



**DATE:** January 25, 2019  
**TO:** Richard Lovett, FOD  
**FROM:** Tiffany Jones, M/WBE Specialist  
**DEPARTMENT:** Field Operations Department  
**SUBJECT:** MWBE Memo for Professional Laboratory Services

The M/WBE Office reviewed the request for a waiver from the Field Operations Department for a waiver of the M/WBE participation requirements for the award of a contract to Pace Labs. The M/WBE Program Plan requires the M/WBE Office to search the database and internet to determine if there are certified M/WBE firms or minority/women owned businesses in the MSA that could provide the laboratory services and was unable to locate any. The M/WBE Office supports the waiver of the Plan on this contract. Section VII (h)(i) of 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 FOD must contact the M/WBE Office.

Please give me a call if you have any questions

TJ

cc: Gwen Carter, M/WBE Coordinator