### 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.