,881.04) correct. The prior discrepancy was due to rounding.

Page II-36 – The figure (\$216,918.10) presented under the heading “Total Year 2009 Charges” is correct as well as \$83,881.04. The correct total is now (\$300,799.14).

(b)(4)

*Page II-39 - The individual hours projected on the Cost-Share Chart, when combined has been revised. The calculated total of 2740 is consistent with the Staff Time Allocation Chart. All [REDACTED] will be performed by the three (3) consultants.



South Carolina Minority Business Enterprise Center

2007 Budget

PERSONNEL	Percentage	FEDERAL	NON FEDERAL	TOTAL
Project Director	██████████	40,745.00	7,190.36	47,935.36
Business Consultant	(b)(4)	17,023.70	3,004.22	20,027.92
Senior Business Consultant	██████████	27,687.50	4,885.70	32,573.20
Project Administrator/Marketing	██████████	22,939.66	4,048.18	26,987.84
Marketing Intern	██████████	1,300.00	3,900.00	5,200.00
Total Personnel		109,695.86	23,028.46	132,724.32
rounded to		109,696.00	23,028.00	132,724.00

TRAVEL

MBDA Post Award Conference				
Ground Travel (440 miles x \$.445 depart & return)	195.80	0.00		195.80
MBDA National Conference				
Airfare (2 staff x \$650 - San Antonio, TX)	0.00	1,300.00		1,300.00
Ground Travel (\$25 x 2 staff depart & return)	50.00	0.00		50.00
Lodging (\$103 x 2 staff x 4 days)	824.00	0.00		824.00
DESA Per Diem (\$27 x 2 staff x 5 days)	270.00	0.00		270.00
Tuck Training				
Airfare (3 staff x \$650 - Hanover, NH)	0.00	1,950.00		1,950.00
Ground Travel (\$120 x 2 depart & return)	240.00	0.00		240.00
Lodging (\$116 x 2 rooms x 5 days)	1,160.00	0.00		1,160.00
DESA Per Diem (\$27 x 3 staff x 6 days)	486.00	0.00		486.00
Specialized Training Program				
Ground Travel (440 miles x .445 depart & return)	195.80	0.00		195.80
Lodging (\$124 x 1 room x 4 days)	496.00	0.00		496.00
DESA Per Diem (\$27 x 2 staff x 4 days)	216.00	0.00		216.00
MBDA Regional NEC MED-Week Conference				
Ground Travel (\$0.445 x 440 miles)	195.80	0.00		195.80
DESA Per Diem (\$27 x 4 staff x 1 day x 75%)	81.00	0.00		81.00
MBDA National MED-Week Conference				
Airfare (2 staff x \$650 – Washington, DC)	0.00	1,300.00		1,300.00
Ground Travel (\$25 x 2 depart & return)	50.00	0.00		50.00
Lodging (\$195 x 2 staff x 4 days)	1,560.00	0.00		1,560.00
DESA Per Diem (\$27 x 2 staff x 5 days)	270.00	0.00		270.00
Statewide Travel (6,000 x \$0.445)	1,530.00	1,140.00		2,670.00
Sub total travel	7,820.40	5,690.00		13,510.40



At December 31, 2005, DESA's actual indirect rates were as follows: fringe benefits rate of [REDACTED]%, overhead rate of [REDACTED]% and general and administrative rate of [REDACTED]%. DESA is offering to provide services to the Minority Business Development Agency for the total indirect rate of [REDACTED]%, which is less than its actual rates.

(b)(4)

Indirect charges for this option year are budgeted at [REDACTED]%. Indirect charges includes: fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated at [REDACTED]% of subtotal of direct cost, or:

$$\$ [REDACTED] \times [REDACTED] \% = \$83,881.13 \text{ (rounded to } \$83,881.00)$$

Total Charges for Year 2007:

Total charges are calculated as total direct charges plus indirect charges, or: \$216,918.35 + \$83,881.13 = \$300,799.48 (rounded to \$300,799.00)

COST SHARING

The required federal funding level of \$240,599 as indicated in "Part II - Award Information, Section A, Funding Availability" and OMB Circular A-133. DESA will be responsible for cost sharing contributions totaling \$60,200. The MBDA has established the total project cost as follows:

MBDA Contribution	\$ 240,599
Minimum Cost Sharing Contribution	<u>60,200</u>
Total Funding Cost	<u>\$ 300,799</u>

DESA intends to satisfy its cost-sharing requirements through (1) client fees, and (2) non-cash contributions. Summary tables for each cost-sharing area are provided below.

