

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 IV) Equipment and Services Master Contract.

| Field Name | Instructions |
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| Section 1 – PORFP Requesting Agency Information | |
| 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. |
| Section 2 – Solicitation Information | |
| PORFP Number (ADPICS PO Number) | Enter the ADPICS Purchase Order (PO) number released against the Telecommunications (PBX IV Master Contract Blanket Purchase Order # 001B0600162 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. |
| Section 3 – Potential Subcontracting Opportunities for PORFP | |
| 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 (http://mbe.md.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 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 Estimated Potential Subcontracting Amount by the Estimated PORFP Value and enter as a percentage. |
| Section 4 – Summary | |
| Recommended MBE Goal as a Percentage | Consider the Calculated MBE Goal 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 Recommended MBE Goal as a Percentage times the Estimated PORFP Value in Section 3, and enter as a dollar amount. |
| Explanation of the Recommended MBE Goal | Provide an explanation of any difference between the Calculated MBE Goal in Section 3 and the Recommended MBE Goal as a Percentage . For example, multiple MBE firms exist in the MDOT directory as potential subcontractors, but some are not available for the PORFP term. |