MBE PROGRAM SUBGOAL WORKSHEET

This Worksheet must be completed for all procurements that have an overall goal. It requires the approval of the Procurement Officer and the MBE Liaison, who also must sign the Worksheet. Each unit must maintain a copy of the Worksheet as a part of the Procurement Review Group (PRG) documentation for the procurement.

Agency/Unit:	
Project Description:	Solicitation No.
Approvals:	
Signature of Procurement Officer	Date
Signature of MBE Liaison	 Date
1. What is the expected value of the procurement (excluding options)?	\$
2. Does the expected value of the procurement equal or exceed \$200,000?	(Yes(_)No
 ☑ If YES, completion of the rest of this Worksheet to determine the mandatory. ☑ If NO, the unit may, at its discretion, determine that subgoals we however, the unit determines that subgoals should be set, the recompleted to determine the appropriate subgoals, if any. 	vill not be set for the procurement. If,
3. Select, from Table 1 below, the Major Industry Category for the procurement based on the definitions in COMAR 21.01.02.01.	
4. What is the Combined Industry Category, from Table 1 below, based on the Major Industry Category selected for the procurement in Step 3?	
TABLE 1 – INDUSTRY CATEGORY CONVE	RSION CHART
Major Industry Category	Combined Industry Category
Architectural & Engineering	AE-CRS
Construction	Cons
Construction Related Services	AE-CRS
Human, Cultural, Social & Educational Services	Serv
IT Services	IT
IT Supplies & Equipment	IT
Maintenance	Main
Services	Serv
Supplies & Equipment	CSE

5. Check the appropriate column for the Combined Industry Category in Table 2 below based on the answer to Step 4.										
			% Margin sh	nown in the	last					
6. What is the Subgoal Total Plus 2% Margin shown in the last line of Table 2 below for the Combined Industry Category?						%				
7. What is the overall MBE participation goal for the										
procurement?						%				
8. Does the overall MBE participation goal for the procurement										
equal or exceed the Subgoal Total Plus 2% Margin? (Compare										
Steps 6 and 7) () Yes () No										
	 ☑ If YES, proceed with the remaining steps in this Worksheet. ☑ If NO, do not set any subgoals for the procurement. 									
		9 in Table 2, insert th	<u> </u>		irms availa	ble to perfor	m the work	of the		
		or each Subgroup tha				•				
		certified firms in a Su				•	•	_		
		cial or ethnic Subgrou		-						
10. Fo	r columi	n 10 in Table 2, insert	a "Y" (for Y	es) or "N" (f	or No) to i	ndicate whet	her the num	nber of		
certifie	d firms	in a Subgroup that ha	s a Recomn	nended Sub	goal equals	or exceeds	3 firms.			
				OMMENDE	D SUBGOA	LS				
		ustry Category	Cons	AE-CRS	Main	IT	Serv	CSE		
-		riate column per								
Step 5.		_				******				
9.	10.	Subgroups								
	3.7		~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	777777	<i>[[[]]</i>	<i>[[]]</i>	,,,,,,,	777777		
# of	≥3 ∨/N					<i>\\\\\\</i>				
# OI Firms	2 3 Y/N	African American	70%	60%	90 <u>/</u>	70%	70%	60%		
		African American	7% —	6% 2%	8% 3%	7% 2%	7% 	6% —		
		Hispanic American	_	6% 2%	3%	7% 2%	_	_		
		Hispanic American Asian American	7% — 4%	2% —		2% —	- 4%	_ 5%		
Firms	Y/N	Hispanic American	- 4% -	2% — 9%	3%		- 4% 12%	- 5% 10%		
Firms	Y/N	Hispanic American Asian American Women	_	2% —	3% 3% —	2% — 8%	- 4%	_ 5%		
Firms	Y/N al Total	Hispanic American Asian American Women I Plus 2% Margin	- 4% - 11% 13%	2% — 9% 17% 19%	3% 3% — 14% 16%	2% — 8% 17% 19%	 4% 12% 23% 25%	 5% 10% 21% 23%		
Firms	Y/N al Total	Hispanic American Asian American Women	- 4% - 11% 13%	2% — 9% 17% 19%	3% 3% — 14% 16%	2% — 8% 17% 19%	 4% 12% 23% 25%	- 5% 10% 21% 23%		
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