



## **3.4D Costs Budget and Budget Narrative**

**For**

**South Carolina Minority Business Enterprise Center**

**Budget Year 2007**

**Submitted by:**

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**September 20, 2006**

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**South Carolina Minority Business Enterprise Center**


**2007 Budget**

<b>PERSONNEL</b>	<b>Percentage</b>	<b>FEDERAL</b>	<b>NON FEDERAL</b>	<b>TOTAL</b>
Project Director	█%	40,745.00	7,190.36	47,935.36
Business Consultant	█%	17,023.70	3,004.22	20,027.92
Business Consultant	█%	27,687.50	4,885.70	32,573.20
Administrator/Marketing	(b)(4) █%	22,939.66	4,048.18	26,987.84
Student Intern	█%	1,300.00	3,900.00	5,200.00
<b>Total Personnel</b>		<b>109,695.86</b>	<b>23,028.46</b>	<b>132,724.32</b>
<b>rounded to</b>		<b>109,696.00</b>	<b>23,028.00</b>	<b>132,724.00</b>
<b>TRAVEL</b>				
<b>MBDA Post Award Conference</b>				
Ground Travel (440 miles x \$.445 depart & return)		195.80	0.00	195.80
<b>MBDA National Conference</b>				
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
<b>Tuck Training</b>				
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
<b>Specialized Training Program</b>				
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
<b>MBDA Regional NEC MED-Week Conference</b>				
Ground Travel (\$0.445 x 440 miles)		195.80	0.00	195.80
Lodging (\$124 x 4 staff x 1 day)		0.00	0.00	0.00
DESA Per Diem (\$27 x 4 staff x 1 day x 75%)		81.00	0.00	81.00
<b>MBDA National MED-Week Conference</b>				
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



	FEDERAL	NON FEDERAL	TOTAL
<b>Statewide Travel (6,000 x \$0.445)</b>	1,530.00	1,140.00	2,670.00
<b>Sub total travel</b>	<b>7,820.40</b>	<b>5,690.00</b>	<b>13,510.40</b>
<b>Rounded to</b>	<b>7,820.00</b>	<b>5,690.00</b>	<b>13,510.00</b>
<b>EQUIPMENT &amp; FURNITURE</b>			
Total Equipment & Furniture	0.00	0.00	0.00
<b>rounded to</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SUPPLIES</b>			
Total Supplies	2,181.00	0.00	2,181.00
<b>rounded to</b>	<b>2,181.00</b>	<b>0.00</b>	<b>2,181.00</b>
<b>CONTRACTUAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CONSTRUCTION</b>	N/A	N/A	N/A
<b>OTHER DIRECT COST</b>			
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, Licenses & Permits	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
<b>Sub-Total DIRECT CHARGES</b>	<b>160,017.46</b>	<b>42,709.96</b>	<b>202,727.43</b>
FEE [REDACTED] (b)(4)	14,190.92		14,190.92
<b>Total Other Direct Costs + Fee</b>	<b>54,511.13</b>	<b>13,991.50</b>	<b>68,502.63</b>
<b>rounded to</b>	<b>54,511.00</b>	<b>13,992.00</b>	<b>68,503.00</b>



	FEDERAL	NON FEDERAL	TOTAL
<b>TOTAL DIRECT CHARGES</b>	174,208.39	42,709.96	216,918.35
<b>rounded to</b>	<b>174,208.00</b>	<b>42,710.00</b>	<b>216,918.00</b>
<b>INDIRECT CHARGES</b>			
	66,390.72	17,490.41	83,881.13
<b>rounded to</b>	<b>66,391.00</b>	<b>17,490.00</b>	<b>83,881.00</b>
<b>TOTAL CHARGES</b>	240,599.11	60,200.37	300,799.48
<b>rounded to</b>	<b>240,599.00</b>	<b>60,200.00</b>	<b>300,799.00</b>

**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 administrator, and one part-time student 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.



