

**City of Greensboro, NC
Centralized Contracting Division
On behalf of the Executive Department**



**Request for Proposals
For
Disparity Study for the Minority / Women
Business Enterprise Program**

**GEPS Event Number:
Commodity Codes: 962, 918**

August 17, 2016

Specifications

1.0 Introduction

The City of Greensboro is actively soliciting proposals from qualified and experienced Consultants to conduct an analysis of the City's procurement practices. The study will analyze procurement data to determine the utilization of Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs) and Disadvantaged Business Enterprises (DBEs), (collectively M/W/DBEs) relative to the availability of such firms to compete for City business on Construction, Professional Services and Goods and Other Services contracts.

For purposes of these objectives, the Consultant's work shall be guided by the parameters set forth the United States Supreme Court, the 4th Circuit Court of Appeals, and Federal District Courts in North Carolina, as well as any other Federal Administrative or State decisions that bear on the rights of state governments or other public entities to implement and narrowly tailor race and/or gender conscious preference programs.

A further objective is to recommend programmatic remedies to address any identified underutilization and reduce or eliminate any barriers that adversely impact the contract participation of M/W/DBE firms. This study, for which proposals are being sought, will cover the time period of July 1, 2011 through June 30, 2015.

1.1 Purpose

The purpose of the RFP is to secure contracted services from a qualified consultant to conduct a Minority/Women/Disadvantaged Business Enterprises (M/W/DBE) Disparity Study for the City of Greensboro.

1.2 Background

The North Carolina Institute of Minority Economic Development prepared a Disparity Study for the City of Greensboro in 1992, with an update to include census data in 1997, which concluded that M/WBEs had suffered from past discrimination in doing business with the City. The study established a historical perspective and contemporary understanding of discrimination in the Greensboro marketplace. It examined the availability and utilization of M/WBEs, assessed the effectiveness and legality of the M/WBE Policy and developed a work plan to reflect realistic opportunities for M/WBEs in City contracts.

In 2012, the City of Greensboro retained MGT of America, Inc. to conduct a Disparity Study of the Minority and Women Business Enterprise (M/WBE)

Program for the 2005 through 2010 time period. The Study found significant underutilization of M/WBEs in the Construction, Professional Services and Goods and Other Services contracts; and provided evidence to support the continuation of the City's M/WBE Program.

This proposal should provide a comprehensive update of the 2012 Disparity Study, reporting to the City of Greensboro on the availability and utilization of minority-owned, women-owned and disadvantaged owned business enterprises and evaluate the relevant evidence on the effects of race-based or gender-based discrimination upon the utilization of such businesses. The City of Greensboro (hereinafter called City) is disseminating this request for proposals (RFP) to provide a disparity study including, training, consultation and evaluation of services for the Minority Women Business Enterprise Program. Please see the Scope of Services for a more detailed explanation of the training and evaluation services.

1.3 SCOPE OF SERVICES

The City of Greensboro is seeking a qualified Consultant to conduct a comprehensive update of the full Disparity Study, including but not limited to training, consultation and evaluation of services of the Minority/Women/Disadvantage Business Enterprise Programs.

A. Data Collection

The Consultant shall be solely responsible for defining, researching, compiling and analyzing data required to provide the services described in the RFP. The City will, to the extent possible, make records available to the Consultant and cooperate with the Consultant in the retrieval of records. The records may be available in various formats including the internet, computer databases, spreadsheets, and physical copies. Where the City does not provide the data, the Consultant must research and gather such data, and must set forth the methods and sources by and from which the data was collected and the steps taken to ensure data integrity. Where actual procurement data is unavailable, the Consultant may use, as appropriate, statically valid sampling and estimating methods. However, the Consultant shall be responsible for the legal sufficiency of any such method used.

1. Development. Review of City policies, procedures and programs to determine how these programs can better promote equal access and participation in opportunities to M/WBE and DBE firms seeking to provide goods and services to the City of Greensboro. Critical components of the analysis shall include but are not limited to drafting program requirements which:

- a. Determine the history of utilization of M/WBE and DBE firms by the City of Greensboro in contracting and procurement opportunities.

- b. Ensure that the City of Greensboro M/WBE Program is narrowly tailored. Any program implemented as a result of the Study shall be narrowly tailored to eliminate the effects of historical and continuing discrimination and its impacts on such M/WBE and DBE businesses without undue burden on other contractors.
- c. Identify narrowly tailored race/gender based and race/gender neutral remedies.

