

**Microwave & Ancillary Equipment and Services Master Contract
 MBE Participation Worksheet
 For Functional Area III Only
 (Installation, Repair and Preventive Maintenance Services)**

SECTION 1 – PORFP REQUESTING AGENCY INFORMATION

PORFP Requesting Agency:	Department of Information Technology Division of Contract Management	Date: (mm/dd/yyyy)	11/01/2010
Point of Contact:	Name, Title	Telephone:	XXX-XXX-XXXX

SECTION 2 – SOLICITATION INFORMATION

PORFP Number: (ADPICS PO Number)	XXXXXXXXXXXX
Brief Description of the PORFP	The purpose of this PORFP is to procure (list items), associated equipment, installation services, training and extended warranties for DoIT's statewide contract oversight program. This PORFP is broken down into four elements: equipment acquisition, equipment installation, training for DoIT staff, and warranties.
PORFP Term	Estimated work start date XX/XX/XXXX; estimated work end date XX/XX/XXXX

SECTION 3 - POTENTIAL SUBCONTRACTING OPPORTUNITIES FOR PORFP

Services to be Provided Under Functional Area III of the PORFP	Number of Potential MBEs per Service	Estimated Percentage of PORFP Value	Estimated Value in Dollars
List services	#	%	\$
1. Installation of XXXXXXXX	2	10	5000
2. Training for XXXXXXXX	12	26	13,000
ESTIMATED POTENTIAL SUBCONTRACTING AMOUNT			\$ 18,000
ESTIMATED PORFP VALUE			\$ 50,000

CALCULATED MBE GOAL (Estimated Potential Subcontracting Amount / Estimated PORFP Value)	36%
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SECTION 4 – SUMMARY

RECOMMENDED MBE GOAL AS A PERCENTAGE	26%	ESTIMATED MBE AMOUNT IN DOLLARS	\$13,000
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EXPLANATION OF THE RECOMMENDED MBE GOAL:

Because both the installation and training requirements could be met by MBE subcontractors, the Estimated Potential Subcontracting Amount equals the sum of the dollar value for both services (\$18,000). The corresponding Calculated MBE Goal is 36 percent. However, because no MBE subcontractors with the required installation experience are available during PORFP Term, the installation component is not included in the Recommended MBE Goal. Therefore, the Recommended MBE Goal is 26 percent based on the training component only.