



**DATE:** December 14, 2018  
**TO:** Deborah Stephens, Human Resources  
**FROM:** Tiffany Jones, M/WBE Specialist  
**DEPARTMENT:** Human Resources  
**SUBJECT:** Event 9221 Online Benefits Enrollment Portal

The M/WBE Office reviewed the documentation submitted for the Online Benefits Enrollment Portal contract to determine compliance with the City of Greensboro's MWBE Program Plan. M/WBE goals were not established for the contract. Respondents were awarded additional evaluation points based on if the respondents 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. M/WBE's were notified about the opportunity to bid; of the five bidders, one was an MBE firm.

Mark, III Brokerage, Inc., a non-M/WBE firm, was selected to provide the online enrollment services.

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