MBE Participation Worksheet – Instructions

Below are instructions for completing each field of the MBE Participation Worksheet for Functional Areas IV of the Hardware 2012 Master Contract.

Field Name	Instructions
Section 1 – PORFP Requesting Agency Information	
PORFP Requesting	Name of the agency issuing the PORFP.
Agency	5 5 5
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.
PO Manager	Name of PO Manager
Phone	Telephone number of the PO Manager
Section 2 – Solicitation Information	
PORFP Number	Enter the ADPICS Purchase Order (PO) number released against the Hardware 2012
(ADPICS PO Number)	Master Contract Blanket Purchase Order # 060B2400022 in ADPICS.
PORFP Title	Title of the PORFP
Brief Description of the	Provide a brief description of the PORFP. Copy and paste from Section 4, Scope of
PORFP	Work, of the PORFP.
PORFP Term	Enter the estimated work start and end dates from Section 4, Functional Area IV, of the
	PORFP.
Section 3 – Potential Subcontracting Opportunities for PORFP	
Services to be Provided	List the services and / or tasks to be performed under the PORFP.
Under Functional Area	
IV of the PORFP	
Number of Potential	For each service / task to be provided under the PORFP, search the MDOT MBE/ DBE
MBEs per Service	Directory (http://mbe.mdot.state.md.us/directory/) 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	For each service / task listed, estimate the percentage each would represent out of the
PORFP Value	total estimated PORFP value. Enter a percentage for each service / task.
Estimated Value in	For each service / task listed, estimate the dollar value out of the total estimated PORFP
Dollars	value. Enter each value in dollars.
Estimated Potential	Enter the total estimated dollar value of all listed services / tasks designated for potential
Subcontracting Amount	MBE subcontracting.
Estimated PORFP Value	Enter the estimated total value of the PORFP.
Calculated MBE Goal	Divide the Estimated Potential Subcontracting Amount by the Estimated PORFP
	Value and enter as a percentage.
Is the current MBE goal	Yes or No (Explain if 'No')
being met?	
Is the current MBE goal	Yes or No (Explain if 'Yes')
being exceeded?	
Section 4 – Summary	
Recommended MBE	Consider the Calculated MBE Goal in Section 3 in light of prior contracting experience,
Goal as a Percentage	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	Multiply the Recommended MBE Goal as a Percentage times the Estimated PORFP
in Dollars	Value in Section 3, and enter as a dollar amount.
Explanation of the	Provide an explanation of any difference between the Calculated MBE Goal in Section 3
Recommended MBE	and the Recommended MBE Goal as a Percentage . For example, multiple MBE firms
Goal	exist in the MDOT directory as potential subcontractors, but some are not available for
	the PORFP term.