

-SAMPLE-
Hardware 2012 Master Contract
MBE Participation Worksheet
For Functional Areas IV
(Installation & Training Services)

SECTION 1 – PORFP REQUESTING AGENCY INFORMATION

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

SECTION 2 – SOLICITATION INFORMATION

PORFP Number: (ADPICS PO Number)	XXXXXXXXXXXX
PORFP Title:	Title of PORFP
Brief Description of the PORFP	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.
PORFP Term	Estimated work start date XX/XX/XXXX; estimated work end date XX/XX/XXXX

SECTION 3 - POTENTIAL SUBCONTRACTING OPPORTUNITIES FOR PORFP

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

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

Services to be Provided Under Functional Area IV of the PORFP	Number of Potential MBEs per Service	Estimated Percentage of PORFP Value	Estimated Value in Dollars
List services	#	%	\$
1. Installation of XXXXXXX	2	10	5000
2. Maintenance of XXXXXXX	12	26	13,000

ESTIMATED POTENTIAL SUBCONTRACTING AMOUNT			\$ 18,000
ESTIMATED PORFP VALUE			\$ 50,000
CALCULATED MBE GOAL (Estimated Potential Subcontracting Amount / Estimated PORFP Value)			36%
SECTION 4 – SUMMARY			
RECOMMENDED MBE GOAL AS A PERCENTAGE	26%	ESTIMATED MBE AMOUNT IN DOLLARS	\$13,000
EXPLANATION OF THE RECOMMENDED MBE GOAL:			
<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>			

Procurement Officer Name & Signature

Date

Purchase Order Manager Name & Signature

Date

MBE Liaison or Department Head Name & Signature

Date

PLEASE SUBMIT THIS FORM AS A SIGNED PDF WITH YOUR AWARD PACKAGE