

**Telecommunications (PBX III) Equipment and Services Master Contract -
MBE Participation Worksheet**

For Functional Area II & III Only

(Maintenance Services and Time & Material Labor)

SECTION 1 – PORFP REQUESTING AGENCY INFORMATION

PORFP Requesting Agency:	Department of Information Technology, Division of Contract Management	Date: (mm/dd/yyyy)	6/18/2014
Point of Contact:	Name, Title	Telephone:	(410)#####

SECTION 2 – SOLICITATION INFORMATION

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

SECTION 3 - POTENTIAL SUBCONTRACTING OPPORTUNITIES FOR PORFP

Services to be Provided Under Functional Areas II and III of the PORFP	Number of Potential MBEs per Service	Estimated Subcontract % of Functional Area	Estimated Value in Dollars
List services	#	%	\$
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
ESTIMATED POTENTIAL SUBCONTRACTING AMOUNT			\$ 9,000
ESTIMATED FAII AND/OR FAIII VALUE			\$ 20,000
CALCULATED MBE GOAL (Estimated Potential Subcontracting Amount / Estimated FAII and or FAIII Value)			45%

SECTION 4 – SUMMARY

RECOMMENDED MBE GOAL AS A PERCENTAGE	45%	ESTIMATED MBE AMOUNT IN DOLLARS	\$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.