2. Relevant Market Area, Utilization and Availability Analyses: this portion of the study will determine the number of ready, willing and able firms in the Greensboro Market available to perform city projects/contracts. Critical components of this analysis include but are not limited to:

- a. Determine M/WBE and DBE availability estimates for the city of Greensboro construction, procurement and professional services contracting; to the extent allowable, Consultant shall use data from the City's Pro-track and E-Procurement (GePS) electronic data base systems, the North Carolina Department of Administration Historically Underutilized Business Directory, the North Carolina Department of Transportation DBE Directory. The Consultant shall research, review and include, as appropriate information from public and private registries of M/WBE firms. Furthermore, the Consultant shall obtain and analyze relevant data sources such as the U.S. Census data, and shall demonstrate that it has employed valid statistical sampling in order to accurately ascertain the number of M/WBE and DBE firms in the City relevant market area.
- b. Determine geographic markets and product markets for construction, professional, goods and other services contracts and firms available for procurement. Provide analysis of any differences between MBE, WBE, and DBE availability and MBE, WBE and DBE participation in race-neutral and race-conscious contracts and agreements.

3. Disparity Analysis: Working with the availability and utilization data, the Consultant will be expected to perform a disparity analysis to determine whether statistically significant disparities exist between the availability of disadvantaged, minority and women owned businesses and the utilization of such firms by the City of Greensboro. The proposal should outline the way the disparity ratio will be determined. The disparity analysis must examine subcontractors and prime contractors. It must also separately examine various industries at a narrow classification as possible. At a minimum, the analysis must

examine construction, goods and other services and professional services. Finally, the disparity analysis must provide disparity statistics that are disaggregated by gender and race where the data permits. Critical components of this analysis include, but are not limited to:

- a. Analysis of discrimination and its effect separately for each group (MBE, WBE and DBE);
- b. Analysis of factors other than discrimination that may account for statistical disparities between MBE, WBE and DBE availability and participation;
- c. Analysis of barriers in obtaining bonding, financing, etc.

4. Anecdotal Analysis: The proposal shall include a detailed description of how the consultant proposes to conduct an investigation into what, if any, anecdotal evidence of discrimination exists in the City of Greensboro market. Critical components of this analysis include but are not limited to:

- a. Type of Outreach efforts used and methodology in evaluation of the anecdotal evidence;
- b. Consider both allegations of discrimination by the City of Greensboro as well as discrimination in the by private customers, suppliers and prime Contractors of the City of Greensboro.

5. Private Sector Utilization and Disparity Analysis: The proposal should also include a comprehensive description of how the Consultant proposes to analyze the existence, if any, of discrimination in the private commercial (non-residential) contracting industry in the City of Greensboro market. Critical components of this analysis include but are not limited to:

- a. Comparison of City of Greensboro and Private Sector Utilization of MBE, WBE and DBE Contractors;
- b. Statistical assessments of (a) disparities in business formation (b) disparities in access to commercial credit and capital and (c) disparities in business owner earnings.

6. Policy Analysis: The proposal should include information concerning policy recommendations based on Consultant's understanding of effective tools designed to remediate disparities in M/WBE participation on government contracts. This assessment shall include recommended best practices information around legality of policies, such as contract goals, mentor-protégé programs, and evaluation preferences.

7. **Legal Analysis:** A legal analysis section setting forth the legal framework for the analysis to be included. This may include conducting a legal review of Croson and other relevant court cases with an emphasis on program and methodological requirements.

1.4 **Deliverables**

A. General Requirements

The Consultant shall prepare and submit the documents, identified above, as both a hard copy and in an electronic format compatible with complete tabular findings. City shall have access upon request to all data, information, and analyses generated during the course of the Disparity Study. The Consultant shall provide to the City all notes, work papers, records and documentation detail, chronicle, and support its methods, analysis and conclusions for each of the elements in the work. Should the Consultant develop a computerized database in the course of the work, the Consultant shall provide the database to the City. Programs and data entry materials developed in connection with the Study must be compatible with Microsoft compatible software. The final version of any deliverable must address any deficiencies or concerns raised by City regarding the draft deliverable.

B. Progress Reports

Reports shall be submitted monthly. The reports shall be written in clear and concise language using consistent terms and organized in a logical manner. The reports should identify any problems encountered that might impact the work schedule or the successful completion of tasks, and the steps taken by the Consultant to resolve those problems.

C. Final Reports

- a. Provide a written Executive Summary and Final Report. The report should include specific recommendations for the City of Greensboro overall MBE, WBE and DBE goals, including race-conscious and race neutral breakouts. The final report should include assumptions made that impact the analysis, particularly discussing: any approaches utilized and support for the approach, the market area and regional breakdown utilized and the reasoning behind the break down utilized, any contracts and other information that were or were not included in the analysis, and the reasons for the inclusion or exclusion, as well as any limitations on the use of any data/proxies.
- b. Provide 3 Executive Level Presentations.
- c. Any revisions to the work plan must be included in these monthly progress reports.
- d. Consultation

Consultant will also provide Consultation for at least one year after the preparation of the Final Report to the City Council to answer questions concerning the implementation of the recommended Program Plan, and if necessary, to refine the Program Plan to meet the City’s day to day operations.

D. Disparity Study Report

The Disparity Study report shall address each of the relevant areas in the Scope of Services section of the RFP.

Section 1.3 above including:

- i. Development Relevant Market Area, Utilization and Availability analyses
- ii. Disparity Analysis
- iii. Anecdotal Analysis
- iv. Private Sector Utilization
- v. Policy Analysis
- vi. Disparity Analysis
- vii. Legal Analysis

E. Schedule of Deliverables

This Form is located under the GePS Attachments Tab. Complete and Upload in the GePS Event under the Questions Tab.

ATTACHMENT A, Schedule of Deliverables

<u>Deliverable</u>	<u>Due Date (No Later Than)</u>	<u>Estimated Cost</u>
Draft Disparity Report		
Draft Policy Analysis		
Final Disparity Report		
Final Policy Analysis		

2. Technical Proposal Format

The purpose of the Technical Proposal is to provide Consultants with an opportunity to demonstrate their qualifications and experience to complete the scope of services described herein. The Technical Proposal should bound and organized with dividers identified to match the specific information requested. The following describes the required format and content for the Proposal. The instructions for each section of the Proposal should be considered the minimum for compliance with the requirements of this solicitation. All sections should be included in the order shown below.

A. Letter of Interest

At a minimum, the letter of interest should include the following:

1. The name and address of the Consultant and the states in which Incorporated and chiefly located.
2. The name, address, telephone number, and e-mail address of the designated contact and principals authorized to conduct negotiations for the Consultant.
3. A brief description of the Consultant's interest in performing and understanding of the required services.
4. Any sub-contracting, partnering or teaming arrangements proposed.
5. Description of previous experience with each of the proposed services.
6. Statement indicating the Proposal will remain valid for acceptance for a period of three (3) months from its submission and thereafter until the Consultant withdraws or a contract is executed, whichever first occurs.
7. An acknowledgment of all addenda to this Request for Proposals document.

B. Table of Contents

C. Consultant Organization, Qualifications and Experience

The Consultant shall provide the following to demonstrate the organization's relevant experience and qualifications to conduct the City's disparity study.

1. A summary of the Consultant's technical expertise that describes the unique capabilities of the Consultant. The narrative should highlight the Consultant's ability to provide successful prior experience conducting disparity study analyses and include a description of the direct prior experience of your firm with other comparable governmental entities relating to disparity and policy analyses.
2. The Consultant should detail at least three similar studies comparable to the services detailed in Section 1.3 of the RFP. Consultant should state all relevant information regarding the number, qualifications and experience of the staff to be specifically assigned to this study. Consultant will ensure the competency level of the staff through the duration of the contract.
3. Consultants should submit at least three (3) references, for similar services performed within the past five (5) years, preferably with governmental entities, for each staff assignment.

D. Methodology and Approach

Responsive proposals will discuss the Consultant's proposed methodology for gathering the required data and how it would ensure the statistical significance of the analysis. This section must include the Consultant's approach to accomplishing the tasks outlined in the Proposed Scope of Services section of this RFP, and the sources and timelines to accomplish it. All statements must be complete, accurate, and in the form specified. Omissions, inaccuracies, or exceptions may be cause for rejection of the proposal.

