



DATE: September 7, 2017
TO: Kristine Williams, Water Resources
FROM: Tiffany Jones, M/WBE Specialist
DEPARTMENT: Water Resources
SUBJECT: MWBE Memo for Water Billing and Notice Services

The M/WBE Office reviewed the documentation for the Water Billing and Notice Services project, to determine compliance with the City of Greensboro's M/WBE Program Plan. M/WBE goals were not established for the contract. Respondents were awarded additional evaluation points based on if the respondent was a certified MBE/WBE firm and eligible to participate in the City's M/WBE program or if the respondent included eligible M/WBEs on their team as potential sources for goods and services necessary to complete the project.

The M/WBE Office had advance substantive input in the contract specification process and M/WBEs were notified of the opportunity. Of the four bidders, none were M/WBE firms. Business Ink was selected as the vendor to perform the duties required of the contract; Business Ink will perform all of the work with its own workforce.

Please be reminded that during the performance of the contract, if there is a change to the scope of work either through change orders or additions or if a subcontractor is replaced; the contractor must contact the M/WBE Office prior to making any such changes or substitutions. Please give me a call if you have any questions.

TJ

cc: Gwen Carter, M/WBE Coordinator