



DATE: May 7, 2020
TO: Veronica Covert, Specialist Contract Administrator
FROM: Nora Gardner, M/WBE Division
DEPARTMENT: Water Resources
SUBJECT: M/WBE Memo for City of Greensboro Utility Billing and Processing

The M/WBE Office reviewed the request from the Water Resources Department, to extend Contract # 2017-10684 with CSG Systems, Inc., for an additional year. The COVID-19 Pandemic necessitates social distancing which, prohibits site-visits critical to evaluate the specifications of this service. The extraordinary and necessary requirements of the contract render application of the M/WBE Program Plan infeasible.

Please be reminded that during the performance of the contract, if there is a change to the scope of work either through change orders, additions, or if a subcontractor is replaced, the contractor must contact the M/WBE Office prior to making any such changes or substitutions.

NG

Cc: Gwen Carter, M/WBE Coordinator
Aimee Walker, Manager Business Center