



**DATE:** December 12, 2019

**TO:** Deborah Stephens, Benefits Manager

**FROM:** Allison Staton, Sr. M/WBE Specialist

**DEPARTMENT:** Human Resources

**SUBJECT:** MWBE Memo for Flexible Spending Account Administrative Services

The M/WBE Office reviewed the request from the Human Resources Department to waive the M/WBE participation requirements for the Administrative Services contract for the City's Flexible Spending Account. While there may be M/WBE firms capable of providing this service, for reasons of time, administrative and employee cost savings, and maintenance of vendor relationships; the M/WBE Office support a waiver of the participation requirements on this contract. Section VII of the M/WBE Program Plan allows for such a waiver under these circumstances.

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cc: Gwen Carter, M/WBE Coordinator