E. Work Plan

Consultant shall develop a work plan and/or schedule for task completion based on a start date of December 1, 2016 and an end date of May 31, 2017. The Consultant should identify each major task, necessary subtasks, and / or specific milestones by which progress can be measured and payment made. Specify the estimated hours to accomplish each task. Outline the approach and specific methods to be used to complete each project deliverable. The work plan shall

detail the proposed research designs, indicating the techniques and methodologies planned to meet the objectives of the Study, as well as tasks, activities, data-gathering, analyses, milestones and other information describing how the Consultant will complete and meet the goals of the contract. The Consultant must demonstrate clear understanding of the research question, the relevant data, and the analysis required for the study. Where appropriate, a Consultant shall describe the effect of relevant court decisions on the proposed Study design, methodology and data analysis within the work plan. In addition, the work plan must identify any assumptions, hypotheses to be tested, anecdotal evidence, qualitative or quantitative or quantitative data, procedures, and models that will be collected and analyzed to test any such assumptions or hypotheses. The work plan should also include any significant challenges that Consultants anticipate will impede the success of the project. For each challenge identified, Consultants should discuss how they will mitigate those risks.

F. References

The City will request information from references, including but not limited to, the quality of the services provided, the ability of the Consultant to provide the service, and the responsiveness during the contract period. For each reference, Consultant shall provide:

- Name of the client organization
- Name and Contact information for the organization
- Project Description/Services provided
- Project Duration
- Number of staff involved in the project

G. Cost Proposal

Using the milestones or tasks identified in the above Work Plan, determine a cost estimate for each task under separate cover (using the attached expense sheet). Total up the activities and provide to the City of Greensboro a final cost for completion of the project, including all overhead.

H. Personnel

Provide a staffing Plan that describes the unique qualifications of all personnel assigned to this project. Consultant should submit resumes for each team member, including proposed sub-consultant staff.

I. Financial Statement

Submit the most recent audited financial statement and/or other documentation of financial stability.

3. Selection and Award Process

Selection will be based on the best value standard of award. Responsive submittals will be thoroughly reviewed by a committee that may include City employees, County employees, M/WBE Representatives, M/WBE Coordinating Committee members and/or community representatives. The committee will grade and rank each proposal with respect to the criteria, which is specifically developed to examine the technical competence and suitability of prospective Consultants and pricing.

4. Minimum Qualifications and Experience Requirements

A. Proposal Requirements

Consultants to this RFP must have personnel with extensive experience conducting the services outlined in the Scope of Services. Proposals must include information about the Consultant's history, capabilities and experience working with other agencies. A Consultant must have at least one team member with a minimum with of five (5) years performing relevant quantitative analyses such as those described in Section 1.3.

1. Consultants must identify all personnel assigned to the Project, by name, title, association, address, phone, and email. Resumes must be provided for **all** personnel assigned to the project.
2. The Consultant must provide at least three references.
3. Consultants must possess adequate financial resources and organizational capacity to perform services described in the RFP in an efficient and effective manner, with financial resources to pay expenses in advance of receipt of payment from the City of Greensboro.

5. Interviews

Should the City see a need to interview Consultants, the interview will be scheduled as early as possible in the review process. The City reserves the right to conduct the interviews via telephone, video conference or online communications protocol. Recommendation for the award of a contract shall be made by the M/WBE Office.

6. Selection Criteria

The following criteria will be used to evaluate each Proposal. A major deficiency in any one area may disqualify a Proposal submission. In assessing the relative value and quality of each proposal, a Decision Matrix will be utilized in which point values will be assigned in a range from zero to the maximum point weighting for each classification. The maximum score is 100 points. The Committee will use the following evaluation criteria categories to identify the Consultant that has the highest probability of satisfactorily providing the services of the RFP.

Scoring Criteria	Weight
Relevant Consultant Organization, qualification and experience Clarity and quality of submitted proposal (5) Expertise, qualifications, and understanding to address the services outlined in this RFP (35)	30
Work Plan Adequacy of staff and resources to complete the task in a timely manner	25
References Minimum of three references from government agencies that can attest to the ability and experience to perform the services of the RFP	15

Scoring Criteria Continued	
M/WBE Up to ten (10) evaluation points may be assigned to an eligible M/WBE Prime Consultant and up to five (5) evaluation points may be assigned to an eligible M/WBE firm sub-consultant	10
Costs The maximum allowable points will be assigned to the proposal with the lowest cost. All other proposals will receive a proportional score to the proposal with the lowest cost	20
Total Maximum Points	100

