



DATE: November 5, 2020

TO: Lamont Taylor, Neighborhood Admin Manager

FROM: Shadi Zeidan, M/WBE Specialist

DEPARTMENT: Neighborhood Development

SUBJECT: M/WBE Memo for Change Order#2, Contract 2018-5339 Home Ownership Services

The M/WBE Office reviewed the request from the Neighborhood Development Department to extend contract 2018-5339 with Housing Consultants Group (HCG) to provide Home Ownership Services to determine compliance with the M/WBE Program Plan.

The original agreement had a commitment of MBE 10% and WBE 10%. Change order #1 extended the term of the contract through June 30, 2021. Change order #2 will increase the total contract value from \$100,000 to \$200,000 and will extend the term of the contract through November 30, 2021.

During the contract term, the City used internal resources to perform the marketing outreach for the #100Homes campaign and housing, counseling and educational services for the citizens of Greensboro. This resulted in a reduced opportunity for the proposed subcontractors to participate on the contract. As new campaigns and homeownership programs are implemented, HCG will be required to engage the proposed subcontractors if internal resources are not utilized.

Change order #2 will adjust the contract commitment as follows:

ID	Firm Name	County	Description	Change Order Amount	Total Contract Amount	Contract %
MBE	ABC Graphic Designs	Guilford	Graphic Design	\$10,000.00	\$10,000.00	5%
WBE	Fast Signs	Guilford	Signage	\$10,000.00	\$10,000.00	5%

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

Cc: Allison Station, M/WBE Coordinator
Stanley Wilson, Neighborhood Development Director