



**DATE:** October 23, 2020

**TO:** Lamont Taylor, Fiscal Planning and Administration Division

**FROM:** Allison Staton, M/WBE Coordinator

**DEPARTMENT:** Neighborhood Development

**SUBJECT:** M/WBE Memo for Contract 2020-5063 - Homebuyer Counseling, Loan Processing, and Lender Training - Change Order #1

The M/WBE Office reviewed the request from the Neighborhood Development Department for a change order to increase funds and extend contract #2020-5063 with Housing Consultants Group to provide Homebuyer Counseling, Loan Processing, and Lender Training to determine compliance with the M/WBE Program Plan. The M/WBE Office reviewed the original request and no M/WBE firms were available to provide the services.

The original contract award was approved by City Council for a total contract value of \$86,000.00 and a one year contract with up to two additional one-year extensions. Change Order 1 is requesting to extend the services for a year and increase funding. The M/WBE Office supports the change order request.

Please be reminded that during the performance of the contract, if there are any changes; the Department and Prime Contractor must contact the M/WBE Office for approval, before making any changes.

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Cc: Gwen Carter, M/WBE Compliance Officer