

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

To be completed by the MBE/WBE, then provided to the General Bidder or Subcontractor listing the MBE/WBE on its Schedule for Participation. The General Bidder must submit the Letter of Intent to DCAMM's Compliance Office along with the firm's completed Schedule for Participation within five (5) working days of the opening General Bids. Filed Sub-bidders submit the Letter of Intent accompanying the Schedule for Participation with its bid. Subcontractors/Suppliers submit with its price proposal.

DCAMM Project Number: \_\_\_\_\_

Indicate Mass. SDO Certification:

Project Name: \_\_\_\_\_

\_\_\_\_\_ MBE

Project Location: \_\_\_\_\_

\_\_\_\_\_ WBE

To: \_\_\_\_\_

\_\_\_\_\_ M/WBE

Name of General Bidder/ Filed Sub-bidder/Subcontractor

1. This firm intends to perform work in connection with the above referenced project with its own workforce and understands it will be responsible for timely providing all required project payment verifications and weekly workforce reports, including, but not limited to, certified payrolls and workforce composition reports, certain of which must be submitted to DCAMM electronically.
2. This firm is currently certified by the Massachusetts Supplier Diversity Office ("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.
3. This firm understands that if the General Bidder/Filed Sub-bidder/Subcontract proposer referenced above is awarded the contract, the Bidder/Proposer 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 General Bidder/Filed Sub-bidder/Subcontractor, can make substitutions only as allowed by Article XIII of the Contract.
4. This firm understands that under the terms of Article XIII of the contract, only work actually performed by an MBE/WBE with its own existing workforce will be credited toward the 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 of its work will not be credited toward MBE/WBE participation goals.

**MBE/WBE PARTICIPATION**

Identify Specification Section(s) by Name and Number/Item Number(s)/ General Conditions	Describe Scope(s) of Work MBE/WBE is performing, provide details of all the work to be performed and clarify "Labor and Material" "Labor Only" or "Material Only"	If a Material Supplier, Indicate Total Value of Supplies (15% of total value counts toward total value of Participation)	Total Dollar Value of Participation

(Attach additional sheets if necessary)

Total Dollar Value of Work to be Performed by MBE/WBE/M/WBE Firm: \$ \_\_\_\_\_

Name of MBE/WBE Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Business Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #s: Office \_\_\_\_\_ Mobile \_\_\_\_\_ Date \_\_\_\_\_