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
<b>Total .....</b>	<b>\$195.80</b>

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
<b>Total .....</b>	<b>\$2,444.00</b>

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 five days; lodging is at a rate of \$116 per night and ground transportation is estimated at \$120; thus, the trip to the Tuck training is calculated as follows:

Airfare (\$983.00 x 3 staff member) .....	\$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 member x 6 days) .....	486.00
<b>Total .....</b>	<b>\$3,836.00</b>

Travel to Atlanta, GA for the MBDA Specialized Training Program for two staff members of the South Carolina MBEC staff is based on ground travel at mileage rate of \$0.445. DESA's per diem rate is \$27.00 per day for five 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 member x 4 days) .....	216.00
<b>Total .....</b>	<b>\$907.80</b>



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
<b>Total .....</b>	<b>\$276.80</b>

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 member) .....	\$1,300.00
Ground Travel (\$25.00 x 2) .....	50.00
Lodging (\$195 x 2 staff member x 4 days).....	1,560.00
Per Diem (\$27.00 x 2 staff member x 5 days) .....	270.00
<b>Total .....</b>	<b>\$3,180.00</b>

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
<b>Total .....</b>	<b>\$13,510.40</b>

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**.

## **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.

### **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 x \$0.39 + \$175.00= **\$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 .....	 <b>\$3,960.10</b>

**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 main 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 .....	 <b>\$2,338.72</b>

**10. Taxes, Licenses & Permits**

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

**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.

**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.

**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:

$$\$202,727.43 + \$14,190.92 = \$216,918.35 \text{ (rounded to } \mathbf{\$216,918.00})$$

Indirect charges for the first 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 as █% of sub- total of direct cost, or:

(b)(4)

$$\mathbf{\$ \text{█} \% = \$83,881.13 \text{ (rounded to } \mathbf{\$83,881.00})}$$

(b)(4)

**Total Charges for Year 2007:**

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

**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><b>\$ 300,799</b></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
<b>Total Income</b>		<b>100.00%</b>	<b>2,740</b>	<b>91</b>	<b>\$84,140.00</b>

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

(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
<b>Total Matching Funds</b>	<b>\$60,200.00</b>



**STAFF TIME ALLOCATION CHART**  
**DESA, Inc.**  
**South Carolina Minority Business Enterprise Center**  
**1 January 2007 – 31 December 2007**

	Status	Project Allocation		Client		Administrative		Other	
		Hours	% of hrs	Hrs	% of hrs	Hrs	% of hrs	Hrs	% of hrs
<b>PROPOSED MBEC STAFF</b>									
Project Director	Full-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Business Consultant	Part-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Business Consultant	Part-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Administrative Coordinator	Full-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Intern	Part-time	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>Grand Totals</b>		<b>6,328</b>		<b>2,740</b>		<b>2,597</b>		<b>991</b>	

(b)(4)

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

(b)(4)



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

State of South Carolina (Headquarters to be located in Columbia, SC)

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

Organization's Name: DESA, Inc.

Indicators	Points	Performance			
		First Period (Months =3) Y-T-D Goal	Second Period (Months =3) Y-T-D Goal	Third Period (Months =3) Y-T-D Goal	Fourth 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
<b>Total Points</b>	<b>100</b>				



## **3.4D Costs Budget and Budget Narrative**

**For**

**South Carolina Minority Business Enterprise Center**

**Budget Year 2008**

**Submitted by:**

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**September 20, 2006**

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### South Carolina Minority Business Enterprise Development Center



**2008 Budget**

<b>PERSONNEL</b>	<b>Percentage</b>	<b>FEDERAL</b>	<b>NON FEDERAL</b>	<b>TOTAL</b>
Project Director	█%	41,964.70	7,403.30	49,368.00
Business Consultant	█%	17,534.08	3,094.00	20,628.08
Business Consultant	(b)(4) █%	27,687.60	4,885.60	32,573.20
Administrator/Marketing	█%	23,638.34	4,162.62	27,800.96
Student Intern	█%	0.00	5,356.00	5,356.00
<b>Total Personnel</b>		<b>110,824.72</b>	<b>24,901.52</b>	<b>135,726.24</b>
<b>rounded to</b>		<b>110,825.00</b>	<b>24,902.00</b>	<b>135,727.00</b>
<b>TRAVEL</b>				
<b>MBDA National Conference</b>				
Airfare (2 staff x \$780 - San Antonio, TX)		0.00	1,560.00	1,560.00
Ground Travel (\$27 x 2 staff)		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
<b>Tuck Training</b>				
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
<b>Specialized Training Program</b>				
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
<b>MBDA Regional NEC (MED Week) Conference</b>				
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
<b>MBDA National (Med Week) Conference</b>				
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
<b>Statewide Travel (6,000 x \$0.50)</b>		<b>1,860.00</b>	<b>1,140.00</b>	<b>3,000.00</b>
<b>Sub total travel</b>		<b>8,018.00</b>	<b>8,580.00</b>	<b>16,598.00</b>
<b>rounded to</b>		<b>8,018.00</b>	<b>8,580.00</b>	<b>16,598.00</b>





	FEDERAL	NON FEDERAL	TOTAL
<b>EQUIPMENT &amp; FURNITURE</b>			
Total Equipment & Furniture	0.00	0.00	0.00
<b>rounded to</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SUPPLIES</b>			
Total Supplies	2,240.40	0.00	2,240.40
<b>rounded to</b>	<b>2,240.00</b>	<b>0.00</b>	<b>2,240.00</b>
<b>CONTRACTUAL</b>			
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CONSTRUCTION</b>			
	N/A	N/A	N/A
<b>OTHER DIRECT COST</b>			
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	3,423.00	310.00	3,733.00
Professional Services	0.00	600.00	600.00
Equipment Maintenance	2,338.72	0.00	2,338.72
Taxes, Licenses & Permits	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	38,934.30	9,228.12	48,162.42
<hr/>			
Sub-Total DIRECT CHARGES	160,017.42	42,709.64	202,727.06
FEE [REDACTED] (b)(4)	14,190.89		14,190.89
Total Other Direct Costs + Fee	53,125.19	9,228.12	62,353.31
<b>rounded to</b>	<b>53,125.00</b>	<b>9,228.00</b>	<b>62,353.00</b>
<hr/>			
<b>TOTAL DIRECT CHARGES</b>	174,208.31	42,709.64	216,917.95
<b>rounded to</b>	<b>174,208.00</b>	<b>42,710.00</b>	<b>216,918.00</b>
<b>INDIRECT CHARGES</b>			
[REDACTED] (b)(4)	66,390.60	17,490.38	83,880.98



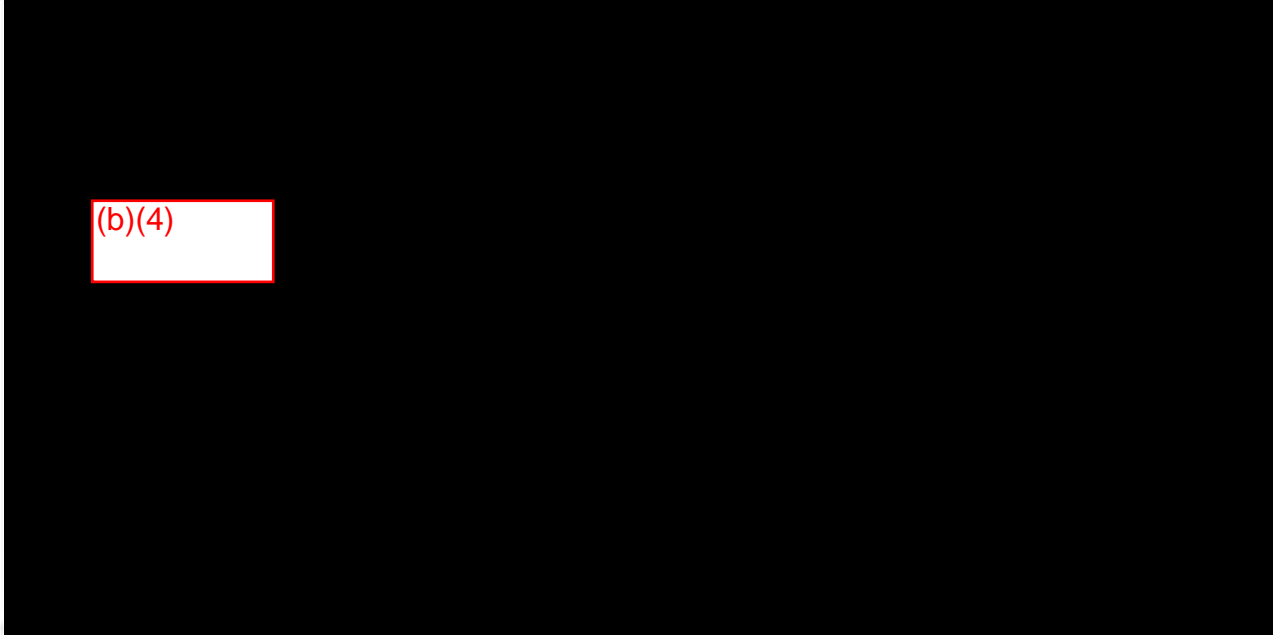
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<b>rounded to</b>	<b>66,391.00</b>	<b>17,490.00</b>	<b>83,881.00</b>
<b>TOTAL CHARGES</b>	240,598.91	60,200.02	300,798.93
<b>rounded to</b>	<b>240,599.00</b>	<b>60,200.00</b>	<b>300,799.00</b>



