



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: June 3, 2022

TO: Chris Wilson, Deputy City Manager

FROM: Carol Pyrtle, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to execute the Disparity Study contract for the City's M/WBE Office

Solicitation:

Procurement Services Division solicited on the behalf of the M/WBE Office a contract for Disparity Study under event number 10564. The event received two responsive bid.

Recommendation:

The Procurement Services Division concurs with the M/WBE Office to award this contract to the best value bidder, Griffin & Strong, P.C., with an estimated expenditure of \$300,000.00.

Outreach:

- Solicitation notifications were sent to sixteen hundred and three potential bidders in the GePS system and a list of M/WBE subcontractors that were provided by the M/WBE Office, was also provided for the proposers to utilize as an attachment to the solicitation event.
- Griffin & Strong, P.C. is not a registered HUB with the State of North Carolina, but will be utilizing an MBE firm, with a commitment of 8% of the contracted amount, at \$24,000.00.

Financial information:

- Contract Term: July 1, 2022-TBD
- FY23
- Account number: 101-0208-01.5413
- Estimated Lifetime Cost: \$300,000.00

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Attachment