



THIS CONTRACT is hereby made, entered into, and effective as of March 01, 2023, by and between GUILFORD COUNTY, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "COUNTY," and All For 1 Inclusion Innovators, LLC, hereinafter referred to as the "CONTRACTOR," and also collectively referred to as the "Parties."

WITNESSETH:

WHEREAS, for the purpose and subject to the terms and conditions hereinafter set forth, the COUNTY hereby contracts for the items, goods, service or services of the CONTRACTOR and the CONTRACTOR agrees to provide the items, goods, service or services to the COUNTY in accordance with the terms of this Agreement.

WHEREAS, the COUNTY is in need of MWBE Consulting Services - BID 20082, and

WHEREAS, the CONTRACTOR has submitted a proposal to provide such goods and/or services.

NOW, THEREFORE, in consideration of promises mutually exchanged the Parties agree as follows:

1. **GOODS AND/OR SERVICES.** CONTRACTOR will provide the goods and/or services as set forth in the Specifications (Attachment A) and Proposal (Attachment B), attached hereto and incorporated herein by reference, which include up to 1,028 manhours during Fiscal Year 2023 (1 March 2023 through 28 February 2024), 2,320 manhours during Fiscal Year 2024 (1 March 2024 through 28 February 2025), and 1,504 manhours during Fiscal Year 2025 (1 March 2025 through 28 February 2026). In the event the COUNTY requests services requiring manhours from CONTRACTOR in excess of those provided for herein, CONTRACTOR shall be entitled to a Change Order increasing the compensation to be paid to CONTRACTOR. All items and/or services shall be provided in a competent, workmanlike and professional manner acceptable to the COUNTY. All items and/or services shall be provided in a competent, workmanlike and professional manner acceptable to the COUNTY. Should there be any discrepancy between the CONTRACTOR'S Proposal (Attachment B) and the Specifications (Attachment A) and this Contract, this Contract including Proposal (Attachment B) shall prevail and control. Notwithstanding the foregoing, in the event that there is a conflict between any attachment and the Contract, this Contract shall prevail and control.

2. **PAYMENT AND PRICING.** As full compensation for the CONTRACTOR'S delivery of the goods and/or services, the COUNTY agrees to pay the amounts for the goods and/or services as set out herein and in Attachment B, which is attached hereto and incorporated herein by reference. Payment will be made by the COUNTY to CONTRACTOR within thirty (30) days of receipt of a correct invoice and proper documentation that the goods and/or services have been delivered or provided in accordance with this Contract.

3. **MAXIMUM EXPOSURE CONTRACT.** The maximum financial exposure to the COUNTY under this Contract, unless modified via Change Order and approved by the Board of Commissioners, will not to exceed three years with a maximum exposure amount of \$770,626.00 which will be offset with the annual budget amounts to be allocated for the new MWBE positions approved by the Board on January 5, 2023. This contract amount will be spread over fiscal years 2023, 2024, and 2025 with estimated annual amounts of \$175,438.00; \$350,875.00; and \$244,313.00. Based on the roll-out of MWBE activities and support needs, annual amounts may vary, but the total will not exceed \$770,626.00. Payment will be made only from budgeted funds in accordance with N.C.G.S. Chapter 159.

4. APPROPRIATION. This Contract is subject to annual appropriation of funds by the GUILFORD COUNTY Board of Commissioners or other funding source, pursuant to N.C.G.S. Chapter §153A-13.

5. TERM. Unless terminated as provided herein, this Contract shall be in effect for a maximum of three (3) years, beginning March 01, 2023, and ending February 28, 2026 as follows: Initial term of one (1) year with optional renewal(s) for two (2) additional one (1) year terms. Pricing for Contractor's services shall be adjusted annually to reflect increases in costs of services to be rendered. Renewal pricing must be requested by the COUNTY no later than December 31 of each calendar year this Contract is in effect.

6. AMENDMENTS. The terms of this Agreement may only be modified or revised with a written Contract executed by both Parties.

#### 7. TERMINATION.

##### TERMINATION WITHOUT CAUSE.

COUNTY may terminate this Contract without cause or penalty upon serving a 30 days day written notice to the CONTRACTOR. Subject to this Contract's provisions regarding breach, all services provided and accepted as of the date of termination will be paid; similarly, amounts paid in advance, if any, for which work has not been provided and accepted by COUNTY will be promptly refunded to COUNTY by CONTRACTOR within thirty (30) days of date of termination of this Contract.

##### TERMINATION FOR CAUSE.

If, through any cause, the CONTRACTOR shall fail to fulfill its obligations under this contract in a timely and proper manner, and shall fail to take reasonable action toward cure of such failure within ten (10) days of receiving written notice from the COUNTY of such failure, the COUNTY shall have the right to terminate this Contract by giving written notice to the CONTRACTOR and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the CONTRACTOR under this contract shall, at the option of the COUNTY, become its property. The CONTRACTOR shall be entitled to receive just and equitable compensation for any satisfactory work completed or services rendered, minus any payment or compensation previously made for such work or services. Notwithstanding the foregoing provision, the CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of the CONTRACTOR'S breach of this Agreement, and the COUNTY may withhold any payment due the CONTRACTOR for the purpose of setoff until such time as the exact amount of damages due the COUNTY from such breach can be determined. In case of default by the CONTRACTOR, without limiting any other remedies for breach available to it, the COUNTY may procure the contracts services from other sources and hold the CONTRACTOR responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the CONTRACTOR shall be an act of default under this Contract.

8. BREACH. If, through any cause, CONTRACTOR or COUNTY ("the breaching party") shall fail to fulfill its obligations under this Contract in a timely and/or proper manner ("breach"), either in whole or in part, and such breach has continued for a period of more than ten (10) days after the other party ("the non-breaching party") has notified the breaching party of such breach, in addition to the right to terminate the Contract upon notice to the breaching party, the non-breaching party shall have all legal, equitable, and administrative rights available under applicable law. Without limiting other remedies, where COUNTY is the non-breaching party COUNTY may: Withhold any payment due CONTRACTOR for the purpose of setoff until such time as the exact amount of damages due COUNTY from such breach can be reasonably determined (at which time that amount shall be deducted from any payment(s) otherwise due to CONTRACTOR) and/or procure the contracted for services or goods from other sources and hold CONTRACTOR responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by CONTRACTOR shall constitute an act of breach under this Contract. Without limiting other remedies, where COUNTY is the breaching party or in any event the COUNTY does not have the financial capability or authority to pay invoices from CONTRACTOR, CONTRACTOR may stop all services being provided until such time as the COUNTY remedies the breach, or CONTRACTOR may terminate this CONTRACT and pursue a claim against the COUNTY for all damages incurred as a result of the breach, including reasonable attorneys' and experts' fees incurred.

9. EQUAL EMPLOYMENT OPPORTUNITIES - AFFIRMATIVE ACTION. GUILFORD COUNTY and the awarded Vendor shall comply with Equal Employment Opportunities (EEO) requirements, and to take affirmative action to ensure that all individuals have an equal opportunity for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status under the Guilford County EEO Plan, as amended, implemented pursuant to 41 CFR Part 60-2.10(a)(3), 41 CFR §60-741.44(a) and 41 CFR §60-300.44(a), and in accordance with the following laws, as amended: Title VII and Title IX of the Civil Rights Act of 1964; The Equal Pay Act of 1963; Executive Order 11246; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973, as amended (Section 503); the Americans with Disabilities Act of 1990; the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA); the Civil Rights Restoration Act of 1988; NC General Statutes Chapters 116 and 126 and Title II of the Genetic Information Nondiscrimination Act of 2008, the North Carolina Equal Employment Opportunity Policy effective June 1, 2015, along with all other applicable federal and state laws governing equal employment opportunities.

10. FEDERAL FUNDING - UNIFORM GUIDANCE. The Parties agree that when utilizing federal funding in the performance of this Agreement, the Parties shall comply with all applicable provisions of 2 C.F.R. §200.326 and 2 C.F.R. Part 200, Appendix II, (Uniform Guidance), including, but not limited to: The Equal Employment Opportunity Clause (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. §3145, as supplemented by Department of Labor (DOL) regulations, 29 C.F.R. Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708, as supplemented by DOL regulations at 29 C.F.R., Part 5. See 2 C.F.R. Part 200, Appendix II(E); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549(1986) and 12689(1989) at 2 C.F.R. Part 180 and the DHS' regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. Part 200, Appendix II(J) and §200.322); Rights To Inventions by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements (37 C.F.R. Part 401); Record Retention Requirements (2 C.F.R. §200-324); and subsequent amendments, which are incorporated herein by reference.

11. NOTICES. All notices pursuant to this Agreement shall be in writing and delivered by certified or registered mail, postage prepaid, with return receipt requested, at the addresses appearing below, but each Party may change such address by written notice in accordance with this paragraph. Mailed notices will be deemed communicated as of three (3) days after mailing. Hand delivery of notices shall not be effective unless simultaneously mailed in accordance with this provision.

Michael Halford, Guilford County Manager  
GUILFORD COUNTY  
P.O. Box 3427 (zip code 27402)  
301 West Market Street  
Greensboro, NC 27401

Renee Jones  
All For 1 Inclusion Innovators, LLC  
4117 McGrath Way  
Raleigh, NC 27616  
[renee.jones@allfor1.rocks](mailto:renee.jones@allfor1.rocks)

12. **INDEPENDENT CONTRACTOR/INDEMNIFICATION.** CONTRACTOR shall operate as an independent contractor for all purposes. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the COUNTY and either the CONTRACTOR or any employee or agent of CONTRACTOR. CONTRACTOR is an independent contractor and not an employee, agent, joint venture or partner of the COUNTY. The Parties agree to each be solely responsible for their own acts or omissions in the performance of each of their individual duties hereunder, and shall be financially and legally responsible for all liabilities, costs, damages, expenses and attorney fees resulting from, or attributable to any and all of their individual acts or omissions to the extent allowable by law.

13. **ASSUMPTION.** If CONTRACTOR should undergo merger, acquisition, bankruptcy or any change in their ownership or their name for any reason, CONTRACTOR must immediately notify GUILFORD COUNTY in writing of these changes and provide the COUNTY with legal documentation supporting these changes, such as an Assumption Agreement, Bill of Sale, Articles of Incorporation, Articles of Amendment, sales contract, merger documents, etc. Further, CONTRACTOR will submit the name and address of the assuming CONTRACTOR'S registered agent for service of process and/or all notices required under this Contract.

14. **SEVERABILITY.** If any provision of this Contract is held unenforceable, then such provision will be severed from the remaining provision of this Contract, and the remaining provisions shall be enforced as if the severed provision was never included. All remaining provisions of this Contract shall remain in full force and effect.

15. **FORCE MAJEURE.** Neither Party shall be liable to the other Party for any failure or delay caused by events beyond such Party's control and not due to its own negligence, provided that such Party uses commercially reasonable efforts to resume performance as soon as reasonably practicable. The non-performing Party shall notify the other Party of the force majeure event within two (2) business days of the date the non-performing Party becomes aware, or reasonably should have become aware, of the impact of the force majeure event. In the event that a force majeure event precludes CONTRACTOR from performing services and/or providing goods for a period of ten (10) consecutive business days, the COUNTY shall have the right to: (a) procure replacement goods and/or services from an alternative source and/or (b) terminate the Contract or portion(s) of Contract upon written notice to CONTRACTOR.

16. **HEADINGS/TITLES/WORDING.** Inclusion of titles of paragraphs or section headings, capitalization of certain words or phrases and/or bold face typestyle of certain words or phrases in this Contract are for convenience purposes only and shall not be used to interpret or construe the provisions of this Agreement. The terms "Contract" and "Agreement" have the same meaning and may be used interchangeably throughout this document. The terms "Attachment" and "Exhibit" have the same meaning and may be used interchangeably throughout this document.

**17. GUILFORD COUNTY LIABILITY INSURANCE REQUIREMENTS.**

**WORKERS COMPENSATION:** CONTRACTOR agrees to maintain coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with limits of at least \$1,000,000.00 for each accident, \$1,000,000.00 for each employee, with at least a \$1,000,000.00 aggregate policy limit.

**COMMERCIAL PROFESSIONAL LIABILITY:** CONTRACTOR does hereby agree to maintain limits of at least \$1,000,000.00 per occurrence, per location, single limit for bodily injury liability and property damage liability, with at least a \$2,000,000.00 aggregate limit, per location. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, and a contractual liability endorsement.



**BUSINESS AUTO LIABILITY:** CONTRACTOR does hereby agree to maintain limits of at least \$1,000,000.00 per accident combined single limit for bodily injury liability and property damage. This should include owned vehicles, plus hired and non-owned vehicles.

**COMMERCIAL GENERAL LIABILITY:** CONTRACTOR does hereby agree to maintain limits of at least \$1,000,000.00 per occurrence, per location, single limit for bodily injury liability and property damage liability, with a \$2,000,000.00 aggregate limit, per location. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, and a contractual liability endorsement.

**UNDERWRITING, ADDITIONAL INSURED, AND CANCELLATION NOTICE REQUIREMENTS:** All insurance shall be written by companies with an AM Best rating "A" or higher. GUILFORD COUNTY shall be named as an additional insured on CONTRACTOR insurance policies, which shall be primary and not contributory to any other insurance that may be available to the COUNTY. Such certificates shall require that the policies shall not be canceled or reduced in coverage until thirty (30) days written notice of such cancellation or reduction has been received by CONTRACTOR and GUILFORD COUNTY.

**MAINTENANCE OF INSURANCE COVERAGE AND RENEWAL DOCUMENTATION:** CONTRACTOR original insurance policies or certified copies of policies may be required by COUNTY at any time. Current, valid insurance policies meeting the requirements stated herein shall be maintained for the duration of the Agreement. Renewed policies shall be sent to the COUNTY at the above address thirty (30) days prior to any expiration date.

Upon the COUNTY'S offer of award of this Agreement, CONTRACTOR will provide Certificates of Insurance for meeting the required insurance provisions. The Certificate of Liability shall state, "Guilford County is added as an additional insured as evidenced by the endorsement attached to this Certificate." CONTRACTOR will provide copies of insurance certificate(s) Guilford County Purchasing with their award package.

All insurance documents required under this Contract shall be forwarded to:

GUILFORD COUNTY

Attention: Risk Management

301 West Market Street

Greensboro, NC 27401

Reference: GUILFORD COUNTY CONTRACT NO. 90005015

With CONTRACTOR'S NAME: All For 1 Inclusion Innovators, LLC

In the event CONTRACTOR fails to maintain and keep in force for the duration of this Contract the insurance required herein, the COUNTY may cancel and terminate this Contract without notice.

18. **ENTIRE AGREEMENT.** This Contract, including the Exhibits and/or Attachments, if any, sets forth the entire Agreement between the Parties. All prior conversations or writings between the Parties hereto or their representatives are merged within and extinguished. This Contract shall not be modified except by a writing subscribed to by all the Parties.

19. **JURISDICTION.** The Parties agree that this Contract is subject to the jurisdiction and laws of the State of North Carolina. The CONTRACTOR will comply with bid restrictions, if any, and applicable laws, including N.C.G.S. §143-129(j) regarding E-Verify. Any controversies arising out of this Contract shall be governed by and construed in accordance with the laws of the State of North Carolina. An Affidavit Regarding E-Verify is attached hereto and incorporated herein by reference as Attachment B.

WITNESS the following signatures and seals all pursuant to authority duly granted, effective as of the day and year first above written.

**GUILFORD COUNTY**

ATTEST:

Jason Jones  
Guilford County Manager

Date

Robin B. Keller  
Guilford County Clerk to Board

**All For 1 Inclusion Innovators,  
LLC**

ATTEST:

Date \_\_\_\_\_

Date

Title: \_\_\_\_\_

Witness

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Donald Warn \_\_\_\_\_ Date \_\_\_\_\_  
Guilford County Chief Financial Officer

Shaunne Thomas  
Guilford County Department Director / Designee



Request for Proposals  
For  
**Guilford County MWBE Program Consulting Services**

Bid Number: 20082

Commodity Code(s):  
91820-21, 91806, 91835, 91879, 91832, 95816

Guilford County Purchasing Department  
Greene Street Building, Basement-Suite 072  
201 South Greene Street  
Greensboro, NC 27402

## PROPOSAL SCHEDULE

(Note: The dates below are subject to change)

Request for Proposal  
for  
**Guilford County MWBE Program Consulting Services**

Bid Number 20082

Advertisement Date	August 16, 2022
Non-Mandatory Pre-Proposal ZoomGov Meeting	August 23, 2022 at 1:00 P.M., Eastern Time
Last Day for Questions	August 30, 2022 at 2:00 P.M., Eastern Time
Proposal Due Date	September 9, 2022 at 2:00 P.M., Eastern Time

**I. Introduction**

Guilford County Purchasing Department is soliciting proposals from qualified firms to promote and guarantee truly equitable access to Guilford County contracting and procurement programs for minority and women business enterprises (MWBE). It is the desire of the County to help create and sustain the foundational community infrastructure to achieve this bold vision and engage in a long-term partnership to provide supplemental program support in some areas while leading in others. The County invites all interested and qualified firms who meet the requirements below to submit a response to this RFP.

**II. General Information**

***A non-mandatory Pre-Proposal ZoomGov Meeting will be held on, Tuesday, August 23, 2022 at 1:00 P.M., as instructed below. You may join the ZoomGov Meeting from your computer, tablet or smartphone***

For best results, use Chrome as your web Brower:

Please join my meeting from your computer, tablet or smartphone

<https://www.zoomgov.com/j/1601599961?pwd=QmF6aldyR1BIQTlKTEs0ODIIMFFGUT09>

Meeting ID: 160 159 9961

Passcode: 889892

One tap mobile

+16692545252,,1601599961# US (San Jose)

+16468287666,,1601599961# US (New York)

Dial by your location

+1 669 254 5252 US (San Jose)

+1 646 828 7666 US (New York)

+1 669 216 1590 US (San Jose)

+1 551 285 1373 US

833 568 8864 US Toll-free

833 435 1820 US Toll-free

Meeting ID: 160 159 9961

Find your local number: <https://www.zoomgov.com/u/acWi8cqRrf>

Join by SIP

[1601599961@sip.zoomgov.com](mailto:1601599961@sip.zoomgov.com)

Join by H.323

161.199.138.10 (US West)

161.199.136.10 (US East)

Meeting ID: 160 159 9961

Passcode: 889892

**Terms of Contract**

The selected Provider will enter into a contract with the County as outlined in this RFP. The initial contract will be for three (3) years with the option to renew for two (2) additional one (1) year renewals for a total contract period of up to five (5) years.

**A. Causes for Cancellation and/or Termination**

1. That the contract was secured by a fraudulent act, statement or material fact or that a fact concerning the firm was not disclosed at the time of contract award, if known and would have caused the refusal to enter into a contract by the County.

2. The Provider has not complied with all the provisions and requirements set forth in the Request for Proposal or the contract with the County. If non-compliance occurs, contract may be revoked and will not be reinstated during the current contract cycle.
3. The Provider has violated any of the regulations established by the Federal and State laws.

**B. No bid deposit or performance bonds are required**

**III. Bid Requirements for Electronic Events**

1. All Respondents, who plan to submit a proposal must register in the Guilford County's Vendor Self Service (VSS) System. Instructions to register as a Vendor, update registration and submit bids are available at: <https://www.guilfordcountync.gov/our-county/purchasing/vendor-self-service-vss-program>.
2. Electronic responses should be made through Guilford County's Vendor Self Service automated bidding system at: <https://guilfordcountync.munisselfservice.com>. Click on Vendor Self Service and use the arrow button in the top righthand corner to Login and submit your bid response. Click on the Bid Number to open it, then Click on Create Bid and follow the instructions for each tab. All responses must be submitted electronically by the event date and close time. There will be **NO EXCEPTIONS**. The system cannot accept late submittals.
3. All questions pertaining to this RFP must emailed to the Guilford County Purchasing Department at [DG\\_Purchasing@guilfordcountync.gov](mailto:DG_Purchasing@guilfordcountync.gov) in accordance with this event schedule. The bid number and title of the project must be referenced in the email. Each question asked will be answered for all Respondents to view by way of an Addendum and posted in the automated bidding system. No question will be considered after the Q&A close date and time. **NO EXCEPTIONS**. Please note it is the Respondent's responsibility to review all questions, answers and attachments prior to submitting their response.
4. Respondents are strongly encouraged to submit their proposal with all required documentation at least twenty-four (24) hours in advance. The County will not be responsible for any technical difficulties that may occur and result in the inability to submit.
5. Respondents are responsible for checking the event for any addendums prior to completion and submission of their response. Addendum acknowledgement and requirements, if any, must be included in each submittal.
6. To complete the items portion of a submittal in Vendor Self Service, open the items tab to enter pricing for each line. Use the provided line description, unit of measure and quantity to complete the entries for each line. Upload all additional documentation required in the RFP document as an attachment(s) to your response.
7. To complete an electronic submittal, be **sure to click the "Submit Bid" button**. Your response will not be part of the submitted responses until submitted via the "Submit Bid" button.
8. To receive future notification, you must be registered as a Vendor in the Guilford County's Vendor Self Service System under Commodity Codd 91820-21, 91806, 91835, 91879, 91832, 95816. Please note, Vendors registered under the selected commodity code prior to the opening of this event will receive electronic notification(s) of the activity regarding changes made to the event; however, it is your responsibility to view the event for changes and updates.

**IV. Minority and Women Business Enterprise (MWBE) Requirements**

One primary responsibility of the County is the proper use of public revenue to purchase the various items, services, construction and repairs needed to operate. All expenditures of County funds must be in accordance with the North Carolina laws. The responsibilities of auditing and compliance with this law is that of the awarding authority, which in this case is the County.



On March 5, 1990, the County established its verifiable minority participation goal of ten (10) percent. Respondents must make good faith efforts to contact minority businesses to allow each an equal opportunity to quote on the particular work involved. Any proposal that does not include MWBE information and documentation may be considered non-responsive.

A minority business is defined as ownership of 51% or more by a minority. Minorities are officially defined as:

- (a) Black, that is, a person having origins in any of the black racial groups in Africa;
- (b) Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, in South or Central America, or the Caribbean Islands, regardless of race;
- (c) Asian American, that is, a person with origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
- (d) American Indian, that is, a person having origins in any of the original Indian peoples of North America; or
- (e) Female.

#### **V. Evaluation and Selection Process**

An Evaluation Committee will have responsibility for reviewing and evaluating all proposals and required documents submitted in response to this RFP. All proposals properly submitted and received will be evaluated against the award criteria outlined in this RFP. The absence of required information may result in exclusion of the proposal from further analysis or evaluation.

The County reserves the right to reject all proposals or waive technicalities in order to award a contract, which may be determined to be in the best interest of the County. The County also reserves the right to make the award in whole or part. The County reserves the right to include outside consultants to assist in the evaluation process.

#### **VII. Award Criteria**

It is the intent of Guilford County to make an award to a single Provider or multiple Providers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in this RFP. Price shall be considered but shall not be the sole determining factor. Once the proposals are ranked and the most qualified Provider(s) are determined, the County may conduct further negotiations, and/or request presentations from Provider(s) to further assist in the clarification of information and selection process. ***An award of a bid is not an acceptance of contract terms provided by Vendor unless expressly accepted by County.***

The Evaluation Committee will be guided by the following point system, which has 100 points as the maximum total:

Category	Points
Experience/Qualifications/References	0 to 30
Technical/Work Requirements	0 to 30
Cost Proposal/Pricing	0 to 20
Staffing Requirements	0 to 10
MWBE Requirements	0 to 10
Financial Stability	Pass/Fail
Possible Total	100

**PROJECT TITLE: Guilford County MWBE Program Consulting Services**  
**SCOPE OF WORK**

This Bid and Scope of Work cover the requirements for services to be performed and will become an integral part of the contract between Guilford County and the Provider. The Provider must comply with the Scope of Work as outlined. All services shall be provided in a competent, workmanlike and professional manner acceptable to the County.

**1.0 Purpose:**

The purpose and intent of the Request for Proposal (RFP) is to solicit proposals from qualified firms to promote and guarantee truly equitable access to Guilford County contracting and procurement programs for minority and women business enterprises (MWBE). It is the desire of the County to help create and sustain the foundational community infrastructure to achieve this bold vision and engage in a long-term partnership to provide supplemental program support in some areas while leading in others. The County invites all interested and qualified firms who meet the requirements below to submit a response to this RFP.

**2.0 Background:**

Although the County does not currently hold a comprehensive understanding of the infrastructural deficiencies to be addressed, a multi-year disparity study is nearing completion which will provide significant insight into areas of opportunity. In combination with findings and recommendations of the disparity study, the County seeks to use this consulting engagement to understand and address our infrastructural deficiencies in alignment with the core values established by our Board of Commissioners:

- **Transparency & Communication:** We are committed to open and accessible government driven by information sharing
- **Accountability:** We accept responsibility for the fiscal and physical health of the County
- **Equity & Inclusion:** We celebrate diversity and support equitable service delivery and stakeholder inclusion
- **Service & Outcomes Excellence:** We strive for compassionate and professional service delivery provided in an innovative and effective way
- **Our People Matter:** We provide a positive and compassionate work environment that supports the financial, physical, mental, and social wellbeing of our team members

Guilford County seeks to leverage the investment of County funds to support the participation of historically underutilized MWBEs and to encourage local hiring on County-funded projects. The County seeks to be intentional and accountable for the inclusion and participation of MWBE firms. Through this Request for Proposals (RFP), the County is requesting information from organizations and enterprises to assist with this effort. An overview of proposed activities and five-year goals can be found in the Scope of Services outline.

**3.0 General Conditions:**

**3.1 Community & Organizational Infrastructure Assessment (Build a Baseline of Intelligence)**

- Review disparity study findings along with existing procurement and MWBE program policies, procedures, and practices to make and support the implementation of strategic improvement recommendations.
- Develop a comprehensive understanding of the MWBE vendor landscape to identify available MWBEs in the County's markets, and current MWBE utilization rates in spend categories.
- Support the County in MWBE program design and the development of long-term program and community outcomes.
- Conduct, maintain, and report on analysis of Tier-1 and Tier-2 County spend
- Analyze corporate and minority business community in the County's markets using demographic and market data.

- Assist the County with the establishment and maintenance of short- and long-term supplier diversity & inclusion goals and objectives.
- Conduct, maintain, and report on a comprehensive MWBE program impact analysis.
- Provide direct support and assistance with developing the infrastructure to support a sustainable diverse supplier inclusion program, to include:
  - a) Program goals and accountability.
  - b) Robust accountability and responsibility structure to include explicit expectations across all categories.
  - c) Request for Proposal (RFP), Request for Qualification (RFQ), Invitation for Bid (IFB) process support.
  - d) Development and communications of contractor responsibilities and expectations
- Provide direct support and services to enhance and scale the diverse supplier inclusion journey for the County.
- Assessment of the County's current strategies, resources, and capacity for an inclusive and equitable economic development ecosystem carefully and intentionally designed to make progress on closing wealth and economic gaps for minority business owners.

### 3.2 **Supplier Training**

- Provide one-on-one coaching and direct technical assistance to the County's existing and aspiring small and diverse businesses.
- Identify small and diverse businesses who perform in specific scopes needed by the County for inclusion in the County's vendor database and training or technical assistance.
- Conduct direct outreach to the small and diverse business community to provide and educate on the County's various procurement opportunities.
- Plan and host outreach events, including the development of a robust platform for the County's supplier inclusion and procurement teams to meet with small and diverse businesses.
- Proactively communicate with County departments to understand future and upcoming projects to customize training programs for diverse and small businesses based upon the County's project landscape.

### 3.3 **Ongoing Monitoring & Support**

- Continue to monitor and support the implementation of growing trends and strategies in supplier inclusion.
- Provide coaching & technical assistance to small and diverse businesses to become suppliers for the County (including HUB Certification training & counseling).
- Finding & developing MWBEs for the County's procurement opportunities.
- Establishing and supporting internal & external MWBE advisory councils with a minimum of four (4) meetings each fiscal year for each council.
- Outreach to the small and diverse business community to provide the County's procurement opportunities support the development and maintenance of a diverse County supplier database, and to provide other local, regional, and national resources.
- Plan and host a minimum of four (4) outreach events annually, either virtual online events or in-person events, as the public health environment allows.
- Provide a platform for the County project team to meet with small and diverse businesses and customize training programs on project-specific topics.
- Plan and host four (4) regularly scheduled meetings annually with the County's Purchasing, Finance and Budget Departments to discuss key performance measures, targets, program updates and next steps (meetings will be held quarterly during the fiscal year).
- Monitor contract and procurement awards and make recommendations for improvement.