**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 administrator, and one part-time student intern.



(b)(4)

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.

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 \$0.50 per mile = **\$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 (\$27.00 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 \$140; 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
<b>Total .....</b>	<b>\$6,120.00</b>

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 \$0.445; DESA's per diem rate of \$30.00 per day for five 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
<b>Total .....</b>	<b>\$956.00</b>

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 \$27 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 member x 1 day x 75%) .....	90.00
<b>Total .....</b>	<b>\$310.00</b>

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 MME-Week Conference by two staff members. The calculation is based on airfare of \$650.00, DESA's per diem rate of \$30 per day, lodging at a rate of \$195.00, and ground transportation at rate of \$25; thus, the trip to the National is calculated as follows:

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

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
<b>Total .....</b>	<b>\$16,598.00</b>

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)**

**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 **\$9,137.30** for the year.

**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 **\$3,733.00**.

**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 main 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.....	<b>\$2,338.72</b>

**8. Taxes, Licenses & Permits**

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

**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.

**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.

**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:



\$202,727.06 + \$14,190.89= \$216,917.95 (rounded to \$216,918.00)

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 as [REDACTED]% of sub- total of direct cost, or:

(b)(4)

\$ [REDACTED] x [REDACTED] % = \$83,880.98 (rounded to \$83,881.00)

**Total Charges for Year 2008:**

Total charges are calculated as total direct charges plus indirect charges, or: \$216,917.95 + \$83,880.98 = \$300,798.93 (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%	1,643	55	49,290.00
\$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
<b>Total Income</b>		<b>100.00%</b>	<b>2,740</b>	<b>91</b>	<b>\$84,920.00</b>



Total Income	\$84,920.00
Less: Fee Waivers/uncollectibles (33.702308%)	- \$28,620.00
<b>Total Fee Income</b>	<b>\$ 56,300.00</b>

(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
<b>Total Matching Funds</b>	<b>\$60,200.00</b>





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

	Status	Project Allocation	Hours	Hrs	Client		Administrative		Other	
					Hours	% of hrs	Hours	% of hrs	Hrs	% of hrs
Project Director	Full-time	%								
Business Consultant	Part-time	%								
Business Consultant	Part-time	%								
Administrative Coordinator	Full-time	%								
Student Intern	Part-time	%								
<b>Grand Totals</b>			<b>6,328</b>		<b>2,740</b>		<b>2,597</b>		<b>991</b>	

Note: For one full-time position,

[Redacted]

(b)(4)

(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	Second	Third	Forth
		Performance Period (Months =3) Y-T-D Goal	Performance Period (Months =3) Y-T-D Goal	Performance Period (Months =3) Y-T-D Goal	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
<b>Administrative Management &amp; Operational Quality</b>	<b>25</b>				
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				

Part III - 13

Use or disclosure of proposal data is subject to the restriction on the title page of this proposal.

