**Audit Services Contract MBE TORFP Project Review (PR)**

**Assessment to Establish Maximum MBE Participation For**

**Statewide Master Audit Services Contract (ASC) TORFP # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Are MBE subcontracting opportunities feasible? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Note that the Master Contract aggregate MBE goal is 30**%.** |
| Does the base of potentially-available MBEs for the work components of the contract make the MBE subcontract goals attainable? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Note that as of August 2020, there were 16 MDOT certified MBE CPA firms. |
| MBE base of providers for each work component | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  See NAICS/Area of Work identified below |
| Is the geographical proximity of MBEs to the work location a factor in setting a MBE goal? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Note if geographic proximity is not a factor. |
| Are the evaluation factors designed to ensure that they do not unreasonably limit or inhibit participation by small businesses, including MBEs? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Note that the evaluation factors should be based on qualifications and experience. |
| Are the structure, specifications, and requirements of the TORFP designed to ensure that they do not unreasonably limit or inhibit participation by small businesses, including MBEs? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The nine ASC labor classifications are broad enough and suitable to both Master Contractor and MBE staff. |
| Do the deliverables take into consideration what is important to the agency and the success of the project (i.e. time, cost requirements)? | Note that the deliverables will be determined at this TORFP level. |
| The deliverables are defined in terms of what is expected and when schedules, deadlines and mandatory items are defined. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Note that the deliverables will be determined at this TORFP level. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ASC Project Review**  **MBE Participation Worksheet** | | | | | | | | | |
| Section 1 – PROJECT Review Group | | | | | | | | | |
| **Requesting Agency:** |  | | | **Date:** | | | |  | |
| MBE Liaison Officer: |  | | | **Date:** | | | |  | |
| **Task Order Manager:** |  | | | **Date:** | | | |  | |
| **Procurement Officer:** |  | | | **Date:** | | | |  | |
| **Contract Manager:** |  | | | **Date:** | | | |  | |
| Section 2 – TORFP Information | | | | | | | | | |
| **TORFP Number:** |  | | | | | | | | |
| **TORFP Agency:** |  | | | | | | | | |
| **TORFP Title:** | **Statewide Audit Services Contract (ASC):** | | | | | | | | |
| **Brief Description of the TORFP:** |  | | | | | | | | |
| **TORFP Period of Performance Term:** |  | | **Options (Enter amount)** | | | | | N/A | |
| **Is there a Master Contract?** | **Yes** | | **Aggregate Master Contract MBE Goal** | | | | | 30% | |
| Section 3 – Subcontract opportunities In Master Contract | | | | | | | | | |
| **Subcontract Areas** | | **No. Certified MBEs in this area** | **Est. Subcontracting Dollar Amount** | | **Aggregate MBE Goal** | | **No. Years** | | **Dollar Amount** |
| See attached Subcontract Categories of Work | | See  Attached |  | | 30% | | 5 | | See Attached |
| Total Subcontract Amount | | | | | | $\_\_\_\_\_\_\_\_ | | | |
| **Total Contract Amount** | | | | | | $\_\_\_\_\_\_\_\_ | | | |
| Section 4 – Potential Subcontract Opportunities for THIS TORFP | | | | | | | | | |
| **Subcontract Area** | | **No. Certified MBEs in this area** | **Est. Subcontracting Dollar Amount** | | **Est. Percent** | | **No. Months (M) or Years (Y)** | | **Contract Amount** |
|  | |  |  | |  | |  | |  |
|  | |  |  | |  | |  | |  |
|  | |  |  | |  | |  | |  |
|  | |  |  | |  | |  | |  |
|  | |  |  | |  | |  | |  |
| Total Estimated Subcontract Amount: | | | | | |  | | | |
| **Total Estimated Contract Amount:** | | | | | |  | | | |
| Calculated MBE Goal(Total Subcontracting Amount /Estimated Task Order Agreement Amount): | | | | | |  | | | |
| Section 4 – Summary | | | | | | | | | |
| Recommended MBE Goal |  | Estimated MBE Amount | | | | | |  | |
| This Task Order Request for Proposal (TORFP) is to procure financial audit services for the Agency named in Section 2 above. Note that there is an aggregate 30% MBE goal for the Master Contract, and that the Master Contract is for a period of 5 years.  Please note any additional information regarding this TORFP audit request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In addition to the three Master Contractor CPA firms on this contract that are identified as MDOT certified MBEs, please note that at the DBM Master Contract level it was determined that the following categories of work/NAICS codes were identified as sub-contractible opportunities at the TORFP level. MBE search for certified MBE at [www.mdot.state.md.us](http://www.mdot.state.md.us) attained:  NAICS Categories of Works\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **541211 - MBE/DBE - OFFICES OF CERTIFIED PUBLIC ACCOUNTANTS**  **541219 - MBE/DBE - OTHER ACCOUNTING SERVICES**  **541611 - MBE/DBE - ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES**  **541618 - MBE/DBE - OTHER MANAGEMENT CONSULTING SERVICES**  **561499 - MBE/DBE - ALL OTHER BUSINESS SUPPORT SERVICES**  **561311 - MBE/DBE - EMPLOYMENT PLACEMENT AGENCIES** (SPECIFICALLY: STAFF AUGMENTATION OF ACCOUNTING AND FINANCE STAFF )   **561320 - MBE/DBE - TEMPORARY HELP SERVICES** (SPECIFICALLY: PLACEMENT OF ACCOUNTING, FINANCE AND BUSINESS PROFESSIONALS) | | | | | | | | | |