(1). Client fees for client service hours will be based upon the following fee schedules:

Gross Receipts of Clients	Fee/Hr	1-on-1 consulting % of hrs.	Total Hrs	Clients	Fees
\$0 - \$99,999	\$10.00	11.00%	301	10	3,010.00
\$100,000-\$299,999	\$20.00	13.00%	356	11	7,120.00
\$300,000-\$999,999	\$30.00	50.00%	1,370	46	41,100.00
\$1M - \$2,999,999	\$40.00	12.00%	329	11	13,160.00
\$3M - \$4,999,999	\$50.00	12.00%	329	11	16,450.00
\$5M - above	\$60.00	2.00%	55	2	3,300.00
Total Income		100.00%	2,740	91	\$84,140.00



Total\$5,038.00

10. Memberships & Community Relations

Memberships & Community Relations costs, which include memberships with professional organizations and several county and city Chambers of Commerce and subscriptions, are estimated at **\$1,621.40** per year.

City of Columbia Chamber of Commerce	300.00
City of Greenville Chamber of Commerce	300.00
City of Charleston Chamber of Commerce	300.00
The State Newspaper	121.40
Hispanic Chamber of Commerce	200.00
Asian Chamber of Commerce	200.00
Filipino American Association	200.00
Total	\$1,621.40

11. Fee

Included in the Other Direct Charges category is a fee of \$14,190.89, which is █ % of direct charges. It is calculated as follows: \$ █ x █ % = \$14,190.89

(b)(4)

Total Direct Charges:

Therefore, the total direct charges are:

$\$202,727.02 + \$14,190.89 = \$216,917.91$ (rounded to **\$216,918.00**)

At December 31, 2005, DESA's actual indirect rates were as follows: fringe benefits rate of █ %, overhead rate of █ % and general and administrative rate of █ %. DESA is offering to provide services to the Minority Business Development Agency for the total indirect rate of █ %, which is less than its actual rates.

(b)(4)

Indirect charges for this option year are budgeted at █ %. Indirect charges includes: fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated at █ % of subtotal of direct cost, or:

$\$ \text{█} \times \text{█} \% = \$83,880.96$ (rounded to **\$83,881.00**)

Total Charges for Year 2008:

Total charges are calculated as total direct charges plus indirect charges, or: $\$216,917.91 + \$83,880.96 = \$300,798.87$ (rounded to **\$300,799.00**)



Sub-Total DIRECT CHARGES	160,017.47	42,709.73	202,727.20
FEE [REDACTED] (b)(4)	14,190.90		14,190.90
Total Other Direct Costs + Fee	50,982.89	9,067.65	60,050.54
rounded to	50,983.00	9,068.00	60,051.00
TOTAL DIRECT CHARGES	174,208.37	42,709.73	216,918.10
rounded to	174,208.00	42,710.00	216,918.00
INDIRECT CHARGES			
[REDACTED] (b)(4)	66,390.64	17,490.38	83,881.04
rounded to	66,391.00	17,490.00	83,881.00
TOTAL CHARGES	240,599.01	60,200.11	300,799.14
rounded to	240,599.00	60,200.00	300,799.00

A. Personnel

DESA, Inc. proposes to operate the South Carolina Minority Business Enterprise Center (SCMBEC) with a staff composed of one full-time project director, two part-time business consultants, one full-time project administrator/marketing, and one part-time marketing intern.

[REDACTED] (b)(4)

11. Fee

Also included in Other Direct Costs category is a fee of \$14,190.90, which is [REDACTED] % of direct charges; calculated as follows: \$ [REDACTED] x [REDACTED] % = \$14,190.90

(b)(4)

Total Direct Charges:

Therefore, the total direct charges are:

$$\$202,727.20 + \$14,190.90 = \$216,918.10 \text{ (rounded to } \mathbf{\$216,918.00})$$

At December 31, 2005, DESA's actual indirect rates were as follows: fringe benefits rate of [REDACTED] %, overhead rate of [REDACTED] % and general and administrative rate of [REDACTED] %. DESA is offering to provide services to the Minority Business Development Agency for the total indirect rate of [REDACTED] %, which is less than its actual rates.

(b)(4)

Indirect charges for this option year are budgeted at [REDACTED] %. Indirect charges includes: fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated at [REDACTED] % of subtotal of direct cost, or:

$$\$ [REDACTED] \times [REDACTED] \% = \$83,881.04 \text{ (rounded to } \mathbf{\$83,881.00})$$

Total Year 2009 Charges:

Total charges are calculated as total direct charges plus indirect charges, or: \$216,918.10 + \$83,881.04 = \$300,799.14 (rounded to \$300,799.00)

- Promotes and organizes advocacy activities and relationships, in the public and private sectors, to help increase business ownership, market, capital, education and training opportunities for minority business enterprises or individuals.
- Leads the development of strategies to increase the MBEC's visibility and client base.
- Develops and maintains a network of strategic partners and intra-strategic relationships.
- Networks with other MBEC's and businesses to share information, ideas and best practices and refer appropriate clients for additional services.
- Collaborates with MBDA to identify MED Week key participants, conduct outreach and maintain ongoing communication with participant before, during and after the Business-to-Business Linkage event.
- Ensures the identification and electronic recording of sources of the following on the MBDA Portal: market opportunities, capital resources, business ownership opportunities, education and training resources and registration of MBE's.
- Provides personalized and/or group consulting to minority businesses utilizing integrative systems.
- Ensures that all required training is successfully completed by the MBEC staff.
- Synchronizes efforts between MBEC and MBDA.
- Ensures response to MBDA communications within 24 hours. Responsible for all official communication of changes in staffing, location or contact information.
- Fosters collaboration within the MBDA network of funded projects.
- Performs other duties as assigned.

Qualification Standards:

Education - Bachelor's degree from an accredited four-year college or university in Business or Public Administration, Economics, Marketing, Journalism, Law, or related area or equivalent experience is required. Master's degree is preferred.

Experience - Minimum of ten (10) years of experience in private sector business with a concentration in business development, purchasing management, public relations, marketing or operations and a minimum of five (5) years experience in a supervisory or management role. A minimum of five (5) years of prior experience in business development, marketing and/or customer service management. Must have effective verbal and written communication skills and presentation experience. Strong negotiation and business development skills is needed. Demonstrated ability to develop and maintain useful business relationships within the State of South Carolina. Must have intermediate knowledge of computer technology (various software programs, Internet, database management, spreadsheets) and the ability to utilize information technology to leverage resources and meet changing industry requirements.

Salary Range: \$45,000 - \$65,000 annually



Enters (daily) data into performance system for monthly reporting to MBDA.

Performs other duties as assigned.

Qualification Standards:

Education - Bachelor's degree from an accredited four-year college or university in Business or Public Administration, Economics, Finance, Accounting, Information Systems Technology or related area or equivalent experience is required. Master's degree is preferable.

Experience - Minimum of fifteen (15) years of experience in Business or Public Administration, Finance, or Accounting preferred, with a minimum of five (5) years experience in supervisory or management role. A minimum of five (5) years of proven experience in bid and proposal development, and debt and equity financing for minority business is desirable. Must have effective verbal and written communication and presentation skills. Effective negotiation and business development skills are needed. Must be a results-oriented, self-starter who can work independently. Must have intermediate knowledge of computer technology (various software programs, Internet, spreadsheets) and the ability to utilize information technology to leverage resources and meet changing industry requirements.

Salary Range: \$45,000 to \$75,000 annually



Business Consultant

Organizational Relationships

Reports to: Project Director

General Function:

Provides direct client assistance to MBEs on the basis of individualized professional engagements. Provides personalized and/or group business consulting services to minority businesses in all functional areas of small business management.

Major Duties and Responsibilities:

Contributes to the Center's goal of meeting or exceeding performance standards of the MBEC contract by:

- Providing strategic business consulting on a personalized or group basis as appropriate.
- Identifying potential high-growth MBEs through the use of MBDA-provided technology and recognized community presence.
- Assisting clients to obtain access to capital to start, grow or expand a business.
- Providing personalized and/or group business consulting services to minority businesses in all functional areas of small business management.
- Providing strategic business consulting to SGI firms through one-on-one consulting or by strategic team consulting led by MBEC as appropriate.
- Assisting clients to obtain access to markets by identifying and accessing business opportunities.

Aggressively utilizes the Portal and promotes the business advantage it provides to the MBEC's client base. Introduces and educates clients regarding the business advantage of using the Resource Locator.

Facilitates the match of qualified minority entrepreneurs with identified opportunities and resources utilizing MBDA technology.

Serves as backup systems administrator to support the maintenance and security of the MBEC's computer systems.

Qualification Standards:

Education - Bachelor's degree from an accredited four-year college or university in Business or Public Administration, Economics, Finance, Accounting or related area or equivalent experience is required. Master's degree is preferable.