



**DATE:** January 25, 2019  
**TO:** Amy Salava, Human Resources  
**FROM:** Tiffany Jones, M/WBE Specialist  
**DEPARTMENT:** Human Resources  
**SUBJECT:** Event 9302 HR Background Checks

The M/WBE Office reviewed the documentation submitted for the HR Background Checks 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 two bidders, none were M/WBE firms.

TruView was selected to provide the background check service and will perform the work with its own workforce.

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