



DATE: September 20, 2018

TO: Stanley Wilson, Neighborhood Development Department

FROM: Gwen Carter, Minority/Women Business Enterprise Office

SUBJECT: M/WBE Review for Home Ownership Services RFP

The Minority/Women Business Enterprise Office completed its review of the proposals submitted in response to the 2018 Home Ownership Services RFP. M/WBE goals were not established for the contract. Respondents were awarded additional evaluation points based on the utilization of certified M/WBE firms on their teams.

Housing Consultants Group proposed to commit 20% of the total contract value of \$100,000 to the following M/WBE firms:

Certification	Firm Name	County	Description	Dollar Value	Total Contract Percentage
WBE	Fast Signs	Guilford	Signage	\$10,000.00	10%
MBE	ABC Graphic Designs	Guilford	Graphic Design	\$10,000.00	10%

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.