



**DATE:** December 12, 2019  
**TO:** Deborah Stephens, Benefits Manager  
**FROM:** Allison Staton, Sr. M/WBE Specialist  
**DEPARTMENT:** Human Resources  
**SUBJECT:** MWBE Memo for Dental Plan 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 Dental Plan. 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 supports 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