



DATE: June 24, 2016
TO: Clarence Hunter, Deputy Chief
FROM: Tiffany Jones, M/WBE Office
DEPARTMENT: Fire Department
SUBJECT: Annual Physical Contract

The M/WBE Office reviewed the documentation submitted to determine compliance with the City of Greensboro's M/WBE Program Plan. M/WBE goals were not established for the project. As required by the Plan, the M/WBE Office searched the database and internet to determine if there were certified M/WBE firms or minority/women owned businesses in the MSA that could provide the service. The identified firm that could potentially provide this service was given an opportunity to submit a proposal however declined to submit.

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; the M/WBE Office must be contacted prior to making any such changes or additions.

TJ

cc: Gwen Carter, M/WBE Coordinator