## -SAMPLE-

## Hardware 2012 Master Contract MBE Participation Worksheet For Functional Areas IV

(Installation & Training Services)

(Installation & Training Services )								
Section 1 – PORFP Requesting Agency Information								
PORFP Requesting Agency:	Department of Information Technology Division of Contract Management		dd/yyyy)	01/01/2013				
Point of Contact:	Name, Title	Teleph	none:	XXX-XXX-XXXX				
PO Manager:	Name	Teleph		XXX-XXX-XXXX				
Section 2 – Solicitation Information								
PORFP Number: (ADPICS PO Number)	XXXXXXXXX							
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					
List services		#	%	\$				
1. Installation of XXXXXXX		2	10	5000				
2. Maintenance of XXXXXX		12	26	13,000				

E	NT :	\$ 18,000							
	JE S	<b>\$</b> 50,000							
(Estimated Potentia	AL 369	%							
(Estimated Potential Subcontracting Amount / Estimated PORFP Value)  SECTION 4 — SUMMARY									
RECOMMENDED MBE GOAL AS A PERCENTAGE	26 <b>%</b>			<b>\$</b> 13,00	<b>\$</b> 13,000				
EXPLANATION OF THE RECOMMENDED MBE GOAL:									
Because both the insta subcontractors, the Es dollar value for both so percent. However, bec experience are availab included in the Recom 26 percent based on the	timated Potential Secrices (\$18,000). Tause no MBE subcoble during PORFP Temended MBE Goal.	ubcontracting A The correspond Intractors with rm, the installa Therefore, the	Amount equ ding Calculat the required ation compo	als the ed MBE d install nent is	sum of the E Goal is 36 lation not				
Procurement Officer	Date								
Purchase Order Man	Date								
MBE Liaison or Department Head Name & Signature I					Date				

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