

**MARYLAND DEPARTMENT OF HUMAN RESOURCES
MINORITY CONTRACTOR UNAVAILABILITY CERTIFICATE**

SECTION I (TO BE COMPLETED BY PRIME CONTRACTOR)

I HEREBY CERTIFY THAT _____
(Name of Contractor)
CONTACTED _____ MDOT CERT # _____
(Name of MBE Subcontractor)
_____ ON _____
(Complete Address of MBE Subcontractor) (Date)

TYPE OF WORK/SERVICE REQUESTED:

To the best of my knowledge and belief, said Minority Business Enterprise is either unavailable to perform the work/services requested in relation to this contract or is unable to prepare a bid/quote for the following reason(s):

SIGNATURE OF PERSON COMPLETING THIS FORM: _____

PRINTED NAME _____ DATE _____

SECTION II (TO BE COMPLETED BY CERTIFIED MINORITY BUSINESS ENTERPRISE)

IT IS HEREBY CERTIFIED THAT _____ MDOT CERT # _____
(Name of Certified MBE Subcontractor)

(Complete Address of Certified MBE Subcontractor)

WAS OFFERED THE OPPORTUNITY TO BID/PREPARE A QUOTE ON THE ABOVE REFERENCED CONTRACT. THE ABOVE STATEMENT(S) ARE TRUE AND ACCURATE ACCOUNTS OF WHY A BID OR QUOTE WAS NOT SUBMITTED ON THIS CONTRACT.

SIGNATURE OF PERSON REPRESENTING THE MBE: _____

PRINTED NAME _____ DATE _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

RETURN THIS FORM TO: **DONNA FOSTER, MBE LIAISON**
DEPARTMENT OF HUMAN RESOURCES, OFFICE OF EMPLOYMENT AND PROGRAM EQUITY
1st Floor, 311 W. SARATOGA STREET, BALTIMORE, MD 21201-3521