### 3.4 Program Goals & Action Items

The following table includes a non-exhaustive listing of program goals and action items based on best practice recommendations from the Harvard Government Performance Lab (GPL). These best practice goals and action items should reflect and communicate some program goals that the County would like to use this consulting engagement to confirm or make dedicated progress on.

A responsive and detailed proposal will speak to the firm's ability to support the County in making progress on or completing these action items.

Program Goals	Description
1	Streamline procurement and certification processes by conducting user research (e.g., surveys, interviews, focus groups, user journey mapping) to understand vendor pain points and enacting process or policy changes to lower those barriers.
2	Offer clear and centralized process guidance and procurement forecasts for vendors, such as on a well-designed website or by providing government staff to help vendors navigate the process and answer questions, so that small and minority-led firms can easily understand how to find good-fit opportunities and submit bids.
3	Implement prompt payment programs to reduce the amount of time it takes for payments to go out the door, such as by replacing physical checks with electronic fund transfers across the board for all vendors, by guaranteeing shorter payment timelines for smaller contracts or smaller vendors, and by ensuring prime contractors promptly pay subcontractors.
4	Reduce bonding, insurance, or other onerous requirements that shift risk onto vendors by using alternative risk management strategies for low-risk projects. Raise formal solicitation thresholds for small and minority-led firms to create more opportunities for governments to use small and minority-led firms for small contracts, helping these businesses get a foot in the door.
5	Communicate commitment and effort to improve vendor diversity to vendors to encourage participation from those who might be discouraged by experience pursuing public contracts.
6	Conduct targeted outreach and market research ahead of releasing contracting opportunities to identify specific firms that might be available, qualified, and interested in an opportunity, and encourage those identified firms to apply.
7	Unbundle large contracts into smaller, more manageable opportunities, or develop lists of pre-qualified vendors able to take on as-needed work to increase access to government contracts for smaller firms who may not find it feasible to bid as prime contractors on large projects.
8	Write clearer RFPs that are easier for vendors to understand and respond to by limiting page length, writing in simple language, standardizing RFP format across departments, and providing proposal response templates that can reduce bias among evaluators when reviewing proposals.
9	Use pre-bid or pre-proposal meetings strategically to share additional information and demystify the procurement process and specific contracting opportunities, especially for newer firms who may need additional information about an opportunity or the chance to ask questions.
10	Assist prime contractors in bringing on subcontractors led by people of color by holding matching events at pre-bid meetings, identifying distinct work elements in the RFP that could be easily subcontracted, and/or providing lists of qualified, certified businesses. These efforts are best paired with capacity-building and mentoring to help small subcontractors increase their capability to take on a prime contractor role in the future.

11	For new programs and services, double down on outreach and engagement since new businesses may have a greater chance of winning a contract when there is not an incumbent. Make outreach to firms a core, staffed function of your procurement office.
12	Invest in resource centers that provide tools and opportunities to small and minority-led firms, such as bonding and capital access services, to get them ready for government contracting.
13	Invest in firms led by people of color by offering up-front capital through grants, loan programs, and other opportunities to secure funding directly from the government.
14	Offer coaching and mentor-protégé programs for firms to gain experience and familiarity with government contracting and grow their businesses more generally.
15	Host vendor fairs, workshops, and networking events for vendors to introduce themselves to governments, learn about upcoming procurements, ask questions about contracting processes and requirements, and connect with other vendors and supports.
16	Work with department or agency staff who are using vendors owned by people of color, especially for the first time, both to help these vendors up the learning curve (e.g., submitting invoices in the right format and on time) and to help government staff communicate and problem-solve effectively and proactively with these vendors to set the vendor, the government, and the program or service up for success.
17	Offer feedback to unsuccessful bidders to help them be more successful the next time they apply for a government contract and encourage them to do so.

**[The remainder of this page has been intentionally left blank]**

## **QUALIFICATIONS AND SUBMISSION REQUIREMENTS**

In order to facilitate the analysis of responses to this RFP, all Respondents are required to prepare their proposals in accordance with the instructions outlined in this section. To be considered for selection, upload your proposed package into the County's Vendor Self Service System and submit all required supplemental information electronically. Proposals should be prepared as simple as possible and provide a straightforward, concise description of the Respondents' capabilities to satisfy the requirements of the RFP. All pages in your response shall be properly formatted and provide the following basic information:

### **Tab 1: Cost Proposal and Attachments**

To complete the Items portion of a submittal in Vendor Self Service, open the Items tab to enter pricing for each line. In addition, be sure to download and complete the Cost Proposal Form - Attachment 1 back in the system to your online response. Should there be any discrepancy between the Cost Proposal Form-Attachment 1 and the submission of pricing entered in the items portion of Guilford County's Vendor Self Service automated bidding system, the online submission of pricing shall prevail and control. Therefore, please review your pricing information carefully prior to submission.

### **Tab 2: Executive Summary**

This section of the response to the RFP should be limited to a brief narrative highlighting the Provider's proposal. Within this section, the Provider should highlight briefly their abilities and inabilities upon the requirements requested.

### **Tab 3: Provider's Qualifications**

Complete the Provider Qualifications Form - Attachment 2 to provide specific information as requested and upload as an attachment to your response.

### **Tab 4: Proposed Services to be Provided**

The Provider shall present, in detail, features and capabilities of their proposed services to be provided. The Provider should state what implementation services will be provided, processes, control points and time frames for the on-going services. A responsive and detailed proposal should address the firm's ability to support the program goals and action items as described in the table under Section 3.4 of this RFP. In addition, please describe all services that their company performs. If other ancillary services are available that may be deemed pertinent to the process, please describe in full detail.

### **Tab 5: References**

Utilize the References Form – Attachment 3 to provide a listing of references to include phone numbers and contact names.

### **Tab 6: MWBE Participation Requirements**

Respondents are required to submit information about participating MWBEs on the MWBE Affidavit forms provided with this RFP. Utilize the MWBE Affidavit Forms - Attachment 4

**Documents to provide with the bid proposal** – Under North Carolina General Statutes (N.C. GS 143-128.2 (c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the contract that will be performed by the minority businesses. **Also** list the good faith efforts (**Affidavit A**) made to solicit minority participation in the bid effort **OR** (**Affidavit B**) the Provider's statement of the intent to self-perform all work under the contract and sign and notarize the form.

**NOTE:** A Provider that performs all the work with its own workforce shall submit an Affidavit (B) to that effect **in lieu of Affidavit (A) required above.** The Provider's **intent to perform contract with own**



workforce does not require the Provider to make good faith efforts and the self-performing Provider will not need to submit additional affidavits after the bid opening.

The Minority Business Participation Form must still be signed, notarized and submitted in lieu of Affidavit A even there is zero participation.

**Documents to provide after the bid proposal evaluation** - Upon notification of being recommended as the most qualified firm for award of a contract, the Provider, if they are not self-performing all of the work, must submit the following to the MWBE Director within 72 hours of the notification:

An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the established goal of 10% and documented evidence of all good faith efforts made to meet the goal and Affidavit D is not necessary **OR** if less than the 10% goal, Affidavit (D) of the Provider's good faith effort to meet the goal.

The document must include **evidence** of all good faith efforts that were implemented including those identified on Affidavit A. Include any advertisements, solicitation phone, email and/or fax logs, and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract. Because faxing may be less reliable than email, solicitation outreach via fax should include a follow up phone call to the potential subcontractor.

#### **Tab 7: Other Bid Event Forms**

Please download to complete, sign and date the attached forms. Be sure to upload the forms back in the system to your online response. If no Addendum was issued, please indicate N/A for Not Applicable on the Addendum form.

W-9 Form - Attachment 5

Addendum Acknowledgement Form - Attachment 6

Non-Collusion Affidavit - Attachment 7

Affidavit of Compliance (E-Verify) - Attachment 8

#### **Tab 8: Other Attachments**

Please references the following attachments for information purpose only:

- Basic Insurance Requirements
- Sample Contract

***(Note: An award of a bid is not an acceptance of the contract terms provided by vendor unless expressly accepted by County)***

**[The reminder of this page has been intentionally left blank]**

**Addendum #1: (Bid 20082) Non-Mandatory ZoomGov Meeting**  
**Guilford County MWBE Program Consulting Services**

**Online ZoomGov Meeting, Tuesday, August 23, 2022 @ 1:00 PM**

<b>Name</b>	<b>Company</b>	<b>Email</b>
Christol Murphy	Guilford County Purchasing	<a href="mailto:cmurphy@guilfordcountync.gov">cmurphy@guilfordcountync.gov</a>
Patrick McCray	Guilford County Purchasing	<a href="mailto:pmccray@guilfordcountync.gov">pmccray@guilfordcountync.gov</a>
Tiffany Johnson	Guilford County Purchasing	<a href="mailto:tjohnso4@guilfordcountync.gov">tjohnso4@guilfordcountync.gov</a>
Olga Wright	Guilford County Purchasing	<a href="mailto:owright@guilfordcountync.gov">owright@guilfordcountync.gov</a>
Williette Moore	Guilford County Purchasing	<a href="mailto:wmoore2@guilfordcountync.gov">wmoore2@guilfordcountync.gov</a>
Chrystal Braswell	Guilford County Purchasing	<a href="mailto:cbraswell3@guilfordcountync.gov">cbraswell3@guilfordcountync.gov</a>
Cynthia Barnes	Guilford County Administration - MWBE	<a href="mailto:cbarnes1@guilfordcountync.gov">cbarnes1@guilfordcountync.gov</a>
Amanda Mclver	Guilford County Administration - MWBE	<a href="mailto:amciver@guilfordcountync.gov">amciver@guilfordcountync.gov</a>
Sheila Reeves-Willett	Guilford County Administration - MWBE	<a href="mailto:swillet@guilfordcountync.gov">swillet@guilfordcountync.gov</a>
Jason Jones	County Administration	<a href="mailto:jjones6@guilfordcountync.gov">jjones6@guilfordcountync.gov</a>
Linda Jordan	LRJ Coaching & Business Solutions, LLC.	<a href="mailto:linda@lrj-consulting.com">linda@lrj-consulting.com</a>
Dylan Fisher	Griffin Strong Interest, Inc.	<a href="mailto:dylan@gspclaw.com">dylan@gspclaw.com</a>

Elma Hairston	Dynamic Images International, LLC.	<a href="mailto:elmahairston@dynamicimages4you.com">elmahairston@dynamicimages4you.com</a>
Eric Cunningham	Robinson Larueco Consulting LLC. (RLC)	<a href="mailto:eric.cunningham@rlcdiversity.com">eric.cunningham@rlcdiversity.com</a>
Patsy	All For 1 Consulting	<a href="mailto:matthews8828@gmail.com">matthews8828@gmail.com</a>
Renee Jones	All For 1 Inclusion Innovators, LLC.	<a href="mailto:renee.jones@allfor1.rocks">renee.jones@allfor1.rocks</a>
Stephane Joyner	Diversecity Services, LLC.	<a href="mailto:sjoyner@diversecityservices.com">sjoyner@diversecityservices.com</a>
Susan Johnson	Griffin Strong Interest, Inc.	<a href="mailto:susan@gspclaw.com">susan@gspclaw.com</a>
Stephen's	North Carolina Institute of Minority Economic Development, Inc.	<a href="mailto:Sjsills@theinstitutenc.org">Sjsills@theinstitutenc.org</a>
John Ham	North Carolina Institute of Minority Economic Development, Inc.	<a href="mailto:JHam@TheInstituteNC.org">JHam@TheInstituteNC.org</a>
Lauren Miller	Miller 3 Consulting, Inc.	
Kristin Williams	Amalgamator	<a href="mailto:Kristin@the-Amalgamation.com">Kristin@the-Amalgamation.com</a>
Andrianne Norwood	Robinson Larueco Consulting LLC. (RLC)	<a href="mailto:Adrianne.Norwood@rlcdiversity.com">Adrianne.Norwood@rlcdiversity.com</a>
Bridget Wall-Lennon	BLWall Consulting	<a href="mailto:bwall@blwallconsulting.com">bwall@blwallconsulting.com</a>
Adrian Atkinson	K. L Scott & Associates LLC.	<a href="mailto:Adrian.Atkinson@klscottassociates.com">Adrian.Atkinson@klscottassociates.com</a>
Sharema Williams	All Inclusive Consulting LLC	<a href="mailto:allinclusiveconsult21@gmail.com">allinclusiveconsult21@gmail.com</a>

Jacquice Davis	Lain Consulting, LLC	<a href="mailto:jdavis@jdavisproposals.com">jdavis@jdavisproposals.com</a> <a href="mailto:lapronda@lainconsultingllc.com">lapronda@lainconsultingllc.com</a>
Gerry McCants	McCants LLC	<a href="mailto:Gerry@blackpagesusa.com">Gerry@blackpagesusa.com</a>
Brandon Lee	National Institute Economic Development	<a href="mailto:blee@theinstitutenc.org">blee@theinstitutenc.org</a>
Carol Lilly	Lil Associates II, Inc.	<a href="mailto:carlill@lilassociates.com">carlill@lilassociates.com</a>

**Addendum #2: (Bid 20082) Question from Bidder**  
**Guilford County MWBE Program Consulting Services**

1. I have a follow-up question regarding the MWBE Program Consulting Services bid. I noticed that the firm currently conducting the Guilford County disparity study was on today's call. Research shows that incumbents are at an advantage when it comes to bids. Further, it's common for the researchers who conducted the disparity study to conduct the subsequent program development and implementation. Will there be an advantage given to the incumbent firm or will all proposal teams be judged solely on the content of their proposals for this specific bid?

Although the County is currently under contract with a vendor for a disparity study, the County is not currently under contract for the comprehensive list of services in the RFP scope. The County does have a few months of subsequent program development and implementation support built in to the disparity study contract which does not translate to direct programmatic support for day-to-day "boots on the ground" implementation. An award would be made based on relevant experience, qualifications, references, technical requirements, staffing, MWBE requirements, and firm stability with no advantage given since there is no incumbent firm for this scope of services.

