



**DATE:** June 1, 2017

**TO:** Betsy Richardson, City Clerk

**FROM:** Kirim McGee, M/WBE Specialist

**DEPARTMENT:** Legislative

**SUBJECT:** M/WBE Memo for Contract #2017-5123 Granicus Equipment Upgrade and Software Renewal

The M/WBE Office reviewed the documentation for the Granicus Equipment Upgrade and Software Renewal contract to determine compliance with the M/WBE Program Plan. M/WBE participation requirements were not established for the contract because the nature of the product being procured is excluded from the scope of the M/WBE Program Plan. The software platform is only available from a sole source, Granicus, Inc. Additionally, there are no certified M/WBEs available to provide the product due to the specialty nature of the work involved with this contract. The M/WBE Program Plan allows for such a waiver under these circumstances.

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 the contractor is replaced; the Legislative Department must contact the M/WBE Office.

Please give me a call if you have any questions.

Kirim McGee,  
MWBE Specialist

cc: Gwen Carter