



# APPENDIX C-3

## LETTER OF INTENT

This form must be completed by each Certified Enterprise (CE) confirmed by the Massachusetts Supplier Diversity Office (SDO) or the City of Boston's Supplier Diversity Program (SDP) as a MBE or WBE and reported by the prime contractor.

Project Name:

Name of Prime Contractor:

Name of CE:

1. My CE intends to perform work in connection with the above-captioned project as:

an individual  
 a corporation  
 a partnership  
 a joint venture with:  
 other (explain):

2. My CE has been certified by SDO or SDP as a \_\_\_\_\_ (indicate "MBE," "WBE," or "Both") and has not changed its ownership, control, or management in any way to affect certification.

3. My CE understands that if the Prime Contractor is awarded the contract, the Prime Contractor intends to enter into an agreement with my CE to perform the work described below for the price indicated.

4. My CE intends to (brief description of work):

for a total amount of: (\$ \_\_\_\_\_ )

Authorized signature for **CE**:

Date: