



DATE: May 16, 2022

TO: Danielle A. Harrison, Assistant Director Workforce Development

FROM: Timothy Jackson III, M/WBE Coordinator

SUBJECT: M/WBE Memo for Contract 2019-5268 – Workforce Development One Stop Operator Services, Change Order# 3

The M/WBE Office reviewed the change order request for Contract 2019-5268 with Two Hawk Workforce Services for additional year of operator services for the one-stop career centers for Guilford County and to determine continued compliance with the M/WBE Program Plan. The original contract was reviewed by the MWBE Office and no goals were established for the services.

Two Hawk Workforce Services, a Non M/WBE vendor was awarded a one-year contract in the amount not to exceed \$235,000.00. Change Order #1 will extend the contract term an additional year from July 1, 2022 to June 30, 2023. The contract continues to comply with the M/WBE Program Plan.

Please be reminded that during the performance of the contract, if there are any changes, including subcontractor replacement, the Department and Vendor must contact the M/WBE Office for approval before making any such changes or substitutions.

TJ

Cc: Allison Staton, M/WBE Compliance Officer