



DATE: November 16, 2020

TO: Angela Lord, City Clerk

FROM: Nora Gardner, M/WBE Division

DEPARTMENT: Executive

SUBJECT: M/WBE Memo for eSCRIBE Meeting Management Solutions

The M/WBE Office reviewed the documentation submitted for eSCRIBE Meeting Management Solutions by the Executive Department to determine compliance with the City of Greensboro's M/WBE Program Plan. There were no contract-specific goals established for the project. M/WBE firms were either not available at this time or could not meet the required specifications of the service.

eSCRIBE Meeting Management Solutions was selected to provide the services. The contract award is for three years, and the total contract value is \$137,020.00. eSCRIBE Meeting Management Solutions, will self-perform 100% of the work and has provided the appropriate affidavit.

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 such changes.

NG

Cc: Allison Staton, M/WBE Coordinator