**Addendum #3: (Bid 20082) Questions from Bidder**  
**Guilford County MWBE Program Consulting Services**

1. How many staff are currently employed in Guilford County's MWBE Program? **2 full-time and 1 part-time**
2. How often are outreach event held by Guilford County new vendors? **Due to the recent COVID-19 pandemic, Guilford County has not hosted any training sessions for new vendors for larger groups. We have provided several one-on-one vendor registration sessions by appointment both in-person and virtually. As the office has only recently begun planning vendor registration and certification events again, the typical goal is to participate in 2 outreach events per quarter, which may consist of workshops, meet-n-greet, project outreach, informational meetings, etc. The County has co-hosted several events.**
3. If outreach events are held, how are current and newly registered vendors notified of the events? **Notifications are provided through the County's media platforms (webpage, Facebook), email blasts, direct calls, flier posts/distributions and local newspaper ads, and direct in-person communications during other community events/meetings**
4. How often does Guilford County offer orientation to newly registered vendors? **Guilford County offers quarterly sessions for large groups for newly registered vendors. The MWBE office provides ongoing one-on-one or virtual service by appointment throughout the year for newly registered businesses to facilitate assisting new vendors with understanding the procurement process and participation in ongoing opportunities.**
5. What is the average attendance of vendors at outreach events? **Registration/ certification workshops are designed to accommodate approximately 20- 25 participants in order to facilitate individual computer assistance. One-on-one session have included up to 5 participants. For project outreach events attendance has averaged 50+ individuals.**
6. If I am submitting a proposal as the Prime and am an MBE, does this count towards the MWBE spend or does this apply to subs only? Please clarify. **MWBE owned businesses are still required to make good faith efforts to include/ utilize MWBE subcontractors/ subconsultants as part of their proposal. Both count towards the MWBE spend.**
7. Has this contract been awarded in the past? If so, to what agency? **No**
8. On the conference call, it was stated that the County anticipates 3 full time personnel to conduct this work. Will the County confirm that Statement? Also, are those full-time personnel required to be employees of the lead agency? **When asked for an estimate of required effort by the vendor, we responded with a comparison to the equivalent of three (3) full0time employees. That would be approximately 120 hours of effort per week on average. There is no explicit requirement that these be full-time employees of the lead agency. Again, this is just an approximation of what we anticipate as the required effort equivalent.**
9. Is there an expectation that the full-time personnel dedicated to the contract need to be available 40 hours weekly through the duration of the contractual period? **No. The expectation would be that the vendor is able to deliver on their proposal in an effective and efficient fashion.**
10. Will this contract be awarded to only 1 vendor or are you issuing multiple awards? **It would be our desire to make only one award, but the final decision will be dependent upon the proposals that we receive and alignment with the scope of services outlined.**
11. Could Guilford County expand on that Tier-1 and Tier-2 County spend is? **Thank You for this question and catch. This should be clarified to say Prime and Subcontractor/Supplier spend.**



**Request for  
Proposal  
for  
Guilford County  
MWBE  
Program  
Consulting  
Services  
Bid Number  
20082**

**September 9, 2022**



ATTACHMENT B

**ALLFOR1**  
inclusion innovators

Renee' Jones, CDO/President  
4117 McGrath Way, Raleigh NC 27616  
919.524.5169  
renee.jones@allfor1.rocks

September 7, 2022

**TRANSMITTAL LETTER**

Guilford County, North Carolina  
Procurement Division

ATTN: Christol Murphy

RE: Bid Number – 20082

Request for Proposal for Consulting Services to Oversee MWBE Contracting Program

Dear Ms. Murphy:

We understand the county's objective to become a stronger pro-equity organization with a culture of inclusion that drives decision-making and encourages a welcoming and supportive working environment for all its MWBE procurement partners.

All For 1 Inclusion Innovators, LLC is submitting qualifications in response to Guilford County's Request for Proposal (RFP) for Consulting Services to Oversee MWBE Contracting Program. The undersigned, whose title and position with the applicant is listed alongside her signature, has the authority to submit these qualifications (including this cover letter) on behalf of the applicant in response to the County's RFP.

Unless otherwise clearly stated in this response to the RFP, our response accepts the terms and conditions stated in the RFP, including the description of services to be performed and the provisions of the contract to be signed.

We truly appreciate the opportunity to respond to your RFP for MWBE Consulting services. It is with great excitement that All For 1 hopes to be your next advocacy and implementation partner for the Guilford County MWBE Supplier Diversity Program.

Should you need any clarification or have any questions, please do not hesitate to call us for an immediate response. Please consider all documentation submitted to be **CONFIDENTIAL**.

Sincerely,

Renee' Jones  
Chief Disruptor Officer/President

## TAB 1: Cost Proposal and Attachments

Thank you for the opportunity to submit our response to the Request for Proposal for Consulting Services for the Guilford County's MWBE Program.

All For 1 Inclusion Innovators is excited about this opportunity to build a lasting, working relationship with the Guilford County as we assist in planning, training and managing a comprehensive MWBE Contracting Inclusion Program.

**As a HUB certified firm ourselves,** we applaud the commitment Guilford County is making to increase the number and capacity of qualified, certified MWBE firms and to provide workforce training that will lead to applicants making a livable wage. We sincerely believe that this investment in supportive services will greatly improve the pool of MWBE's pursuing and winning Guilford County's work. This effort will also assist minority and women owned businesses achieve the sustainable growth that the economy and community needs.

### Cost Assumptions

- ✓ With Guilford County's current two member staff and the intent to maintain a 2 member staff in the future, our costs are based on 72.5 hours per week of engagement from the All For 1 team. We feel with our experience and knowledge of the local market this will be effective and efficient.
- ✓ Due to inflation and market volatility we have **NOT** included venue or catering costs associated with in person outreach or training programs. We also have **NOT** included speaker fees associated with in person or virtual outreach or training programs.

Please see the following [Attachment 1](#) with the requested [Cost Proposal Information](#).





REVISED ON 04/20/2023 - TO REFLECT  
COST PRICING FOR HOURLY LIMITS PER  
CALENDAR YEAR IN SOW SUBMITTED  
ALSO ON 04/20/2023

## COST PROPOSAL FORM

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Guilford County.

### TOTAL PROPOSED COST

Community & Organizational Infrastructure	\$ 426,991.00
Supplier Training	\$ 128,863.00
Ongoing Monitoring & Support	\$ 214,772.00

The above Total Proposed Cost should be based on being awarded the entire project. Should there be any discrepancy between this Cost Proposal Form and the submission of pricing entered in the Items portion of Guilford County's Vendor Self Service automated bidding system, the online submission of pricing shall prevail and control.

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: 04/20/2023

Authorized Signature:

Renee Jones

Name

Chief Disruptor Officer/President

Title

All For 1 Inclusion Innovators, LLC

Firm Name



## TAB 2: Executive Summary

We understand Guilford County's objective to become a stronger pro-equity organization with the mission of creating exceptional communities that present exciting opportunities for all its residents and patrons. We also approach community equity with a holistic methodology. Our inclusion pathway is truly transformational. All For 1's holistic approach to inclusion means that all community members are considered in the success drivers of the project. Our approach enables us to implement a replicable process for continuous improvement for diverse businesses and workforce of the vested community. It also incorporates keeping community leaders fully engaged which allows the planning and operational processes to be driven by collaboration rather than conflict. Our transformational inclusion pathway program increases diverse business capacity, creates additional and sustainable skilled industry jobs and increases skilled trade retention rates which impact the local economic bottom line.

*We cannot solve  
problems with the  
same thinking we  
used when we  
created them.*

*Albert Einstein*

The information provided herein gives you an introduction to our team. We look forward to being given the opportunity to provide further information on our capabilities and detailed approach.

The depth of understanding needed to coordinate and manage a successful MWBE engagement program requires a team with strong relevant experience, extensive resources and above all a commitment to assisting clients in realizing goals and providing exceptional service.

### Our Experience

All For 1 Inclusion Innovators will provide a team of professionals with years of in-depth experience. We are veterans in inclusion, construction, compliance, business development, job placement and workforce development – all critical elements to deliver a successful campaign. Our team represents a vast array of expertise in:

Compliance	Government Contracting	Construction Project Management
Certification	Contract Administration	MWBE Program Administration
Procurement	Public Policy + Relations	Job Training + Development
MWBE Outreach	Technical Training	Technology Solutions
Prime Contractor Engagement	Corporate Recruiting	Mentoring Programs

When it comes to All For 1's team of professionals, one thing is undeniable – we possess an unparalleled passion for inclusion. We love what we do and take great pride in serving our clients and the community!

## Our Market Knowledge

Comprehensive knowledge of the industry equips our team with thorough market data regarding the urgent need to increase the capacity of MWBE firms. There are approximately 550 certified HUB firms in Guilford County. The majority of those firms render services in some way to the construction industry. This information allows us to accurately address the needs of MWBE firms in the construction arena and help those firms plan for future success. All For 1's extensive knowledge of the local & statewide construction industry will also assist firms focused on increasing their capacity and providing additional employment opportunities for other Guilford County residents.

## Our Relationships

Over the years, All For 1's team members have fostered excellent relationships with industry experts in a variety of fields. We also are constantly increasing our touches and deepening our relationships with diverse firms. Maintaining great relationships with highly esteemed individuals in academia, private corporations, local/ State/Federal Government, and small business organizations allows All For 1 to enhance its service offering to Guilford County.

## Our Technology

Our team believes that streamlining and digitizing data collection in the assessment and training process creates efficiencies which enable us to have deeper one-on-one engagement with diverse firms. All For 1 will use a variety of innovative methods to deliver training including social media, webinars, podcasts, and e-books. We will also employ a standardized online platform for assessing and documenting progress of MWBE project reporting and local hiring through the program in real-time. The Guilford County team will have access to a dashboard of reports at your fingertips.

### WHY ALL For 1?

Our Experience

Our Market Knowledge

Our Relationships

Our Technology

Our Innovation

## Our Innovation

Our team has worked effectively in partnering with corporate diversity advocates, trade associations and governmental diversity advocates as well as the non-profit sector to provide needed resources to assist small, minority & women owned firms achieve a "current state of ready" for the operational challenges and new technology. Our training programs and project solutions are focused on each client's needs to eliminate gaps with the diverse firms which hinder them from securing contract opportunities. There is not a one-size-fits-all but there are starting templates to be crafted into customized solutions that render effective, efficient and profitable economic impacts.

## Summary

- We have been the catalyst and the compliance entity that has resulted in over two billion dollars being spent with S/MWBE community
- We have developed and implemented over 70 successful MWBE inclusion programs and project specific plans
- We have performed over 400 assessments, pre-qualifications and provided strategic guidance for the MWBE construction business community.
- 65% of the MWBEs that have worked with All for 1 on projects or participated in our training programs have received repeat contracts with respective clients



What separates us from our competitors? Why do we consistently achieve goals and produce favorable results for clients? Our success is based on many factors, but above all it begins with a strong collaborative team. The success of our organization is the success of the people we choose to partner with – their professionalism and skill, and the manner in which they build relationships with clients and the community. All For 1 would be grateful, as a MWBE business ourselves, and honored to assist Guilford County in this program. The discussions presented herein will further outline our qualifications and approach to becoming Guilford County's MWBE consulting services provider.

## All For 1 advocacy in action



## TAB 3: Provider's Qualifications

### UNPARALLED QUALIFICATIONS

Our ability to successfully implement the MWBE subcontracting and local hiring oversight for Guilford County is reinforced by our personnel, our lengthy experience, and our successful track record of collaboration with other organizations. All For 1 has assembled a team that is innately equipped to manage the design and execution of the MWBE inclusion program. In addition, our team has no conflicts of interest to declare.

The All For 1 team collectively brings over 90 years of MWBE inclusion program oversight experience. Our team is all based here in North Carolina and are established reputable MWBE advocates in the MWBE support industry. What does that mean for Guilford County? No learning curve of resources! We are also very knowledgeable about relevant our state and local legislation and regulations, so once again, no learning curve!

The All For 1 team is intimately familiar with MWBE subcontractor training programs in North Carolina and other states across the US. Renee Jones administered the Skanska Executive Boost MWBE Training program; ESL field technician workshops; the "Right Hand Man" superintendent training along with various other subject specific contractor training courses across the southeast. These have further cemented the relationships built with the MWBE subcontracting community and we are known as a trusted team of support!

The All For 1 team is also thoroughly acquainted with OJT programs in North Carolina and other states across the US. All For 1 has administrated workforce development programs for several clients across the southeast. Renee Jones & Stephane Joyner have also administered Section 3, DBE, Davis Bacon and Uniform Guidance compliance programs for clients in North Carolina. This gives the All For 1 team the unique advantage of being fully capable to administer compliance measures needed by Guilford County.

Our keen awareness of the local construction industry, our relationships with Prime contractors, the local non-profit organizations and our experience with outreach to MWBEs makes us uniquely qualified to deliver the positive outcomes Guilford County demands.

### CURRENT + PAST CLIENTS

In addition to the numerous MWBE businesses we serve every day, All For 1 and its consultants have also delivered business development and MWBE compliance services to the following clients:



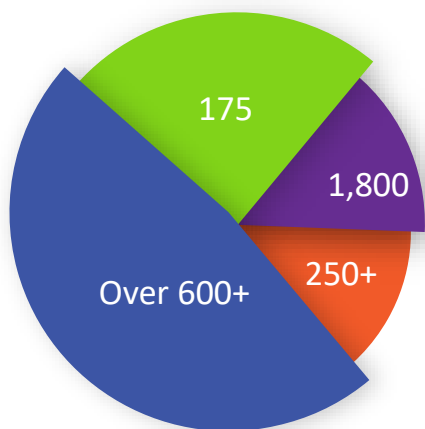
## COMMUNITY PARTNERS

In order to successfully combat a historically systemic issue you must have several solutions to address all contributing factors. This is why the All For 1 team is invested heavily in our communities statewide to advocate, educate and identify opportunities for the MWBE business community.

Collectively we have served or are currently serving on 19 boards or advisory committees as executive leaders or committee chairs with organizations that promote the use of MWBE firms or the business community in general.

All For 1 will foster the involvement of other organizations that can provide significant contributions to the successful engagement of MWBE firms. We will utilize local community resources for additional support and training to facilitate the MWBE contractors and suppliers' readiness to take advantage of prospective project opportunities. These organizations may also have viable job readiness programs that can provide a potential pipeline of workforce candidates. We realize that our involvement in these various organizations solidifies the community investment All For 1 brings to Guilford County.

## All For 1 Outreach Metrics



- 1 MWBE Networking Events in SE
- 2 Conducted MWBE Project Information Sessions
- 3 Facilitated or Instructed MWBE Training Hours
- 4 Facilitated or conducted Staff or Prime Contractor Trainings

## Similar Scopes of Work



### SCOPE OF SERVICES

Assessed DBE's existing business capacity and competency in order to establish a benchmark that could be utilized to detect areas of improvement. Enhance DBE firms' capacity to be profitable to pursue opportunities and deliver quality services in NCDOT projects through systematic training, mentoring, and education.



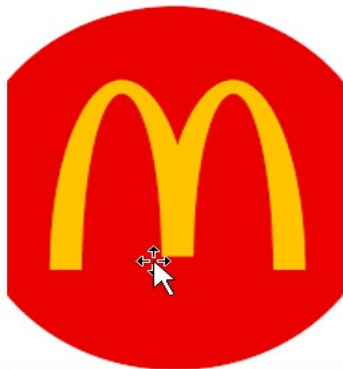
### SCOPE OF SERVICES

Review and audit Affidavits from bid day to ensure GS143 statues are in full compliance. Assist prime contractors with requesting and acquiring missing information to properly evaluate any Good Faith Efforts and to determine if said bids are compliant. Create database/dashboard for reporting for WCPSS. Create reporting information for benchmarking and policy updates.



### SCOPE OF SERVICES

To provide feedback in advisory capacity on workshops targeted to increase the capacity of diverse suppliers. Provide internal training regarding supplier diversity legislation, policies, guidelines for new WTCC members.



### SCOPE OF SERVICES

Review and analyze existing diversity & inclusion policy & program status. Review and analyze current construction procurement process. Assist with developing a comprehensive strategy for increasing the number of diversity certified business partners.



### SCOPE OF SERVICES

Focus on supplier identification and outreach implementation. Identify better practices for pre-bid proposal evaluations, process improvement, and monitoring and reporting progress against aspirational goals. Produce relevant reports. Identify and partner with key stakeholders in the community and UVA Internal resources to provide workshops targeted to increase the capacity of diverse suppliers. Provide internal training regarding supplier diversity legislation, policies, guidelines for new UVA Supplier Diversity staff members.

## Team Organization & Roles

### LOCAL EXPERIENCE WITH A NATIONAL REACH

The All For 1 team fully exemplifies the characteristics of a successful team. Our collective experience brings knowledge of local, State and National regulations that ensure compliance. We have extensive experience in the North Carolina market and bring numerous industry relationships. While our local presence is unsurpassed, we also bring a depth of valuable national resources and best practices to this project. Our consultants truly mirror the diversity in our communities!

CAPACITY CHART	Team Member	MWBE Supportive Services Experience	Construction Industry Experience	Local MWBE Project or Training Experience	Local + National Market Knowledge	Knowledge & Experience working w/CRA's	Knowledge of Local, State + Federal Regs	MWBE Program Compliance	HUB/DBE certified
	Renee' Jones	X	X	X	X	X	X	X	X
	Katie Gailles	X	X	X	X	X			
	Stephane Berwald	X	X	X	X	X	X	X	X
	Patsy Matthews	X	X	X			X	X	X
	Lisette Velez	X	X	X			X	X	X
	Meyakka Sturdivant	X		X		X			X

### LEADERSHIP

MWBE business development efforts are most successfully accomplished when a committed team with shared goals and clarity of intent is supported by a strong leader.

All For 1 has that leader. Not only is she a contributing author to the book “Implementing Supplier Diversity – Driver of Entrepreneurship”, but she is also a repeated Guest Lecturer w/UNC School of Government for the Minority Participation Compliance Course. Renee’s work in diversity has been recognized by several state and local agencies across the southeast such as 2019 NC DOA HUB Advocate Excellence Award, 2017 NC SBA Diversity Advocate of the Year, VASCUPP 2010 SWaM Dunk Award, 2016 NAACP of Fort Myers Diversity Leader Award. She is fully recognized by her peers as having the credentials and knowledge of contract compliance. In 2016, Renee’ received her Master Compliance Administrator (MCA) Certification from Morgan State University in conjunction with American Contract Compliance Association. She now serves as the Board of Directors Vice President of the NC MWBE Coordinators Network as well as several other boards/committees in the industry.



## KEY PERSONNEL

Below is a list of consultants and staff who will be assigned to the project. Resumes for each team member are in [Attachment 2](#) as requested.

## KEY ROLES + RESPONSIBILITIES

All For 1's key consultants provide Guilford County with the required experience and expertise in all aspects of MWBE program creating, implementation and compliance. The following narrative describes the team members, as well as a brief description of their experience, roles and project responsibilities:

**Renee' Jones, CCA, MCA**, will be responsible for **Executive & Team Leadership, Advisory Council Guidance & Formation Overall MWBE Supplier Program Compliance and Vendor Training**. Renee will be your program point of contact and will take the lead in the disparity study recommendation implementation. She will also lead the team members in creating business development plans, training curriculum for MWBE firms. Renee' is a resourceful, tenacious results driven business professional. Being in the industry for 18 years, she has acquired a strong knowledge of legislative statutes, policies, ordinances and their local interpretations as it relates to small and diverse business programs. This knowledge has enabled her to become a value add subject matter expert to our clients to ensure all statutory, regulatory obligations are not only adhered to but render full engagement and an economic stimulus to the targeted disadvantaged business community. She has effectively developed and implemented training programs that address several

## All For 1 Equity Ambassadors



diverse business challenges and how corporate and governmental teams can work more effectively with the small & diverse business community. She has excellent interpersonal and liaison skills to communicate successfully at all levels and is a dynamic collaborator.

**Katie Gales**, will be our team's **Sr. Business Coach for medium to large businesses and diverse supplier training programming**. Katie brings 24 years of entrepreneurship training and small business ownership to our team. She embodies the term "Change maker" and team builder. With her broad business experience, excellent communication and presentation skills, and a strong history in people, project, and program management with large and small organizations she makes the perfect choice as our medium to large business coach. Katies is an engaging presenter, and a creative and innovative thinker that inspires the same in others.

**Stephane Berwald** will be responsible for **New Business Coaching & Engagement, diverse supplier training programming and will also be a subject matter expert for MWBE compliance monitoring**. She is based in Charlotte, North Carolina. She has over 14 years'

experience developing, implementing, and managing diversity, inclusion, and compliance programs across North Carolina. She has also managed technical programs to include education and business development for minority, women, and small businesses. Her focus is on community impact, creative engagement, and helping small businesses compete on both the public and private contracts. She has made a lasting impact on numerous businesses & organizations across the Carolinas, Georgia, and Maryland. Her success in execution of outreach and assisting firms to obtain multiple certifications has rendered her the “Opportunity Subject Matter Expert”. She is a valuable resource for our team for problem solving, contract review and resource allocation..

**Patsy Matthews**, will be responsible for **Outreach Program Coordination & subject matter expert on MWBE compliance monitoring**. Patsy is based in Lexington, NC and has had extensive experience in the Guilford County MSA identifying and engaging with the MWBE business community. Patsy is a self-starter and due to her military training is highly organized and focused when completing projects. With her background as a lawyer she has acquired excellent research and analytical skills. She has the ability to work well with people of diverse economic and social background and proven track record in motivating people to action by providing timely education and information. She is a well known MWBE advocate with specialty focus in the construction community. Her reputation will give our outreach program the local credibility and will help the small business owners to feel well represented. Also Patsy has much experience in the public sector and is familiar with all the legislation that accompanies. Patsy’s experience as practitioner of the law and has afforded her the opportunity to assist in the writing of

solid policies and procedures. This qualification enhances the strength of our team.

**Lisette Velez** will be responsible for **HUB Certification coordination, bilingual translation and supplier training program coordination**. Lisette has 8 years of experience in working directly with the Hispanic & LatinX construction community. Her training with business management has led to her developing and implementing innovative training programs for construction employee and business owner. Lisette has also mastered working with constituent groups including boards, committees, volunteers, and corporate diversity advocates. She is talented in building and retaining exceptional staff members and creating an excellent work environment. As the executive director of a non-profit she is responsible for overseeing and coordinating all aspects of budgeting and financial management and leading organization and staff through periods of growth and transition. As our MWBE Resource Coordinator, Lisette will be focused on securing supportive services for the DBE & MWBE contractors working on the project to ensure they have the resources needed for a successful and profitable completion.

**M. Sturdivant** will be responsible for **assisting with the communication and media development, startup business coaching and MWBE business coach program monitoring and follow-up**. Meyakka is a Certified Business Advisor and Consultant with over 24 years Executive Management and Leadership experience. She has coached, trained, mentored, organized and advised in several capacities. Klassy Business Enterprises will also be All For 1’s Mentor Protégé firm in learning more about government contracting and compliance.



**GUILFORD COUNTY, NORTH CAROLINA****Request for MWBE Program Consulting Services  
Provider QUALIFICATIONS****Information about the Supplier**

- I. Firm Name \_\_\_\_\_
- II. Legal Name (if different) \_\_\_\_\_
- III. Years in Business \_\_\_\_\_
- IV. Number of years providing similar services \_\_\_\_\_
- V. Contact Person \_\_\_\_\_
- VI. Full Mailing Address \_\_\_\_\_
- VII. Telephone Number \_\_\_\_\_
- VIII. Fax Number \_\_\_\_\_
- IX. Email address of contact person \_\_\_\_\_
- X. Number of full time employees \_\_\_\_\_
- XI. Name and experience of proposed point of contact for this project





## Reneé Jones, CCA, MCA Chief Disruptor of “Always” Executive & Lead Consultant

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### Experience Summary

Renee’ is a resourceful, tenacious results driven business professional. Being in the industry for 18 years, she has acquired a strong knowledge of legislative statutes, policies, ordinances and their local interpretations as it relates to small and diverse business programs. This knowledge has enabled her to become a value add subject matter expert to our clients to ensure all statutory, regulatory obligations are not only adhered to but render full engagement and an economic stimulus to the targeted disadvantaged business community. She has effectively developed and implemented training programs that address several diverse business challenges and how corporate and governmental teams can work more effectively with the small & diverse business community. She has excellent interpersonal and liaison skills to communicate successfully at all levels and is a dynamic collaborator.

### Professional Experience

#### **Chief Disruptor Officer,**

All For 1 Inclusion Innovators, LLC, Raleigh NC - current

#### **Regional Diversity Director**

Skanska, Raleigh, NC – 16 years

#### **Sr. Helpdesk Administrator/Software Trainer**

Goodmark/Conagra Foods, Raleigh NC – 5 years





## Professional Certifications

### **Leadership Raleigh Graduate – Class #44**

Raleigh Chamber of Commerce, Raleigh NC

### **Master Compliance Contract Administrator**

Morgan State University – Baltimore, MD

### **Contract Compliance Contract Administrator**

Morgan State University – Baltimore, MD

### **Medical Assisting – Diploma**

Wake Technical College, Raleigh NC

## Accomplishments

### **Strategic Communication/Partnerships**

- Published contributing author to the book “Implementing Supplier Diversity – Driver of Entrepreneurship”
- Guest Lecturer w/UNC School of Government for the Minority Participation Compliance Course
- Created & implemented S/MWBE Mentor Protégé selection process and program that has been recognized by community & governmental small business advocate organizations
- Established relationships with higher ed, local, state and federal government, nonprofits and community leaders across the southeast
- Produced customized project/program specific Economic Impact Statement reports
- Developed South East Annual Diversity Report for construction industry clients
- Analyzed data collected from EHS divisions to create workforce reports to show economic impact

### **Leadership**

- Currently serving as the Board Vice President of NC MWBE Coordinators Network
- Immediate Past President HCAC Board (Hispanic Contractors Association of Carolinas)
- UMCNC Board Member





- DEI Committee Chair – Triangle ULI (Urban League Institute)
- NCDOA HUB Construction Advisory Committee
- Past member of NCDOT Civil Rights Advisory Committee
- Member & Past Board Member of CVMSSDC
- Subject Matter Expert – Diversity & Inclusion panelist or workshop instructor at 25+ events
- D&I Communication workshop instructor for VASCUPP (Virginia Association of State Colleges & Universities Procurement Professionals)
- Developed and implemented the only executive training program for construction industry that addresses the needs of the MWBE firm President & VP of Operations.
- Working in conjunction with trade associations and local diversity advocates, have been able to successfully change policy and administrative codes which enable MWBE's with larger capacity to be counted and certified in certain markets. This has resulted in a significant increase in clients to meet MWBE goals in those markets

#### **S/MWBE Business Program Compliance**

- Generated 70+ S/MWBE Project or Program Inclusion Plans that have elements of outreach, training & education, procurement strategies, technical assistance, financial assistance, reporting and dispute mediation
- Versed in legislative statutes, policies, ordinances or administrative codes for 40+ different diverse business programs across the southeast
- Conducted 100+ Compliance Training Workshops
- Increased minority business utilization 250% years 2009-2015
- Created Women In Construction Symposium (3 years) spoke to topics that WBEs in construction would encounter; provided solutions and resources and facilitated panel discussions of successful WBE firm Presidents
- Successfully created goal setting techniques using current market data and also addressed the subject of addressable (actual available opportunities) spend to properly set realistic goals in markets where diverse vendor participation is monitored highly by the public and elected officials



## Professional Recognitions

**NC DOA HUB Advocate Excellence Award – 2019**

**SBA MWBE Coordinator of the Year – 2017**

US Small Business Administration – NC Office

**HCAC Presidents Award – 2017**

**PNC Bank Leaders in Diversity Award - 2015**

Triangle Business Journal

**Leader of Diversity Award – Ft Myers NAACP – 2015**

**Diversity Coordinator of the Year- CVMSDC 2013**

(Carolinas/Virginia Minority Supplier Development Council)

**Triangle's Business Leaders Mover & Shaker Award – 2011**

**Circle of Influence Individual Diversity Award – 2010**

Durham Chamber of Commerce

**VASCUPP SWaM Dunk Award – 2010**

Virginia Association of State Colleges & Universities

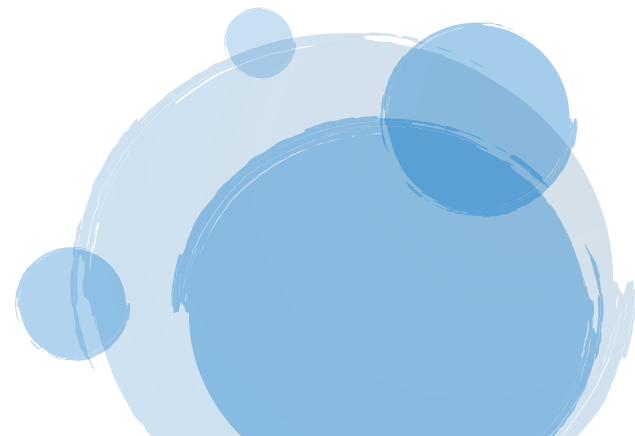
Procurement Professionals

**Hispanic Marketing Advantage Conf. Campeon Award - 2014**

Hispanic Community Champion Award

**Presidents Award – 2009**

NC MWBE Coordinator's Network







## Katie Gailes

### Sr. Business Coach SME

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#### Experience Summary

Katie brings 24 years of entrepreneurship training and small business ownership to our team. She embodies the term “Change maker” and team builder. With her broad business experience, excellent communication and presentation skills, and a strong history in people, project, and program management with large and small organizations she makes the perfect choice as our medium to large business coach. Katie is an engaging presenter, and a creative and innovative thinker that inspires the same in others.

#### Professional Experience

##### **Chief Entrepreneurship Officer**

Katie Gailes & Company  
Holly Springs, NC

##### **Director, Entrepreneurship Initiatives**

Wake Technical Community College, Raleigh NC

##### **Startup Counselor -Institute for Rural Entrepreneurship**

N.C. Rural Economic Development Center, Inc  
Raleigh, NC

#### Professional Education

##### **Master of Business Administration**

Duke University, Fuqua School of Business, Chapel Hill, NC

##### **Bachelor of Science in Business Administration**

Bennett College for Women, Greensboro, NC

**Toastmasters International Advanced Communicator & Leader  
Leadership Triangle, Transforming Leaders Coach**

**Certified Online Instructor, Level 1**



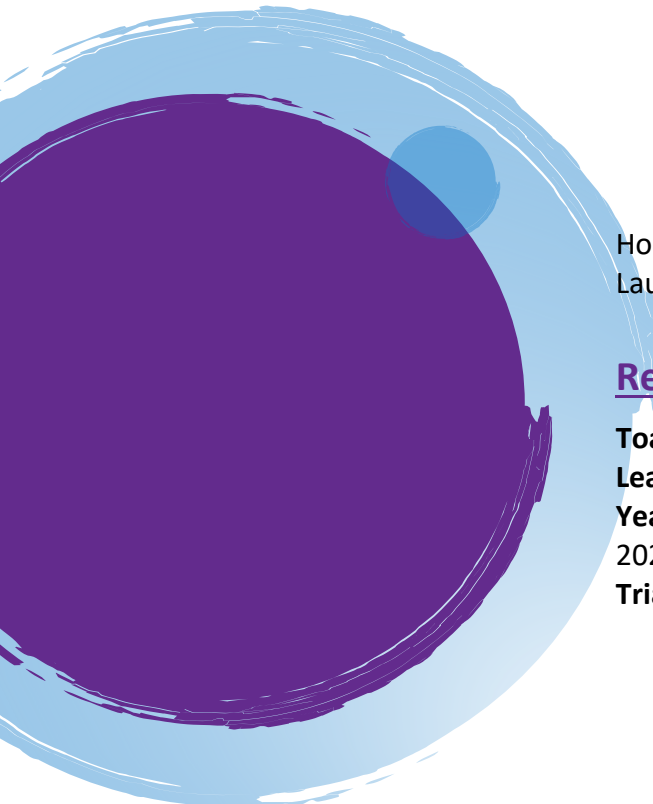


## Accomplishments

- Launched and managed entrepreneurship programs that are active in nine towns and have graduated over 500 small business owners and entrepreneurs; 70% of the African American and/or women owned. Developed strategic relationships with over 80 civic and government organizations. This business model has spread to eight other US cities.
- Designed an inter-college entrepreneurship infusion program that now has 10 active projects and has impacted over 700 students.
- Small Business Counselor, Business Analyst and Trainer, Interim Small Business Center Director - Provided one-on-one counseling to entrepreneurs and small business owners in the areas of business and marketing planning and strategy.
- Contract writing for magazines, marketing content, and other selected assignment.
- Designed and implemented a model for facilitated intimate conversations on race that has impacted over 300 people in three chapters since July 2020. Scaling nationally. Adding Corporate and Young Adult Editions.
- Entrepreneurship Training, Coaching, and Program Management Business planning, marketing strategy and entrepreneurship consulting and coaching with a special emphasis on bootstrapping. Tactical training seminars and workshops on entrepreneurship topics. Curriculum design, facilitator training, and project timeline creation and coordination.
- Maintained consistent output level with a 60% reduction in staff. Created and executed the marketing and communications plan for over 16 product announcements and special projects per year, submitting news and articles to over 40 media outlets.

## Leadership

North Carolina Theatre (Board Member)  
 White Oak Foundation (Board Member)  
 Co-Chair DEI Council, Rotary District 7710  
 NC Business Council (Board Member)



Holly Springs Chamber of Commerce (Board Member)  
Launch Holly Springs (Communications Manager)

### Recognitions

**Toastmasters International Advanced Communicator and Leader**

**Year of the Black Entrepreneur, Lifetime Achievement Award - 2022**

**Triangle Business Journal Leaders in Diversity - 2022**





## Stephane Joyner Opportunity SME & Business Coach

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### Experience Summary

She has over 14 years' experience developing, implementing, and managing diversity, inclusion, and compliance programs across North Carolina. She has also managed technical programs to include education and business development for minority, women, and small businesses. Her focus is on community impact, creative engagement, and helping small businesses compete on both the public and private contracts. She has made a lasting impact on numerous businesses & organizations across the Carolinas, Georgia, and Maryland. Her success in execution of outreach and assisting firms to obtain multiple certifications has rendered her the "Opportunity Subject Matter Expert". She is a valuable resource for our team for problem solving, contract review and resource allocation.

### Professional Experience

#### **CEO & Chief Change Agent**

DiverseCity Services, LLC, Charlotte NC

#### **Diversity & Operations Manager**

Lil & Associates, Charlotte NC

### Professional Organizations & Recognitions

#### **Metrolina Minority Contractors – 2011 – 2022**

Immediate Past President & Board Chair

#### **NC MWBE Coordinators Network – 2008-Present**

#### **Diversity Advocate of the Year – 2014**

City of Charlotte MEDWEEK







## Accomplishments

The Blueprint for Success Program included important topics designed to create more level equitable environment including, business planning, business development, marketing, certifications, financial management, know your client, HR, MWBE program compliance, contractor readiness, bonding, blueprint reading, document control, how to submit a winning bid, disaster planning, safety, understanding your contract and other topics as identified by the current market needs.

## Inclusion Innovator Skills

- ✓ Community Engagement
- ✓ Strategic Planning
- ✓ Project Compliance Monitoring
- ✓ Project Management
- ✓ Community Outreach
- ✓ Bonding Education Programs Manager
- ✓ Client Solutions and Support



## Patsy Matthews

### SME Outreach Programming

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#### Experience

**Member/Manager, Matthews Realty and Development, LLC,**  
Lexington, NC

**Supplier Diversity/Business Development Consultant,**  
Rentenbach Constructors, Inc., Greensboro, NC

**Community Educator, Pisgah Legal Services,**  
Rutherford County, NC

**Director of Supplier Diversity**  
UNC Healthcare, Chapel Hill, NC

#### Professional Education & Certifications

**Bachelor of Science, Clothing and Textiles,**  
University of North Carolina at Greensboro, NC

**Juris Doctor Degree**

North Carolina Central University School of Law, Durham, NC

**Judge Advocate General's School**

University of Virginia, Charlottesville, VA

**Principles of Building Science Certificate**

NC State University, Raleigh, NC 2005

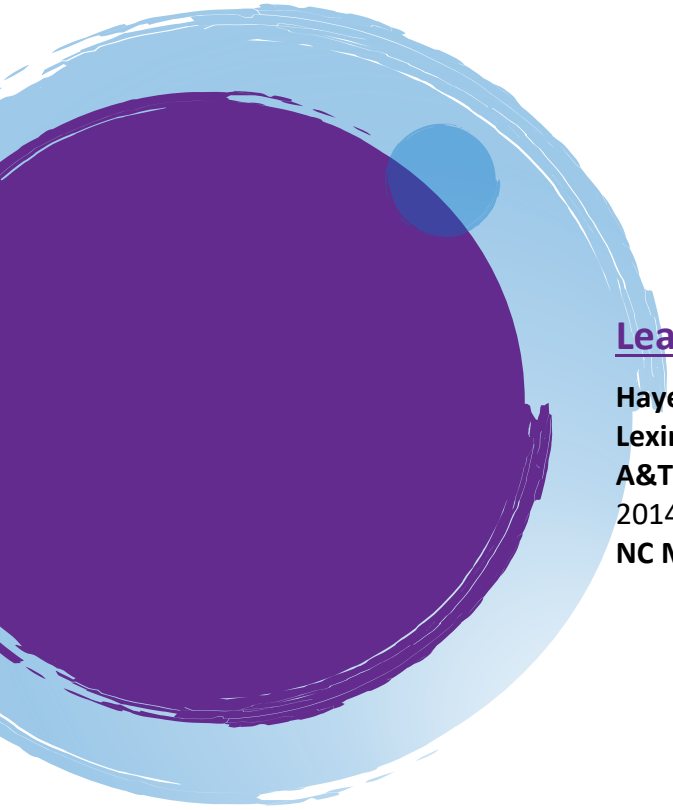
Licensed North Carolina Real Estate Broker  
Senior Residential Specialist  
Eco Broker  
NAR Green Realtor





## Accomplishments

- 2013 NC DOA HUB Office Good Faith Excellence Award for a State Project
- Developed a plan to increase minority and women (MWBE) contractors' participation on Rentenbach's public and private projects. Execute the plan through targeted outreach; recruitment and technical assistance.
- Managed all contract compliance reporting functions according to federal, state, local regulations, and procurement guidelines
- Prepared & administered prequalification process for all contractors on public projects.
- Prepared and presented loan proposals to banks to purchase investment properties and build new homes for sale. Interfaced with city and county officials in researching the feasibility of all purchases. Assisted in the design; renovation and construction plans of all properties.
- Assisted 24 families develop and implement plans to move them from public assistance to economic self sufficiency via education, training and full time employment. Designed and administered a summer employment and enrichment program for low income youth.
- Facilitated the formation of a grassroots Community development Corporation. Conducted the day to day operations of the organization. Developed a Community Reinvestment strategy which resulted in a partnership between the local banks, the Community Development Corporation and a municipality to create a microenterprise loan fund, small business training program and build a Family Resource Center. Assisted nonprofit organizations, a municipality and a public housing tenant group raise over \$600,000 through grant writing and fundraising from banks, government agencies and private foundations.
- Provided counsel and advice regarding a wide range of legal issues to soldiers, retirees and their families. Prepared legal documents for soldiers in preparation for deployment. Rendered decisions on civilians claims against the Army. Reviewed contracts for services, supplies and construction and rendered legal opinions



### Leadership & Community Activities

**Hayes Taylor YMCA Board of Management, 2017 to present**  
**Lexington Redevelopment Commission, 2009-2012**

**A&T State University School of Technology Advisory Board,  
2014 to 2016**

**NC MWBE Coordinators' Network, 2011 to present**





## Lissette Velez MWBE Resource Coordinator

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### Experience

Lissette has 8 years of experience in working directly with the Hispanic & LatinX construction community. Her training with business management has led to her developing an implementing innovative training programs for construction employee and business owner. Lissette has also mastered working with constituent groups including boards, committees, volunteers, and corporate diversity advocates. She is talented in building and retaining exceptional staff members and creating an excellent work environment. As the executive director of a non-profit she is responsible for overseeing and coordinating all aspects of budgeting and financial management and leading organization and staff through periods of growth and transition. As our MWBE Resource Coordinator, Lissette will be focused on securing supportive services for the DBE & MWBE contractors working on the project to ensure they have resources need for a successful and profitable completion.

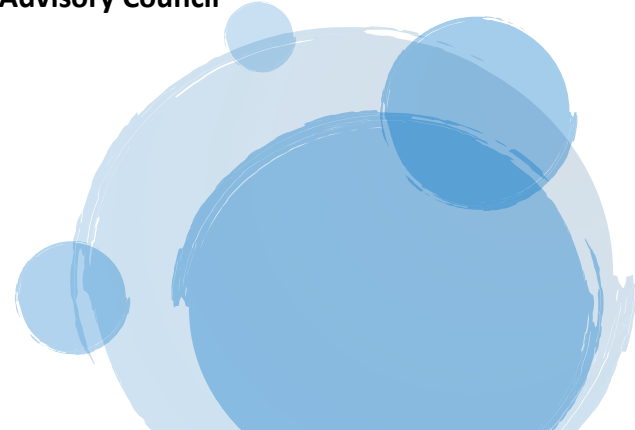
### Professional Organizations & Education

#### **Business Management w/minor Communications**

Johnson & Wales University, Charlotte, NC

**Charlotte Business Inclusion Advisory Council**

Board Member – 2016-2017





## Accomplishments

- 1,150+ companies assisted with various supportive needs
- 3,110+ construction workers trained in safety
- 133+ companies assisted to get certified as a minority owned business with various agencies in NC & SC
- Facilitated over 2800+ business connections
- 885+ contractors trained in construction business management
- 28 contractors assisted to get GC license

## Professional Recognition

### **2021 40 Under 40**

Charlotte Business Journal, Charlotte, NC

### **2021 MWBE MEDWeek Advocate of the Year**

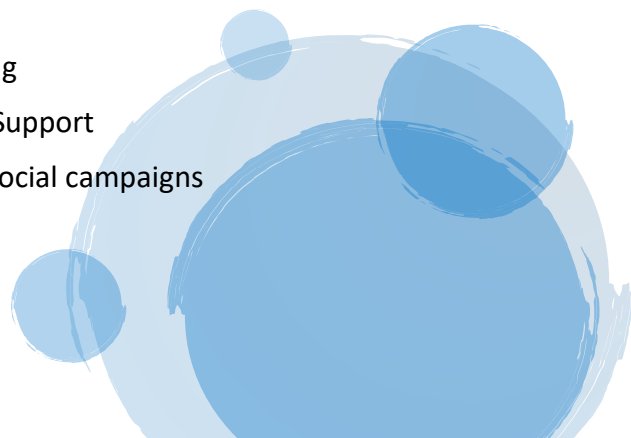
Charlotte MedWeek Committee

### **2022 Crown of Enterprise Award – MWBE Advocacy**

City of Charlotte & Mecklenburg County

## Inclusion Innovator Skills

- ✓ MWBE Business Programming Training
- ✓ Non-profit Management
- ✓ Community Engagement
- ✓ Bilingual (Spanish & English)
- ✓ Organizational Development
- ✓ Strategic Planning
- ✓ Project Management
- ✓ Community Outreach
- ✓ Compliance Monitoring
- ✓ MWBE Solutions and Support
- ✓ Email marketing and social campaigns







