

**Telecommunications (PBX IV) Equipment and Services Master Contract -  
 MBE Participation Worksheet  
 For Functional Area II & III Only  
 (Manufacturer's Extended Warranty and Maintenance Services and Time & Material  
 Labor)**

**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>	8/18/2020
<b>Point of Contact:</b>	Name, Title	<b>Telephone:</b>	(410)#####

**SECTION 2 – SOLICITATION INFORMATION**

<b>PORFP Number: (ADPICS PO Number)</b>	xxxxxxx
<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 <b>three</b> elements: equipment acquisition, maintenance and equipment installation (time and materials) for DoIT staff.
<b>PORFP Term</b>	Estimated work start date mm/dd/yyyy; estimated work end date mm/dd/yyyy.

**SECTION 3 - POTENTIAL SUBCONTRACTING OPPORTUNITIES FOR PORFP**

<b>Services to be Provided Under Functional Areas II and III of the PORFP</b>	<b>Number of Potential MBEs per Service</b>	<b>Estimated Subcontract % of Functional Area</b>	<b>Estimated Value in Dollars</b>
<b>List services</b>	<b>#</b>	<b>%</b>	<b>\$</b>
1. Maintenance of xxxx (FA II)	51	50% of 10K	5,000
2. Installation of xxxx (FA III, Time and Material Labor)	32	40% of 10K	4,000
<b>ESTIMATED POTENTIAL SUBCONTRACTING AMOUNT</b>			<b>\$ 9,000</b>
<b>ESTIMATED FAII AND/OR FAIII VALUE</b>			<b>\$ 20,000</b>
<b>CALCULATED MBE GOAL (Estimated Potential Subcontracting Amount / Estimated FAII and or FAIII Value)</b>			<b>45%</b>

**SECTION 4 – SUMMARY**

<b>RECOMMENDED MBE GOAL AS A PERCENTAGE</b>	45%	<b>ESTIMATED MBE AMOUNT IN DOLLARS</b>	\$9,000
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**EXPLANATION OF THE RECOMMENDED MBE GOAL:**

There are a sufficient number of MBE firms capable of performing maintenance and installation of XYZ. Therefore the full calculated MBE goal of 45% is being established for this PORFP.