

DATE: December 15, 2017

TO: Chris Payne, Deputy Finance Director

FROM: Gwen Carter, M/WBE Office

DEPARTMENT: Financial and Administrative Services Department

SUBJECT: MWBE Memo for the Cultural Arts Master Plan

The M/WBE Office reviewed the documentation submitted by The Cultural Planning Group, LLC to determine compliance with the City's M/WBE Plan. M/WBE goals were not established for the contract; prospective respondents were required to solicit and use certified M/WBEs if they were potential sources for services necessary to fulfill the contract.

The Cultural Planning Group, LLC proposed to commit \$15,000.00 or 12% of the total contract value of \$125,000.00 to an MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
WBE	The Harris Partners, LLC	Guilford	Community Engagement	\$15,000.00	12%

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 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.

GM