Operation of the South Carolina MBEC  
Competition ID: 072620061180

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](http://www.desainc.com)

**September 20, 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.

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**South Carolina Minority Business Enterprise Center**



**2009 Budget**

<b>PERSONNEL</b>	<b>Percentage</b>	<b>FEDERAL</b>	<b>NON FEDERAL</b>	<b>TOTAL</b>
Project Director	100%	43,455.72	7,403.00	50,858.72
Business Consultant	(b)(4)	18,153.60	3,094.00	21,247.60
Business Consultant	(b)(4)	27,687.74	4,885.46	32,573.20
Administrator/Marketing	100%	24,471.02	4,162.42	28,633.44
Student Intern	0%	0.00	5,517.20	5,517.20
<b>Total Personnel</b>		<b>113,768.08</b>	<b>25,062.08</b>	<b>138,830.16</b>
<b>rounded to</b>		<b>113,768.00</b>	<b>25,062.00</b>	<b>138,830.00</b>

**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 staff)	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 x 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 2 staff per room x 4 days)	0.00	496.00	496.00
DESA Per Diem ( \$30 x 1 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
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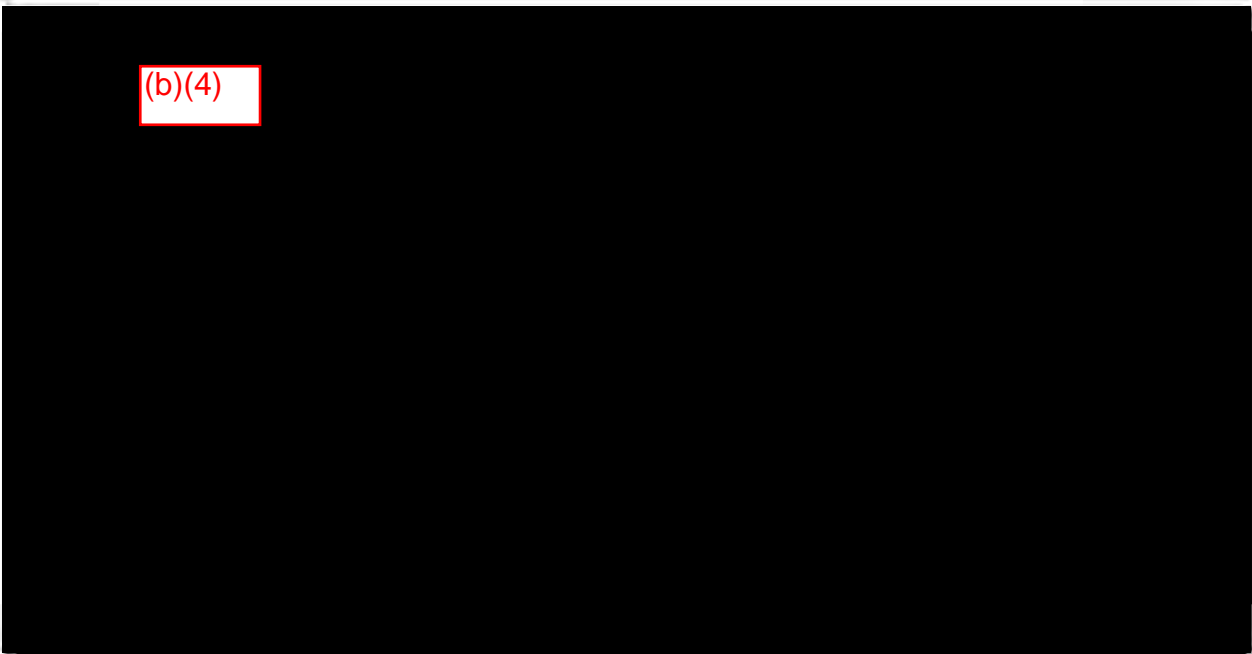


