

Internal M/WBE Waiver Request Form

Date: 1/29/24 Department: Field Operations

Contact Name Dena Davis Phone Number 336-373-2887

Contract Name and Number (if applicable): CSG Forte Payment Systems, Inc

A waiver of the M/WBE participation requirement may be requested by the **Originating Department** at least 5 business days **prior** to advertisement or solicitation. In detail below, please explain your reason for requesting a waiver (attach RFP & supporting documentation as necessary). *As the requester, your signature is required at the bottom of this page.*
Final approval of the request will be made by the City Manager's Office.

This MWBE Waiver request is for a payment processing agreement between CSG Forte Payments Inc. and the City of Greensboro Field Operations White Street Landfill located at the primary address of 2503 White Street, Greensboro NC, 27403. The term of this agreement will last for 5 years and will automatically renew for an additional one year unless either party provides a thirty-day notice of termination to the other party. Forte will process credit card, debit card, and ACH transactions for the COG Landfill on a 24-hour basis. This contract was sought for the COG landfill to initiate and implement credit card/debit card/and ACH transactions at the primary location identified above and at the Transfer Scale Station as this capability does not currently exist. The hardware and services provided by CSG FORTE are required to support the new R-TAG software currently under testing at the supplier facility and will replace the current PDOX system and software. In addition, the software will permit end of month billing and provide real-time account management thus reducing a repetitive need to update our accounting ledgers.

The prime contract which is with Wasteworks (Carolina Software Solutions) calls for the use of CSG Forte whom the contractor uses as their clearing house or credit card machine supplier. It is CSG Forte's machines that must be paired with the software. We are requesting a waiver for this reason. The term of the contract is 5 years, with an estimate of \$100,000 in service fees per year (total dollar value \$500,000).

Documents are attached

The City is under a current agreement with Carolina Software Solutions to provide Landfill Truck Scales Credit/Debit Software. This software requires CSG Forte's hardware to be paired with to continue operations. No other vendor or contractor can provide the product and/or service due to current agreement with Carolina Software Solutions.

The department has received approval from CMO for the 5-year agreement.

Note: *As the requester, your signature is required in order to process this request.*

Dena Davis

Digitally signed by Dena Davis
Date: 2024.02.06 10:16:30 -05'00'

Required Requester's Signature

SIGN HERE

This section is for M/WBE Office use only

Contact Name:

Phone Number:

☒ The M/WBE Office supports the waiver request. Please submit any comments below.

1. The extraordinary and necessary requirements of the contract render application of the Program Elements infeasible or impractical. **Please explain in detail. (Attach supporting documentation as necessary)**

2. The nature of the goods or services being procured are excluded from the scope of this Program Plan.

Please check one of the exclusions below: (Attach supporting documentation as necessary)

- ☐ Contracts that are subject to the U.S. Department of Transportation Disadvantaged Business Enterprise Program;
- ☐ Sole Source: the required supplies or services are available from one responsible source
- ☐ Contracts for electricity or water and sewage services from a municipal utility district or governmental agency;
- ☐ Emergency contracts for goods or supplies;
- ☐ Contracts for the City's lease or purchase of real property where City is lessee or purchaser; and

3. Sufficient qualified M/WBEs providing the goods or services required by the contract are unavailable in the Relevant Market area of the project despite every reasonable attempt to locate them. **Please explain in detail the reason for the request: (Attach RFP & supporting documentation as necessary)**

☐ The M/WBE Office does not support the waiver request. Please explain in detail the reason for not supporting the request: (Attach supporting documentation as necessary)

Marjorie Manzanares Digitally signed by Marjorie Manzanares
Date: 2024.02.06 10:20:13 -05'00'

***REQUIRED* MWBE Signature**

This section is for CMO OFFICE USE ONLY

Name:

Larry Davis Digitally signed by Larry Davis
Date: 2024.02.06 10:44:23 -05'00'

***REQUIRED* CMO Office Signature**

☒ The CMO Office approves the waiver request

☐ The CMO Office does not approve the waiver request.

Date: