

Instructions for Completing the List of MBE Prime Contractors and Subcontractors for the FY 2011 Annual Report

Pursuant to Senate Bill 849, passed during the 2010 General Assembly session and effective October 1, 2010, the Governor's Office of Minority Affairs is required to include in its annual report certain information on contracts awarded to Minority Business Enterprise prime contractors and subcontractors. Instructions on completing the MBE Prime Contractors and MBE Subcontractors spreadsheets follow.

MBE Prime Contractors spreadsheet

Agency Name: Enter the name or acronym of the State Agency reporting data.

MBE Prime Contractor Name: Enter the name of each MBE prime contractor awarded a contract by the agency.

Prime Contractor MBE Cert. #: For each MBE prime contractor, enter the MDOT MBE certification number. (Format: 00-000)

Agency Contract #: For each MBE prime contractor, enter all prime contracts awarded. Do not include one-time awards/payments made via corporate credit card or direct voucher.

Contract Description (Procurement Category): For each MBE prime contract, enter the contract description. For the purpose of this report, the contract description is the procurement category. Enter the appropriate procurement category:

- Architectural / Engineering;
- Construction;
- Construction Related Service;
- Maintenance;
- Service;
- Supplies & Equipment;
- IT Service;
- IT Supplies & Equipment;
- Human, Cultural, Social, & Educational Service.

NOTE: Multiple awards to MBE prime contractors may be combined for each contract description. For example, if XLT Company (certified MBE) has a total of six (6) prime contracts with DBED (3 Service contracts, 2 IT Service contracts, and 1 IT Supplies & Equipment contract), then DBED could have three (3) entries on its Prime report for XLT Company, instead of six (6) entries. (See Figure 1)

Figure 1

Minority Business Enterprise MBE Prime Contract Awards Report For Fiscal Year 2011 Date submitted: August 18, 2011 (List all MBE prime contracts awarded.)				
Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Agency Contract #	Contract Description (Procurement Category)
DBED	XLT Company	33-000	T00P5500023, T00B6400017, T00P3600006	Service
DBED	XLT Company	33-000	T00B7400005, T00P7400037	IT Service
DBED	XLT Company	33-000	T00P5500094	IT Supplies & Equipment

MBE Subcontractors spreadsheet

Agency Name: Enter the name or acronym of the State Agency reporting data.

MBE Subcontractor Name: Enter the name of each MBE subcontractor on a prime contract awarded by the agency. Include the names of MBE subcontractors on contracts awarded to Non-MBE and MBE prime contractors.

Subcontractor MBE Cert. #: For each MBE subcontractor, enter the MDOT MBE certification number. (Format: 00-000)

Agency Prime Contract #: For each MBE subcontractor, enter the agency's prime contract number for which the MBE is a subcontractor. Do not include one-time awards/payments made via corporate credit card or direct voucher.

Prime Contract Description (Procurement Category): For each MBE subcontract, enter the prime contract description, as indicated in the MBE Prime Contractors spreadsheet section above.

NOTE: Multiple subcontract awards to MBE subcontractors may be combined for each contract description. For example, if WXY Inc. (certified MBE) is a subcontractor on a total of five (5) DBED prime contracts (2 Service contracts, 2 IT Service contracts, and 1 Maintenance contract), then DBED could show three (3) entries on its Subcontractor report for WXY Inc., instead of five (5) entries. (See Figure 2)

Figure 2

**Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 2011**

Date submitted: August 18, 2011

(List all MBE subcontracts awarded.)

Agency Name	MBE Subcontractor Name	Subcontractor MBE Cert. #	Agency Prime Contract #	Prime Contract Description (Procurement Category)
DBED	WXY Inc.	45-900	T00B5500007, T00P5500012	Service
DBED	WXY Inc.	45-900	T00P5500067, T00B5500089	IT Service
DBED	WXY Inc.	45-900	T00B5500071	Maintenance