Ground Travel (\$27 x 2 depart & return)	0.00	54.00	54.00
Lodging (\$195 x 2 staff x 4 days)	0.00	1,560.00	1,560.00
DESA Per Diem ( \$30 x 2 staff x 5 days)	0.00	300.00	300.00
<b>Statewide Travel (6,000 x \$0.50)</b>	<b>1,860.00</b>	<b>1,140.00</b>	<b>3,000.00</b>
<b>Sub total travel</b>	<b>8,018.00</b>	<b>8,580.00</b>	<b>16,598.00</b>
<b>Rounded to</b>	<b>8,018.00</b>	<b>8,580.00</b>	<b>16,598.00</b>
<b>EQUIPMENT &amp; FURNITURE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SUPPLIES</b>	1,439.40	0.00	1,439.40
<b>Rounded to</b>	<b>1,439.00</b>	<b>0.00</b>	<b>1,439.00</b>
<b>CONTRACTUAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CONSTRUCTION</b>	N/A	N/A	N/A
<b>OTHER DIRECT COST</b>			
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	3,423.00	310.00	3,733.00
Professional Services	0.00	600.00	600.00
Equipment Maintenance	1,109.55	548.10	1,657.65
Taxes, Licenses & Permits	3,000.00	811.00	3,811.00
Insurance	3,918.00	1,120.00	5,038.00
<b>Sub-Total Other Direct Costs</b>	<b>36,792.00</b>	<b>9,067.65</b>	<b>45,859.65</b>
<b>Sub-Total DIRECT CHARGES</b>	<b>160,017.48</b>	<b>42,709.73</b>	<b>202,727.21</b>
FEE [REDACTED]	(b)(4)	14,190.90	14,190.90

Total Other Direct Costs + Fee	50,982.90	9,067.65	60,050.55
<b>rounded to</b>	<b>50,983.00</b>	<b>9,068.00</b>	<b>60,051.00</b>
<b>TOTAL DIRECT CHARGES</b>	174,208.38	42,709.73	216,918.11
<b>rounded to</b>	<b>174,208.00</b>	<b>42,710.00</b>	<b>216,918.00</b>
<b>INDIRECT CHARGES</b>			
	(b)(4)	66,390.60	17,490.38
<b>rounded to</b>	<b>66,391.00</b>	<b>17,490.00</b>	<b>83,881.00</b>
<b>TOTAL CHARGES</b>	240,598.98	60,200.11	300,799.09
<b>rounded to</b>	<b>240,599.00</b>	<b>60,200.00</b>	<b>300,799.00</b>

**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 administrator, and one part-time student intern.







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.

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 \$0.50 per mile = **\$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 member) .....	\$1,560.00
Ground Travel (\$27.00 x 2) .....	54.00
Lodging (\$103 x 2 staff x 4 days).....	824.00
Per Diem (\$27.00 x 2 staff x 5 days).....	300.00
<b>Total .....</b>	<b>\$2,738.00</b>

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 \$140; 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
<b>Total .....</b>	<b>\$6,120.00</b>

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 \$0.445, 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 \$27 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
<b>Total .....</b>	<b>\$310.00</b>

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 \$650.00, DESA's per diem rate of \$30 per day, lodging at a rate of \$195.00, and ground transportation at rate of \$25. Therefore, the trip to the National is budgeted as follows:

Airfare (\$780.00 x 2 staff member) .....	\$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
<b>Total .....</b>	<b>\$3,474.00</b>

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
<b>Total .....</b>	<b>\$16,598.00</b>

Thus total travel, (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 \$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:  $\$186.70 \times 12 = \$2,240.40$  (**rounded is \$2,240.00**)

### **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.

#### **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:

$$4,000 \times \$0.39 + \$175.00 = \mathbf{\$1,855.00}$$

#### **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 **\$3,733.00**.

#### **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 main office include a copier, Star Talk phone system, printers, computer parts, computer services and labor, which are budgeted at **\$2,338.72** for Year 2009.



Copier maintenance .....	980.00
Network maintenance .....	858.72
Services calls.....	500.00
 Total .....	 <b>\$2,338.72</b>

**8. Taxes, Licenses & Permits**

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

**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.

**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.

**11. Fee**

Also included in Other Direct Costs category is a fee of \$14,190.89, which is [redacted] % of direct charges; calculated as follows: [redacted] x [redacted] % = **\$14,190.89**

(b)(4)

**Total Direct Charges:**

Therefore, the total direct charges are:

$\$202,727.06 + \$14,190.89 = \$216,917.95$  (rounded to **\$216,918.00**)

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 as [redacted] % of sub- total of direct cost, or:

$\$ [redacted] \times [redacted] \% = \$83,880.98$  (rounded to **\$83,881.00**)

(b)(4)