7. Event Schedule and Anticipated Schedule of Award

RFP Event Opens	8/17/16
Question and Answer period opens	8/17/16
Informational Meeting Conference Participants may join the meeting by remote access. Please email Susan Crofts 3 days in advance to receive instructions. (susan.crofts@greensboro-nc.gov)	8/30/2016 2:00 pm
Question and Answer period closes	8/31/2016 3:00 PM
Answers and Addendum (if any) posted	9/8/2016
RFP submittal deadline	9/16/2016 3:00 PM (EST)
Potential Interviews	9/21/2016-9/23/2016
Anticipated Date Staff Recommendation Complete	9/30/2016
Anticipated City Council Approval Date	10/18/2016
Planned Contract Start Date	12/1/2016
Planned Contract Completion Date	5/31/2017

8. Project Budget

(Download the Project Budget Form, Attachment B. below from the Attachment Tab in GePS Event. Complete and Upload the form in GePS Event Question Tab. A final fixed cost Project Budget will be negotiated with selected Consultant.)

ATTACHMENT B. PROJECT BUDGET FORM

Personnel

(Provide the title, hourly rate and estimate hours for each staff member assigned to the project)

Title	Hourly Rate	Estimated Number of Hours	Total
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
Total Personnel Costs			

Administrative *(Include costs related to Supplies, Travel, IT Services, Telecommunications, copying, etc.)*

Items	Estimated Cost
	\$
	\$
	\$
	\$
	\$
Total Estimated Admin. Expenses	

***Reimbursement for travel expenses will be based on the current rate for City of Greensboro employees.*

Other Expenses

(Identify any other expenses by type and dollar amount i.e. subcontracted services)

Other Expenses	Estimated Cost
	\$
	\$
	\$
Total Estimated Other Expenses	
Estimated Total Cost	\$

PART II: GREENSBORO ELECTRONIC PROCUREMENT SYSTEM GENERAL INFORMATION AND REQUIREMENTS

A. EVENT INFORMATION AND REQUIREMENTS

1. Summary of Request for Proposals (RFP)

The City of Greensboro Centralized Contracting Division hereby solicits Proposals from qualified Consultants through the on-line Greensboro Electronic Procurement System from qualified vendors to provide Services for the City of Greensboro as defined in this RFP. The intent of this request is to negotiate firm pricing for the services defined in Part I, SPECIFICATIONS from qualified and experienced Consultants. Work shall be performed in a manner consistent with the specifications, terms and conditions provided in this RFP.

2. Event Schedule Information

Specific information regarding schedule related requirements for this Greensboro Electronic Procurement System (GEPS) Event, includes:

2.1 Informational Meeting Conference

2.11 Consultants may participate via phone. Advance sign up is required. Please email Susan.Crotts@Greensboro-NC.Gov at least three business days in advance of the meeting to sign up and receive instructions to participate by phone.

2.12 August 11, 2016, 2:00 PM

2.13 Melvin Municipal Office Building
Purchasing Conference Room (UG 12)
300 W. Washington Street
Greensboro, NC 27401

2.14 Parking is available in the Green Street Parking Deck located at the intersection of Greene and Washington Streets.

2.14 Parking tickets can be stamped at the meeting for free parking.

3. Event Rules of Contact

3.1 All RFP related questions must be submitted at the Informational Meeting Conference or through the GEPS Event Q&A (Question and Answer) Tab. Answers will be posted in the Q&A Tab and an addendum will be posted if appropriate.

3.2 Technical Questions

Please contact the buyer listed on the Event with GEPS technical questions. In the Event that immediate assistance is needed, please contact the Purchasing Division at 373-2192 and request to speak with an available buyer.

4. Contractual Agreement Period

The contract start and end dates and renewal terms, if any, are found in Part I, Page 6, Section 7 of this RFP.

5. Standard of Award and Selection Process

5.1 Responsive Proposals Required

All responsive proposals will be evaluated against the selection criteria outlined in Part I, Page 11, Section 6 of this RFP. The absence of required information may result in exclusion of the proposal from further analysis or evaluation.

5.2 Selection Committee

Responsive submittals will be thoroughly reviewed by a selection committee that includes staff of the Operating Department, the M/WBE Office and any other departments or entities that may be deemed necessary by the City. Selection will be based on the best value standard of award. Following review by the Committee, one or more Consultants may be asked to provide additional information. The City may select one or more finalists.

5.3 Interviews

The City may request one or more Consultants to submit additional information and/or participate in telephone or in-person interviews. Interviews may be scheduled in accordance with the RFP schedule found in Section C.

