

**HILLSBOROUGH COUNTY  
SMALL BUSINESS ENCOURAGEMENT PROGRAM**

**SUBCONTRACTOR LETTER OF INTENT**

**\*\*This form must be used for all Letters of Intent provided to the County for small business utilization\*\***

A Letter of Intent is required for a/each registered Small Business Enterprise (SBE) listed by a Bidder/Proposer on a County Bid/Proposal as a proposed Hillsborough County Small Business Encouragement Program subcontractor outlining key terms and understandings between the two parties regarding a potential future agreement. This Letter of Intent **must** be signed by authorized representatives of the Bidder/Proposer **and** the listed registered small business enterprise.

Bid/Proposal Number: \_\_\_\_\_ Bid/Proposal Title: \_\_\_\_\_

**Bidder/Proposer:**

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Registered SBE Firm:**

Registering Agency: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

List the scope of work/work item number to be performed by the Registered SBE firm and estimated dollar amount of each item. If the solicitation is for a Work Order/Term Contract, Professional Services or CCNA Contract, then leave the "Estimated Dollar Amount" column blank (**DO NOT** list an estimated dollar amount or percentage of work in this column). If a dollar amount or percentage of work is listed, then this number **WILL NOT** be taken into consideration in the award of bonus points for SBE utilization. Bonus points will be awarded if at least one (1) of the listed SBE subcontractors is a registered small business enterprise in accordance with the County's SBE Program policies and procedures.

<b><u>Scope of Work / Work Item Number</u></b>	<b><u>Estimated Dollar Amount</u></b>

By signing this form, we (Bidder/Proposer & Registered SBE Firm), acknowledge that all the foregoing information is true and correct to the best of our knowledge.

Bidder/Proposer:

\_\_\_\_\_  
Authorized Representative - Signature

\_\_\_\_\_  
Date

Registered SBE Firm:

\_\_\_\_\_  
Authorized Representative - Signature

\_\_\_\_\_  
Date