

LETTER OF INTENT
MINORITY/WOMEN BUSINESS ENTERPRISES PARTICIPATION
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

DCAMM Project Number _____

Indicate SDO Certification:

Project Name _____

___ MBE

Project Location _____

___ WBE

To _____

___ M/WBE

Name of Designer

1. This firm intends to perform work in connection with the above project.
2. This firm is currently certified by SDO to perform the work identified below, and has not changed its minority/women ownership, control, or management without notifying SDO within thirty (30) days of such a change. Attached is a copy of the most recent SDO certification letter issued to my company.
3. This firm understands that if the Designer referenced above is awarded the contract, the Designer intends to enter into an agreement with this firm to perform the activity described below for the prices indicated. This firm also understands that the above-referenced firm, as Designer, will make substitutions only as allowed by the Contract and applicable law.
4. This firm understands that under the terms of the Contract, only work actually performed by an MBE/WBE will be credited toward MBE/WBE participation goals, and this firm cannot assign or subcontract out any of its work without prior written approval of the DCAMM Compliance Office, and that any such assignment or subcontracting will not be credited toward MBE/WBE participation goals.

MBE/WBE PARTICIPATION

Describe MBE/WBE Scopes of Work	Dollar Value of Participation

Total Dollar Value: \$ _____

Name of MBE/WBE Firm _____

Authorized Signature _____

Business Address _____

Print Name _____

Title _____

Telephone No _____ Fax No. _____

Date _____