



**DATE:** May 8, 2025

**TO:** Syretha Brown, Administrative Support Specialist

**FROM:** Nora Gardner, M/WBE Specialist

**SUBJECT:** MWBE Memo for Administrative Services for Training and Employment to Youth, Adults, and Dislocated Workers under the Workforce Innovation and Opportunity Act - Change Order #1

The M/WBE Office has reviewed the change order request for Training and Employment to Youth, Adults, and Dislocated Workers under the Workforce Innovation and Opportunity Act to determine compliance with the City's M/WBE Program Plan. No M/WBE requirements were established for the contract.

Ross Innovative Employment Solutions Corp. Services was the vendor selected to provide the services. Change Order #1 is to extend the contract term through June 30, 2026, and the total contract value is not to exceed \$2,200,000.00. 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.

Cc: Michael Humphrey, M/WBE Compliance Officer