

Instructions for Completing the MBE Set-Aside Subcontracting Notification

AGENCY INFORMATION:

Agency Name to Apply Set-Aside Credit: Please list the Agency Name administering the contract.

Agency-Awarded Contract: Please check if the CONTRACT is being let by your agency.

DAS-Awarded Contract: Please check if the CONTRACT is being let by Department of Administrative Services.

Index Number: List the Index number (for DAS contracts ONLY).

CONTRACT INFORMATION:

Contract Number: Please list the CONTRACT NUMBER associated with this contract.

Effective Date: Please list the FIRST day on which the contract may be used.

Expiration Date: Please list the LAST day on which the contract may be used.

Contractor Name Awarded Contract: Please list the PRIME Contractor Name awarded the contract.

Contractor Awarded Contract FTID: Please list the PRIME Contractor awarded the contracts FTID#.

Total Contract Value: Please list the DOLLAR AMOUNT of the TOTAL CONTRACT, not just the subcontracting.

CONTRACT TYPE:

Please choose whether the CONTRACT was posted as an INVITATION TO BID, REQUEST FOR PROPOSAL, STATE TERM SCHEDULE, MASTER MAINTENANCE AGREEMENT or ONE-TIME AWARD by checking the appropriate box.

TYPE OF CONTRACT SOLICITATION:

Straight MBE Set-Aside: Please check if contract was set-aside for competition by Minority Business Enterprises only.

New Open Market Contract with Embedded MBE Set-Aside: Please check if contract opportunity was open to all businesses, and includes language about MBE subcontracting.

Existing Open Market Contract with MBE Set-Aside Amendment: Please Check if contract has previously been let and has been amended to include MBE Set-Aside opportunity.

MBE CONTRACTOR INFORMATION

Name of MBE Contractor: Please list the company name most frequently used or as specified in the State's Vendor Registration Program.

MBE Certification Number: Please list the MBE Certification Number as it is listed on their CERTIFICATION AWARD.

Amount to be Paid to MBE: Please list the estimated DOLLAR AMOUNT to be paid to the MBE per the contract.

Percentage of Work to be Performed by MBE: Please list the amount of work to be performed by the MBE per the contract.