5.4 Final Contract Negotiation

Negotiation of final contract scope, deliverables and associated costs found in this RFP may be conducted during interviews or in a follow-up meeting.

5.5 Contract Award Process

The Greensboro City Council will approve the final award(s) for each contract.

6. Rights of the City

The City of Greensboro reserves the right to reject any or all Proposals, make the award in whole or part, or waive minor defects in order to award a contract which may be determined to be in the best interest of the City of Greensboro. Proposals received that do not substantially meet Proposal specifications and instructions or that contain material defects or variations will be rejected and considered non-responsive.

7. Service Contract Terms and Conditions

The terms and conditions of the attached City of Greensboro Professional Service Agreement are included in this RFP as a Sample Service Contract, found under the Attachments Tab of the GEPS Event.

7.1 Acceptance of Terms and Conditions

When Consultant responds to this Event they agree to the terms and conditions of the Sample Agreement attached in this GEPS Event under found under the Attachments Tab unless exceptions have been made in the required Question and Answer process.

7.2 Negotiations to Standard Service Contract Terms and Conditions

Any negotiations Consultant wishes to propose to the standard terms and conditions of the attached sample service contract must be submitted during the questions and answer period for this Event through the GEPS Event Question and Answer Tab for the City's response.

7.3 Confidentiality

The Confidentiality clause found in the Sample Agreement attached in this GEPS Event is applicable to the Consultant's RFP submittal, which will be included in the Contract Exhibit 1 section.

8. Legal Disclaimer

8.1 Legal Relationship

This Request for Proposals does not constitute an offer by the City of Greensboro to enter into a contract with any Consultant.

8.2 City not Responsible for Revenue Losses

The City of Greensboro will not be held responsible or liable for future or projected revenue losses.

9. Summary of GEPS RFP Submittal Requirements

This GEPS Event requires Consultant's submittal on the GEPS Event Lines Tab and uploading of various documents as prompted in the GEPS Event.

9.1 Submittal in GEPS Lines Tab

Consultant is required to submit their total proposed budget in the Lines Tab of the Event.

9.2 Attachments Provided in GEPS Event for Consultant's Submittal

In addition to the lines, in the Questions Tab of the Event, the Consultant will be asked if they have completed and uploaded their proposed budget (RFP ATTACHMENT A) here.

9.3 Other Documentation

Consultant shall be asked in the Question Tab of the Event to confirm they have uploaded their proposal with all other required documentation here.

9.4 RFP Submission

9.41 Acknowledgement of Addenda

An acknowledgment of all addenda to RFP documents must be included in the Consultant's submitted proposal. Proposals shall be submitted to and received in the City's Greensboro Electronic Procurement System as specified in this RFP.

9.42 Submittal of Additional Information after RFP Closes

No additional information will be accepted after the time and date of the deadline unless requested by the City.

B. EVENT TECHNICAL INFORMATION AND SUPPORT

1. GEPS Registration Assistance

1.1 Supplier Registration Guide

To register your company in GEPS, follow the step by step "Supplier Registration Guide" located under the Attachment Tab of this Event.

1.11 Diversity Code

The GEPS System has been updated to require listing a diversity code (and certification dates if certified) in the Consultant's supplier record. If your business enterprise is already registered in GEPS, you will be required to add your diversity code to your record.

1.2 Supplier Registration Training Available

Consultants may request to receive assistance to register in GEPS immediately following the Information Meeting Conference or at an alternative scheduled time.

2. GEPS General Technical Assistance

2.1 Registration and Proposal Submittal

For technical assistance using the Greensboro Electronic Purchasing System, including registration and submittal of response, please contact the Buyer(s) listed on the Event or, if you need immediate assistance, call 373-2192 and ask to speak to an available Buyer.

2.2 Event Notification

Supplier registration in the GEPS system includes commodity codes. Events with commodity codes matching supplier registrations automatically generate notifications of new Event opportunities to Suppliers registered under the Event commodity code.

3. Responsibility of Consultant to monitor GEPS Event for Updates

Consultants, who have begun the submittal process in an Event, will receive subsequent notices of addendums to the Event. It is the Consultant's responsibility to monitor the Event for updates, addendums, new attachments, etc. prior to their final submittal and closing of the Event.

4. GEPS Submittal

4.1 Submittal of all documentation in GEPS

Consultant is required to submit all requirements in the GEPS Event prior to the Event closing time deadline.

