

## MBE Participation Worksheet – Instructions

Below are instructions for completing each field of the MBE Participation Worksheet for Functional Areas II & III of the Telecommunications (PBX III) Equipment and Services Master Contract.

Field Name	Instructions
<b>Section 1 – PORFP Requesting Agency Information</b>	
PORFP Requesting Agency	Name of the agency issuing the PORFP.
Date	Date the worksheet was completed (mm/dd/yyyy).
Point of Contact	Name of the agency contact for the PORFP.
Phone	Telephone number of the agency contact for the PORFP.
<b>Section 2 – Solicitation Information</b>	
PORFP Number (ADPICS PO Number)	Enter the ADPICS Purchase Order (PO) number released against the Telecommunications (PBX III) Master Contract Blanket Purchase Order # 060B1400048 in ADPICS.
Brief Description of the PORFP	Provide a brief description of the PORFP. Copy and paste from Section 4, Scope of Work, of the PORFP.
PORFP Term	Enter the estimated work start and end dates from Section 4, Functional Area II and / or III, of the PORFP.
<b>Section 3 – Potential Subcontracting Opportunities for PORFP</b>	
Services to be Provided Under the PORFP	List the services and / or tasks to be performed under the PORFP.
Number of Potential MBEs per Service	For each service / task to be provided under the PORFP, search the MDOT MBE/ DBE Directory ( <a href="http://mbe.mdot.state.md.us/directory">http://mbe.mdot.state.md.us/directory</a> ) to identify potential MBE subcontractors capable of performing the service / task. Use keywords from the service / task to perform the search. Enter the number of potential MBEs identified in the search.
Estimated Percentage of PORFP Value	For each service / task listed, estimate the percentage each would represent out of the total estimated PORFP value. Enter a percentage for each service / task.
Estimated Value in Dollars	For each service / task listed, estimate the dollar value out of the total estimated PORFP value. Enter each value in dollars.
Estimated Potential Subcontracting Amount	Enter the total estimated dollar value of all listed services / tasks designated for potential MBE subcontracting.
Estimated PORFP Value	Enter the estimated total value of the PORFP.
Calculated MBE Goal	Divide the <b>Estimated Potential Subcontracting Amount</b> by the <b>Estimated PORFP Value</b> and enter as a percentage.
<b>Section 4 – Summary</b>	
Recommended MBE Goal as a Percentage	Consider the <b>Calculated MBE Goal</b> in Section 3 in light of prior contracting experience, industry knowledge, and the number and availability of the potential MBEs identified. Adjust the goal up or down, if warranted, and enter as a percentage.
Estimated MBE Amount in Dollars	Multiply the <b>Recommended MBE Goal as a Percentage</b> times the <b>Estimated PORFP Value</b> in Section 3, and enter as a dollar amount.
Explanation of the Recommended MBE Goal	Provide an explanation of any difference between the <b>Calculated MBE Goal</b> in Section 3 and the <b>Recommended MBE Goal as a Percentage</b> . For example, multiple MBE firms exist in the MDOT directory as potential subcontractors, but some are not available for the PORFP term.