



# Office of Business Diversity

## LETTER OF INTENT TO SUBCONTRACT

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

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

\_\_\_\_\_ (“Prime Contractor”) agrees to enter into a contractual agreement with \_\_\_\_\_ (“MWBE Subcontractor”), who will provide the following goods/services on the above-referenced contract.

(Use broad categories (ex. “electrical work”, “HVAC equipment purchase”, etc.) to describe the goods/services to be provided).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for an estimated amount of \$ \_\_\_\_\_ or \_\_\_\_\_ of the total estimated contract value.

Prime Contractor agrees to utilize said MWBE Subcontractor in the capacity indicated herein and MWBE Subcontractor agrees to work on the above-referenced contract in the capacity herein, contingent upon award of the contract to Prime Contractor.

\_\_\_\_\_  
Signature – Prime Contractor

\_\_\_\_\_  
Signature – MWBE Subcontractor

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

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

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Title Date