4.2 Late submittal not permitted

Late submittals cannot be considered.

4.3 24 Hour Allowance for Technical Difficulties Recommended

Consultants are strongly encouraged to complete their submittal at least 24 hours in advance of the Event deadline to assure time to resolve any potential technical or other difficulties they may have.

4.4 Final Submittal Instructions

Consultant must be sure to click on the Submit button to submit their response. Clicking on the Done button will not submit the response.

PART III. GEPS EVENT ATTACHMENTS

- A. Request for Proposals**
- B. Attachment A, Schedule of Deliverables**
- C. Attachment B, Project Budget**
- D. Attachment C SAMPLE PROFESSIONAL SERVICES CONTRACT TERMS AND CONDITIONS**

Sample Professional Services Contract contains Terms and Conditions that are included in this RFP and are incorporated by reference herein. Please note that standard terms and conditions are subject to change as State or City regulations or policies are updated.
- E. M/WBE Special Instructions**

ATTACHMENT C, M/WBE Special Instructions included in this RFP
- F. Supplier Registration Guide**

ATTACHMENT C, Instructions for Supplier Registration

PART IV. M/WBE PROGRAM

- A. M/WBE Program Purpose**

The M/WBE Program was adopted by the Greensboro City Council to address disparities in the utilization of certain groups of Minority and Women Business Enterprises. The overall purpose of the program is to provide equal opportunity to M/WBE Consultants who are ready, willing and able to work with the City of Greensboro.
- B. M/WBE Program Information**
 - 1. M/WBE Program Policy**
 - 1.1 Non-Discrimination Policy**

It is the policy of the City not to enter into a contract or to be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring or commercial treatment of vendors, suppliers, Sub-consultants or commercial customers on the basis of age, color, biological sex, disability, national origin, race, religion, or any otherwise unlawful use of characteristics regarding the

vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring in the Relevant Marketplace, which includes Alamance, Davie, Davidson, Forsyth, Guilford, Randolph, Rockingham, Stokes, Surry, and Yadkin counties.

As a condition of entering into this agreement, the company represents and warrants that it will comply with the City's Commercial Nondiscrimination Policy, as described under Section V. A. 1. of the M/WBE Program Plan as stated above. As part of such compliance, the company shall not discriminate on the basis of race, color, religion, national origin, biological sex, age, or disability, nor shall the company retaliate against any person for reporting instances of such discrimination. The company shall provide equal opportunity for Sub-consultants, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

1.2. Link to Full M/WBE Program Policy

Vendors are encouraged to review the City's online [Minority and Women's Business Enterprise Program plan](#).

2. M/WBE Program Compliance

All firms submitting a proposal agree to follow and comply with the City of Greensboro M/WBE Program Plan.

3. Program Eligibility

To be counted for M/WBE participation, eligible M/WBE firms must be certified as a MBE or WBE at the time of the submittal by the North Carolina Department of Administration or the North Carolina Department of Transportation and must have a significant business presence within the Greensboro MSA currently (Guilford, Randolph, Rockingham, Forsyth, Stokes, Davie, Yadkin, Davidson, Alamance and Surry Counties). Refer to the definition of a Minority/Women Business Enterprise (M/WBE) on page MWBE-5 and 10.

4. How to Register as a M/WBE with the North Carolina Department of Administration

Firms may read about the M/WBE Certification requirements at the [NC DOA Office of Historically Underutilized Businesses website](#). For assistance with the M/WBE Certification process, please contact the NC HUB Office at 919-807-2330.

5. How to Register as a M/WBE with the North Carolina Department of Transportation Disadvantaged Business Enterprise Program

To become certified as a MBE/WBE with the NCDOT, you must complete the DBE certification application. For assistance with the certification process, please contact NCDOT at 919-508-1940.

C. M/WBE Program Special Instructions

1. M/WBE Special Instructions

Consultants must follow the M/WBE Special Instructions attached to this RFP and found under the Attachment Tab of the Event.

D. M/WBE Program Assistance

1. Program Contact Information

Consultants, who have questions regarding the M/WBE Program and/or Special Instructions are encouraged to contact the M/WBE Office at mwbe@greensboro-nc.gov. To assure access to all information provided to Consultants regarding the RFP, questions regarding the RFP must be submitted through the RFP Question and Answer Tab or at the Informational Meeting Conference.

END RFP