## CAPABILITY STATEMENT

### COMPANY IDENTIFIERS

- UEI: QWZAYSX2RF39
- DUNS: 117645434
- CAGE Code: 8THM5
- NCSBE Certified
- HUB Minority Certified
- WBE • DBE
- Certified Business Consultant 6/2020
- Life Skills Coach: 06/2020
- Human Resource Development Certification 8/2015

### CORE COMPETENCIES

- Certified Consultant & Mentor
- Life Skills Coach
- Brand Development Strategist
- Executive Managerial Skills
- Communication skills
- Business Advisor
- Strategic thinking
- Human Resources Mgmt skills
- Executive Administrative Support
- Training Coordinator
- QA Analyst
- Accounts Payable
- Technical Support Tier II & III
- Telecommunications Executive

- B2B and B2C Consultant and Advisor helping women entrepreneurs with mentoring, guidance and coaching, building up a solid plan of action for success
- Professional and certified business consultant with over 23yrs executive leadership with a few Forbes Fortune 500 corporations.
- Expert in helping aspiring entrepreneurs successfully start, develop and pivot vs scale their visions into viable businesses that bring long-term impact to their industry
- Admin Capabilities include administrative support, project management and administration, financial literacy and education.
- Proven brand development strategist with the business foundation, timely growth initiatives, marketing tactics, financial literacy and coaching
- Unique Sales and marketing strategies
- Strength through compassionate leadership and professional development, mindful coaching for women through challenges and barriers
- Financial literacy and Brand Development Coach providing direction and input in the vastly sustainable business models
- Technology inclined in Level III support

### CONTACT ME



(336) 324-0161



klassybusinessconsultant@yahoo.com



<https://klassybusinessenterprise.com/>



High Point NC 27263

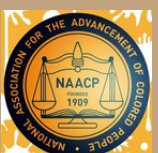
### CAPABILITIES

#### NAICS

- 541618-Management consulting services
- 541613-Marketing and branding consulting
- 61143-Professional and Management development
- 523930- Financial advisor

### PARTNERSHIPS & DIFFERENTIATORS

- City of High Point Vendor | GCS Vendor
- B.A.M~Black American Market
- YWCA-HP Women's Resource Center
- Vice President Jeremiah's Place NPO



# MEYAKKA STURDIVANT

## Consultant and Advisor



*Ms. MeMe*

## CONTACT

✉ klassybusinessconsultant@yahoo.com

☎ 336-324-0161

📍 High Point NC 27263

## EXPERTISE

- Business Advisor and Mentor
- Leadership and Management
- Strategic Planning
- QA Analyst and Training Coordinator
- Business Development
- Business Analytics and Intelligence
- Marketing and Brand Strategy
- Executive Administrative Support
- Technical Support Help Desk
- Accounts Receivable & Collections
- Computer Software Experienced

## EDUCATION

**GTCC HRD Management Certification • 2015**

Udemy Online Certifications:  
Transformation Life Coach  
Certification • 2021  
Business Management and  
Entrepreneurship 2020

REFERENCES AVAILABLE UPON REQUEST

Professional and Certified Business Advisor and Consultant with over 24yrs Executive Management and Leadership experience. I've coached, trained, mentored, organized and executed successfully in many career roles as an advisor, new hire training coordinator, curriculum advisor, administrative support, peer trainer, accounts financial analyst and more. Actively pursuing government contracts in consulting and brand project development projects with high capacity growth Initiatives. Proven brand development strategist with the business foundation, timely growth initiatives, marketing tactics, financial literacy and coaching. Passionate Advocate through compassionate leadership and professional development, mindful coaching for women through challenges and barriers.

## CAREER BACKGROUND

### BUSINESS CONSULTANT & MENTOR, ENTREPRENEUR

Klassy Business Enterprise LLC • 2019-Present

- Assist in managing the company brand portfolio, including oversight of naming strategies, brand name hierarchy, trademark management, and enforcement.
- Build systems to triage business development requests and manage creative systems for effective workflow
- Assist clients one on one with all of their brand development efforts, including structure and formation, branding content and visual aesthetics, goals and strategic processes
- Serve as B2B mentor with fully developed plans of action geared towards the individual needs with actionable steps to execute with ease
- Marketing strategist with intention on being aware of brand identity for customer target audience

### TIER III TECHNICAL SUPPORT

Comcast | Norcross GA • 2017-2018

- Outbound technical support rep handling consumer and business class escalated trouble calls.
- Remote Dispatched including scheduling, rescheduling and cancelling truck roll appointments as needed.
- Diagnosed and troubleshooted technical issues related to internet, video/tv, and cdv voice line services via live chat, Skype and email communication.
- Maintained ownership of cases through final

### PRODUCT SUPPORT REP II

North State Communications | High Point NC • 2010-2014

- Effectively worked across multiple applications to trouble shoot remotely and perform error resolution in order to fulfill service orders.
- Opened trouble tickets and recorded/maintained necessary documentation to track service outages.
- Handled incoming phone and email inquiries related to customer technical support and equipment related request before dispatching a service tech out.

### Salvation Army Center of Hope | Greensboro NC ELIGIBILITY INTAKE COORDINATOR • 2015-2017

- Eligibility Intake coordinator with roles including Supervisor of 5 associates for the LIEAP and EFA low income programs on a seasonal basis.
- Responsibilities include greeting and checking in clients from the front reception areas. Screening and processing applications for emergency
- Performed administrative assistant services assisting the public with emergency rent, utilities, food and housing services for Guilford County



## TAB 4: Proposed Services to be Provided

Our initial focus will be clearly understanding the objectives and goals of Guilford County procurement team. Upon contract award, our team will work closely with Guilford County to fully define the program goals via a Program Success Planning (PSP) teambuilding session. This collaboration is instrumental because it allows us to gain insight from program stakeholders and clearly define their needs and expectations.

All For 1 has developed its technical approach around achieving goals as outlined below in the RFQ:

### FOCUS 1 – COMMUNITY & ORGANIZATIONAL INFRASTRUCTURE ASSESSMENT

This team knows the heart of a county is in its community. We ask creative questions, listening closely for themes, identity and possibilities, so that we can create strategic messaging and marketing collateral that communicates the Guilford County MWBE program vision with clarity. We have a passion for what we do and want to be an extension of your staff to make this program successful and a positive economic impact for the community.

Our team is fully prepared to assist Guilford County in the review of their disparity study findings in order to enhance current procurement policies and practices that support MWBE inclusion best practices. We will assist in the following areas:

- Assistance in understanding the current vendor landscape
- Program design and development of long-term programs
- Assessment of the current corporate business community and non-profit partners
- Development of reporting for Tier 1 & Tier 2 spend across all procurement that is a comprehensive economic impact statement
- Establishing infrastructure of CRAs or electronic reporting mechanisms for sustainable program
- Design a repeatable process of short and long term MWBE supplier diversity inclusion goals
- Development of capacity building program to increase scale of current MWBE suppliers

For a community to thrive, it is imperative that its residents have viable employment options. All For 1 understands that Guilford County sees the investment in a supplier diversity program as a unique opportunity to collaborate with prime contractors and the community development partners to provide those opportunities across several industries in the County. These opportunities will then assist the MWBE business community to become a strong employment provider for Guilford County. Our team lead is fully prepared to make sure the MWBE business community is aware of the tools and resources to accomplish this goal.

### FOCUS 2 – SUPPLIER TRAINING

The All For 1 team will employ a technical approach that utilizes the most current best practices, subject matter experts, and business development resources. Our approach moves MWBE firms beyond a one-time contract but will include strategies and activity-based assistance aligned with creating sustainable partnerships with the prime contractors.

Our team is fully prepared to assist any prime contractor with compliance training. Reneé Jones, our principal consultant leading this scope, has designed a complete construction-focused MWBE coordinator's training academy that she is currently administering to several prime contractors in the local area. Reneé has the unique distinction of being the “**preferred**” compliance trainers for the NC MWBE Coordinators Network. A course curriculum can be provided upon request.

Sample Listing of Past Supplier Trainings		
Women in Construction Symposium	Essentials of Employee Handbook	What's in your wallet? – Understanding business credit
Power Grid MWBE Contractors Academy	Tools of the Trade – Technology for the Small Business Owner	Blueprint for Success
Supplier Diversity Manager Training	Executive Boost Leadership Training for Construction Executives	Productivity Stabilizer Training Program
"Right Hand Man" - Superintendent Training	"Show Me the Money" – submitting correct pay apps	Diversity Ambassador Training

We understand the existing challenges that must be overcome in order to achieve good MWBE participation. One such challenge is communicating these opportunities using platforms that will reach the MWBE audience. While using some traditional methods, our approach will introduce new and improved methods for providing communication that we have found to be the most successful. The All For 1 team has not only initiated over 150 project outreach sessions.

In addition to assisting to create robust MWBE inclusion plans, our team is prepared to facilitate mentor-protégé relationships between MWBE firms and other MWBE/non-MWBE firms. We also strongly request that prime contractors staff/project managers agree to provide a debrief meeting with MWBE firms after unsuccessful bid efforts. The debrief meeting process provides valuable information to unsuccessful bidders about how to improve for the next pursuit.

Our team, in collaboration with program partners, will have the ability to implement training curriculum to address MWBE firm vulnerabilities and opportunities for growth. Our approach to training includes engaging community stakeholders who have a vested interest in building the capacity of MWBE firms. We have established collaboration agreements and Memorandums of Understanding (MOUs) with a variety of community agencies and educational institutions. Each program partner has agreed to provide training support to our team as we assist firms in overcoming development challenges.



Women in Construction Symposium Attendees

Our outreach objective is to communicate information about specific minority business opportunities early in the process and to develop relationships between the primes, first-tier and second-tier contractors. We understand that the earlier a firm has information, the earlier it can position itself to win the work. This is even more important for minority firms who have traditionally not had early access to projects.

Our outreach program will be comprehensive in its use of media, phone calls, trade specific matchmaking sessions, and personal networks to make diverse business firms aware of the project. As possible, we will make these sessions available via phone conference line and web live meeting so that the information is available to firms that may not be able to attend the session.



Wake Tech Contractors Academy

We may also elect to have MWBE firms (especially first time bidders) participate in a mock bid exercise as a benchmark to ascertain their initial prowess in submitting project proposals. We could revisit this exercise at the conclusion of the program to measure improvements in bidding aptitude as a result of training and provide additional benchmark data for Guilford County.

### **FOCUS 3 – ONGOING MONITORING & SUPPORT**

All For 1 does not consider developing and implementing our action plan for inclusion as the last step. Like any plan, this plan is a dynamic document that will be reviewed and revisited periodically to assess progress, consider impact, and revise efforts based upon changing conditions in the internal and external environments.

The plan will be continuously monitored, using agreed-upon metrics and reliable information in order to track progress, adjust the plan as needed to adapt to changing conditions in the environment or unanticipated barriers, and to evaluate the impact of our plan on MWBE participation and workforce gaps and disparities in the workforce as a whole.

#### **What we plan to monitor and evaluate (including but not limited to):**

- Program activities and outcomes
- Environmental changes
- Internal and external developments
- Trends (ongoing supply/demand metrics)

#### **What methods we will use:**

- Pre-approved reports
- Meetings
- Focus groups
- Project Site Visits
- Surveys
- Administrative data

#### **We will revise and revisit the plan, considering:**

- Alignment with other strategic planning by Guilford County, Disparity Report and advisory committee
- Success/failure and status of action plan strategies
- Communication plan and ongoing leadership and staff support

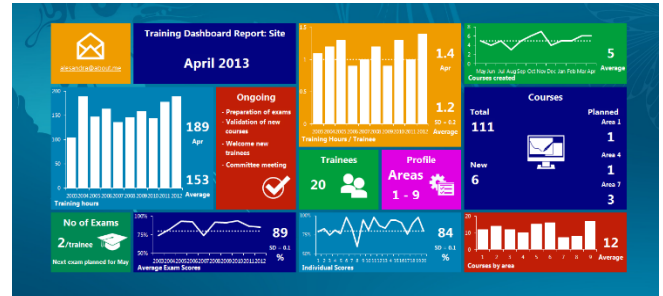
Katie, Stephane and Lisette, our business coaches, will also utilize data provided by Guilford County to determine the actual spend, scope, size and timing of future procurement opportunities. This information is critical to properly position MWBEs for actual marketplace opportunities and connect those MWBEs with technical assistance resources they will need to be successful. This information will also be used to create customized capacity building programming for identified qualified vendors.

MWBE business participation compliance is an essential element in any supplier diversity program. All For 1 will assist the Guilford County prime contractors establish and implement an honorable, progressive, innovative and goal-oriented program that serves all sectors of Guilford County.

## TECHNOLOGY THAT INCREASES EFFECTIVENESS + IMPROVES OUTCOMES

All For 1 has partnered with some of the best technology leaders in compliance, inclusion, training and program management to assist in the successful delivery of the Supportive Services contract. To effectively reach our target audience and make the training offering attractive and engaging, we will utilize a variety of tools – all based in the cloud – to provide Guilford County with continuous, real-time dashboard information about program/candidate progress.

Our team believes that the use of technology will help us streamline information gathering in the assessment and training processes, create efficiencies which enable us to engagement with MWBEs and potential job candidates, reporting data to Guilford County and its stakeholders.



**B2G NOW**

 **Airtable**

## FOCUS 4 – PROGRAM GOALS & ACTION ITEMS

The All For 1 team understands the desire of the county to create a foundational community infrastructure to achieve the vision of equitable access and engagement of MWBE firms in Guilford County.

The easiest and most concise way to show Guilford County that the All For 1 team can assist them in the program goals and action items is to show our team members experience in assisting with or creating solutions for these items. We have comprised a matrix of the items and the team members that have experience in enhancing the current state or developing an innovative solution. So, at a glance you will be able to see our wide breadth of knowledge and experience.

