

**-SAMPLE-**

**Two Way Radio 2013 Master Contract  
MBE / SBR / VSBE Participation Worksheet  
For Functional Areas I, II & III**

**SECTION 1 – PORFP REQUESTING AGENCY INFORMATION**

<b>PORFP Requesting Agency:</b>	Department of Information Technology Division of Contract Management	<b>Date: (mm/dd/yyyy)</b>	01/01/2013
<b>Point of Contact:</b>	Name, Title	<b>Telephone:</b>	XXX-XXX-XXXX
<b>TO Manager:</b>	Name	<b>Telephone:</b>	XXX-XXX-XXXX

**SECTION 2 – SOLICITATION INFORMATION**

<b>PORFP Number: (ADPICS PO Number)</b>	XXXXXXXXXXXX
<b>PORFP Title:</b>	Title of PORFP
<b>Brief Description of the PORFP</b>	The purpose of this PORFP is to procure (list items), associated equipment, installation services, and maintenance for DoIT's statewide contract oversight program. This PORFP is broken down into four elements: equipment acquisition, equipment installation, and maintenance for DoIT staff.
<b>PORFP Term</b>	Estimated work start date XX/XX/XXXX; estimated work end date XX/XX/XXXX <input type="checkbox"/>

**SECTION 3 - POTENTIAL MBE SUBCONTRACTING OPPORTUNITIES**

<b>Services to be Provided Under the PORFP</b>	<b>Number of Potential MBEs per Service</b>	<b>Estimated Percentage of PORFP Value</b>	<b>Estimated Value in Dollars</b>
<b>List services</b>	<b>#</b>	<b>%</b>	<b>\$</b>
1. Installation of XXXXXXX	2	10	5000
2. Maintenance of XXXXXXX	12	26	13,000
3.			
<b>ESTIMATED POTENTIAL MBE SUBCONTRACTING AMOUNT</b>			<b>\$ 18.000</b>
<b>ESTIMATED PORFP VALUE</b>			<b>\$ 50,000</b>

<b>CALCULATED MBE GOAL</b>	<b>36%</b>
<b>(Estimated Potential Subcontracting Amount / Estimated PORFP Value)</b>	

Is the current MBE goal being met?      Yes     No     (Explain if 'No')

Is the current MBE goal being exceeded?    Yes     No     (Explain if 'Yes')

**SECTION 4 – POTENTIAL SBR OPPORTUNITIES FOR PORFP**

Services to be Provided Under the PORFP	Number of Potential SBRs per Service	Estimated Value in Dollars
List services	#	\$
1. Two Way Radio Model XYZ	5	\$25,000
2. Two Way Radio Console ABC	5	\$25,000
3.		
<b>ESTIMATED POTENTIAL SBR AMOUNT</b>		<b>\$ 50,000</b>
<b>ESTIMATED PORFP VALUE</b>		<b>\$ 50,000</b>

**SECTION 5 - POTENTIAL VSBE OPPORTUNITIES FOR PORFP**

Services to be Provided Under the PORFP	Number of Potential VSBEs per Service	Estimated Percentage of PORFP Value	Estimated Value in Dollars
List services	#	%	\$
1. Two Way Radio Console setup	5	5%	2,500
2.			
<b>ESTIMATED POTENTIAL VSBE SUBCONTRACTING AMOUNT</b>			<b>\$ 2,500</b>
<b>ESTIMATED PORFP VALUE</b>			<b>\$ 50,000</b>

<b>CALCULATED VSBE GOAL</b>		<b>5%</b>	
<b>(Estimated Potential Subcontracting Amount / Estimated PORFP Value)</b>			
<b>SECTION 6 – SUMMARY</b>			
<b>RECOMMENDED MBE GOAL AS A PERCENTAGE</b>	<b>26%</b>	<b>ESTIMATED MBE AMOUNT IN DOLLARS</b>	<b>\$13,000</b>
<b>RECOMMENDED VSBE GOAL AS A PERCENTAGE</b>	<b>5%</b>	<b>ESTIMATED VSBE AMOUNT IN DOLLARS</b>	<b>\$2,500</b>
<b>SMALL BUSINESS RESERVE DESIGNATION: (YES OR NO)</b>			
<b>EXPLANATION OF THE RECOMMENDED MBE/VSBE GOAL AND SBR DESIGNATION:</b>			
<p>Because both the installation and maintenance requirements could be met by MBE subcontractors, the Estimated Potential Subcontracting Amount equals the sum of the dollar value for both services (\$18,000). The corresponding Calculated MBE Goal is 36 percent. However, because no MBE subcontractors with the required installation experience are available during PORFP Term, the installation component is not included in the Recommended MBE Goal. Therefore, the Recommended MBE Goal is 26 percent based on the maintenance component only.</p>			

**MBE/SBR/VSBE Participation Worksheet Signature page**

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Procurement Officer Name & Signature Date

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Agency PO Manager Name & Signature Date

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MBE Liaison or Department Head Name & Signature Date