**Total Year 2009 Charges:**

Total charges are calculated as total direct charges plus indirect charges, or:  $\$216,917.95 + \$83,880.98 = \$300,798.93$  (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%	1,917	64	57,510.00
\$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
<b>Total Income</b>		<b>100.00%</b>	<b>2,740</b>	<b>91</b>	<b>\$84,920.00</b>

Total Income	\$84,920.00
Less: Fee Waivers/uncollectibles (33.702308%)	<u>- \$28,620.00</u>
<b>Total Fee Income</b>	<b>\$ 56,300.00</b>

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

NON-CASH CONTRIBUTIONS	
Source	Amount
DESA (Airfare)	<b>\$3,900.00</b>

RECAPITULATION OF MATCHING FUNDS

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

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

	Status	Project Allocation	Hours	Client		Administrative		Other	
				Hrs	% of hrs	Hrs	% of hrs	Hrs	% of hrs
Project Director	Full-time								
Business Consultant	Part-time								
Business Consultant	Part-time								
Administrative Coordinator	Full-time								
Student Intern	Part-time								
<b>Grand Totals</b>			<b>6,328</b>		<b>2,740</b>		<b>2,597</b>		<b>991</b>

Note: For one full-time position,

(b)(4)

(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  
Number of Months: 12  
Start and End Dates: January 1, 2009 – December 31, 2009



Indicators	Points	First Performance Period	Second Performance Period	Third Performance Period	Fourth Performance Period
		(Months =3) Y-T-D Goal	(Months =3) Y-T-D Goal	(Months =3) Y-T-D Goal	(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
<b>Total Points</b>	<b>100</b>				

Part III - 14

Use or disclosure of proposal data is subject to the restriction on the title page of this proposal.

Operation of the South Carolina MBEC  
Competition ID: 072620061180



**COMPETITIVE APPLICATION PACKAGE  
(PART IV & V)  
FOR OPERATING THE  
SOUTH CAROLINA  
MINORITY BUSINESS ENTERPRISE CENTER**

***Submitted to***

Office of Business Development – MBEC Program  
Office of Executive Secretariat, HCHB, Room 5063  
Minority Business Development Agency  
U.S. Department of Commerce  
14<sup>th</sup> Street and Constitution Avenue, NW  
Washington, DC 20230

***Submitted in Response to***  
Competition ID #072620061180

***Submitted by***

DESA, Inc.  
400 Percival Road  
Columbia, SC 29206-5021  
(803) 743-1124 • (803) 782-6741 fax  
[dianes@desainc.com](mailto:dianes@desainc.com)  
[www.desainc.com](http://www.desainc.com)

**SEPTEMBER 20, 2006**

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*This proposal includes data that shall not be disclosed outside of the government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of - or in conjunction with - the submission of this data, the 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 rights to use information contained in this data if it is obtained from another source without restriction. Terms and conditions of the proposal are valid for a period of 180 days from the date of receipt by the government.*

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September 15, 2006

Office of Business Development – MBEC Program  
Office of Executive Secretariat, HCHB, Room 5063  
Minority Business Development Agency  
U.S. Department of Commerce  
14<sup>th</sup> Street and Constitution Avenue, NW  
Washington, DC 20230

RE: Competition ID No: 072620061180  
South Carolina Minority Business Enterprise Center

Dear Executive Secretariat:

DESA, Inc. is pleased to submit its offer in response to your Competitive Application Package for operating the South Carolina Minority Business Enterprise Center. Please find the enclosed original **Part IV - Forms**: Standard Form 424, Standard Form 424a, Standard Form 424b, Standard Form LLL, CD-346 and CD-511. Also enclosed are the original **Part V – Attachments**: (A) Letters of Reference and Support, (B) Project Director's Letter of Intent & Official College Transcript, (C) Articles of Incorporation, (D) By-Laws, (E) Website, (F) Time Phase Plan, and (G) Staff Time Allocation Chart.

Our program narrative has been electronically submitted. Two copies of Part IV and Part V are included with this package. The original volume is marked "Original" on the lower right front cover.

Should you require any additional action on our part or have any questions, please contact me at (803) 743-1124, extension 1142.

Sincerely,

Diane E. Sumpter  
President/CEO

Enclosures