**See program goal matrix next page**



LEGEND	
	Items that GS143 or 128 have included legislatively partially
	Items that GS143 or 128 have included legislatively
X	blue X indicates completed on <b>PUBLIC</b> procurement / projects
X	green X indicates completed on <b>PRIVATE</b> procurement/projects

Program Goal	Description	Renee' Jones	Katie Gales	Stephane Joyner	Patsy Matthews	Lisette Velez	Klassy Business Mentor Protégé Meyyaka Sturdivant
1	Streamline procurement and certification processes by conducting user research (e.g., surveys, interviews, focus groups, user journey mapping) to understand vendor pain points and enacting process or policy changes to lower those barriers.	X	X	X		X	
2	Offer clear and centralized process guidance and procurement forecasts for vendors, such as on a well-designed website or by providing government staff to help vendors navigate the process and answer questions, so that small and minority-led firms can easily understand how to find good-fit opportunities and submit bids.	X X	X	X X	X X	X	X
3	Implement prompt payment programs to reduce the amount of time it takes for payments to go out the door, such as by replacing physical checks with electronic fund transfers across the board for all vendors, by guaranteeing shorter payment timelines for smaller contracts or smaller vendors, and by ensuring prime contractors promptly pay subcontractors.	X X	X X	X X		X	





LEGEND	
	Items that GS143 or 128 have included legislatively partially
	Items that GS143 or 128 have included legislatively
X	blue X indicates completed on PUBLIC procurement / projects
X	green X indicates completed on PRIVATE procurement/projects

Program Goal	Description	Renee' Jones	Katie Gailes	Stephane Joyner	Patsy Matthews	Lisette Velez	Klassy Business Mentor Protégé Meyyaka Sturdivant
4	Reduce bonding, insurance, or other onerous requirements that shift risk onto vendors by using alternative risk management strategies for low-risk projects. Raise formal solicitation thresholds for small and minority-led firms to create more opportunities for governments to use small and minority-led firms for small contracts, helping these businesses get a foot in the door.	X X	X	X X	X X	X	
5	Communicate commitment and effort to improve vendor diversity to vendors to encourage participation from those who might be discouraged by experience pursuing public contracts.	X X	X X	X X	X X	X X	X X
6	Conduct targeted outreach and market research ahead of releasing contracting opportunities to identify specific firms that might be available, qualified, and interested in an opportunity, and encourage those identified firms to apply.	X X	X X	X X	X X	X X	
7	Unbundle large contracts into smaller, more manageable opportunities, or develop lists of pre-qualified vendors able to take on as-needed work to increase access to government contracts for smaller firms who may not find it feasible to bid as prime contractors on large projects.	X X	X X	X X	X X		



LEGEND	
	Items that GS143 or 128 have included legislatively partially
	Items that GS143 or 128 have included legislatively
X	blue X indicates completed on PUBLIC procurement / projects
X	green X indicates completed on PRIVATE procurement/projects

Program Goal	Description	Renee' Jones	Katie Gailes	Stephane Joyner	Patsy Matthews	Lisette Velez	Klassy Business Mentor Protégé Meyyaka Sturdivant
8	Write clearer RFPs that are easier for vendors to understand and respond to by limiting page length, writing in simple language, standardizing RFP format across departments, and providing proposal response templates that can reduce bias among evaluators when reviewing proposals.	X X	X X				
9	Use pre-bid or pre-proposal meetings strategically to share additional information and demystify the procurement process and specific contracting opportunities, especially for newer firms who may need additional information about an opportunity or the chance to ask questions.	X X		X X	X X	X X	
10	Assist prime contractors in bringing on subcontractors led by people of color by holding matching events at pre-bid meetings, identifying distinct work elements in the RFP that could be easily subcontracted, and/or providing lists of qualified, certified businesses. These efforts are best paired with capacity-building and mentoring to help small subcontractors increase their capability to take on a prime contractor role in the future.	X X	X X	X X	X X	X X	



LEGEND	
	Items that GS143 or 128 have included legislatively partially
	Items that GS143 or 128 have included legislatively
X	blue X indicates completed on PUBLIC procurement / projects
X	green X indicates completed on PRIVATE procurement/projects

Program Goal	Description	Renee' Jones	Katie Gailes	Stephane Joyner	Patsy Matthews	Lisette Velez	Klassy Business Mentor Protégé Meyyaka Sturdivant
11	For new programs and services, double down on outreach and engagement since new businesses may have a greater chance of winning a contract when there is not an incumbent. Make outreach to firms a core, staffed function of your procurement office.	X X		X X	X X		
12	Invest in resource centers that provide tools and opportunities to small and minority-led firms, such as bonding and capital access services, to get them ready for government contracting.	X X	X X	X X	X X	X X	X
13	Invest in firms led by people of color by offering up-front capital through grants, loan programs, and other opportunities to secure funding directly from the government.	X	X	X		X	
14	Offer coaching and mentor-protégé programs for firms to gain experience and familiarity with government contracting and grow their businesses more generally.	X X	X X	X X	X X	X X	X





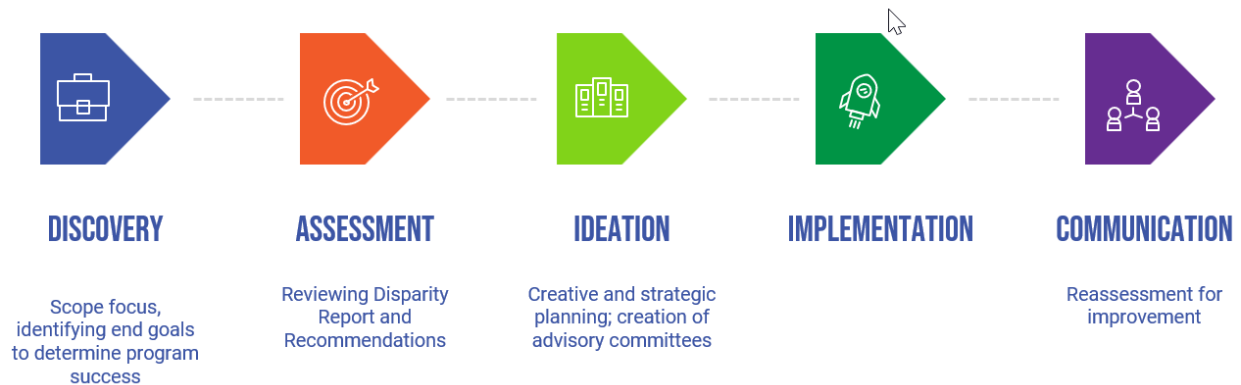
### LEGEND

	Items that GS143 or 128 have included legislatively partially
	Items that GS143 or 128 have included legislatively
X	blue X indicates completed on <b>PUBLIC</b> procurement / projects
X	green X indicates completed on <b>PRIVATE</b> procurement/projects

Program Goal	Description	Renee' Jones	Katie Gailes	Stephane Joyner	Patsy Matthews	Lisette Velez	Klassy Business Mentor Protégé Meyyaka Sturdivant
15	Host vendor fairs, workshops, and networking events for vendors to introduce themselves to governments, learn about upcoming procurements, ask questions about contracting processes and requirements, and connect with other vendors and supports.	X X	X X	X X	X X	X X	X
16	Work with department or agency staff who are using vendors owned by people of color, especially for the first time, both to help these vendors up the learning curve submitting invoices in the right format and on time) and to help government staff (e.g., communicate and problem-solve effectively and proactively with these vendors to set the vendor, the government, and the program or service up for success.	X X	X X	X X	X X		
17	Offer feedback to unsuccessful bidders to help them be more successful the next time they apply for a government contract and encourage them to do so.	X X	X X	X X	X X		

## PROGRAM MILESTONES

### MILESTONE SCHEDULE



## TAB 5: References

**Reference Form – Attachment 3 has been added.**

### ADDITIONAL CLIENT REFERENCES

**Carla Daniels**  
HUB Coordinator, WTCC  
Wake Technical Community College  
cdaniels@waketech.edu  
919.866.6190

**Patrice Gilmore**  
Board President Of UMCNC  
United Minority Contractors Association of NC  
phaley@dpr.com  
919.395.5631

**Steve Stouthamer**  
Executive Vice President  
SKANSKA  
steve.stouthamer@skanska.com  
919.632.0728

## **Provider References**

Provide at least three (3) government references that are similar in size and complexity, **having worked on MWBE Program Consulting Services of similar scope**, that you have current contract or held a contract within the three (3) past years.

### **Reference 1:**

- I. Organization Name: Wake County Public School System
- II. Address: 5625 Dillard Drive, Suite 1200 Crossroad, Cary NC 27518
- III. Type of Business School system
- IV. Contact Person: Pamela Gales
- V. Telephone & Fax No: 919.694.7745-office 919.368.1618-mobile
- VI. Email Address (Required): pgales@wcpss.net
- VII. Secondary Contact Person: \_\_\_\_\_
- VIII. Telephone & Fax No: \_\_\_\_\_
- IX. Email Address (Required): \_\_\_\_\_
- X. Dates of Services June 1 2020 - August 31, 2021
- XI. Description of Services

The Consultant is to serve as the compliance/project controls coordinator responsible for management of supplier diversity policies, guidelines and procedures for FDC and Purchasing departments. The Consultant will also be a liaison between WCPSS and the contracting community for FDC and Purchasing departments with primary responsibility focused on supplier identification and outreach, contract management, approving bid documentation, dispute resolution, pre-bid proposal evaluations, process improvement, and monitoring and reporting progress against aspirational goals. Produces reports relevant and necessary to adhere to all state & local policies, regulations and WCPSS requirements. The Consultant will also identify and partner with key stakeholders in the community to provide workshops targeted to increase the capacity of diverse suppliers. Provide internal training regarding supplier diversity policies, guidelines, and contract closeout procedures.

### **Reference 2:**

- I. Organization Name: City of Durham (Via UMCNC-Contract)
- II. Address: 516 Rigsbee Avenue, Durham NC 27701
- III. Type of Business municipality
- IV. Contact Person: Karen Lado
- V. Telephone & Fax No: 919.560.4570 x2273
- VI. Email Address (Required): karen.lado@durhamnc.gov

- VII. Secondary Contact Person: Sarah Zinn
- VIII. Telephone & Fax No: 919.578.3580
- IX. Email Address (Required): sdzinn@nchfa.com
- X. Dates of Services September 2021 - Currently
- XI. Description of Services

Please see Exhibit 3.1 Attached to this form for full description of services

**Reference 3:**

- I. Organization Name: University of Virginia
- II. Address: Carruthers Hall: 1001 N. Emmet Street, Charlottesville, VA 22904
- III. Type of Business Higher Education
- IV. Contact Person: Mark Cartwright
- V. Telephone & Fax No: 919.808.6128 (mobile)
- VI. Email Address (Required): mcartwright@virginia.edu
- VII. Secondary Contact Person: \_\_\_\_\_
- VIII. Telephone & Fax No: \_\_\_\_\_
- IX. Email Address (Required): \_\_\_\_\_
- X. Dates of Services August 2022 - Currently
- XI. Description of Services

Consultant will also be a liaison between UVA and the contracting community with primary responsibility focused on supplier identification and outreach implementation. To identify better practices for pre-bid proposal evaluations, process improvement, and monitoring and reporting progress against aspirational goals. Produces reports relevant and necessary. The Consultant will also identify and partner with key stakeholders in the community and UVA Internal resources to provide workshops targeted to increase the capacity of diverse suppliers. Provide internal training regarding supplier diversity legislation, policies, guidelines for new UVA Supplier Diversity Staff members.

## Exhibit 3.1 (Additional page Description of Services for Reference Page)

### Scope of Services for City of Durham

#### Support for MWBE Contracting

The Consultant will provide technical assistance, training, monitoring and oversight of MWBE contracting on City- funded affordable housing construction, rehabilitation and repair projects. Activities will include:

At preconstruction stage:

- *Compliance:*
  - Review and provide recommendations to the City on City Requests for Proposals and developer and general contractor (GC) contracts for inclusion of appropriate compliance language
  - Review and provide recommendations to developers and /or general contractors (GCs) on the content of MWBE Engagement Plans, and make recommendations to the City on whether to approve draft plans
  - Monitor compliance with Section 3 small business requirements (for federally-funded projects)
- *Training:*
  - Provide training for developers, GCs and subcontractors on MWBE compliance
  - Provide training for MWBEs on various project-related topics, including, but not limited to prequalification, safety, Davis Bacon/Section 3, bid preparation and estimating, and document control and management (pay apps, RFIs, submittals, etc.)
- *Outreach:*
  - Organize prequalification workshops, to assist MWBEs to successfully complete prequalification process
  - Design and facilitate MWBE content for outreach and pre-bid meetings
  - Advertise contracting events and opportunities with partner organizations
  - Attend all outreach and prebid meetings
- *Bid process:*
  - Complete MWBE Prequalification Equity Audits with GCs for the purpose of providing recommendations to the City ;
  - Attend MWBE compliance and scope reviews for the purpose of understanding proposed scope, ensuring that MWBE is positioned for success, and providing, and providing summary feedback to the City on the process
  - Monitor debriefs of unsuccessful bidders, including attending debriefs where there is significant dispute about bidder selection. with limited attendance.

During construction:

- *Compliance:*
  - monitor MWBE contract execution with responsive bidders,
  - monitor execution of GC MWBE Engagement Plans.
- *MWBE monitoring and support:*
  - Support MWBE onboarding process;
  - complete monthly site visits to monitor MWBE compliance and performance;
  - facilitate MWBE dispute resolution as needed.

### **Support for Workforce Development and Section 3/Local Hiring**

The Consultant will provide technical assistance, training, monitoring and oversight of Section 3 and local hiring on City-funded affordable housing construction, rehabilitation and repair projects. Activities will include:

At preconstruction stage:

- *Compliance and monitoring:*
  - Track hiring projections and schedule for GCs and subcontractors
  - Monitor candidate application process
  - Monitor hiring process for Section 3 compliance.
- *Outreach:*
  - Advertise workforce events and opportunities with partner organizations
  - Create and maintain a database of potential candidates
- *Training:*
  - Provide guidance and support for City/DHA construction training program, including input into substance of training program and assistance linking participants to workforce opportunities.

During construction:

- *Compliance and monitoring:*
  - Complete Section 3 workforce and Davis Bacon certified payroll compliance reviews
- *Outreach:*
  - Check in monthly with new employees
  - Direct employees to existing resources that can provide assistance to address potential employment/performance challenges.

### **Overall Project Management**

- Attend monthly meetings with CDD staff
- Provide reports
- As requested, present to City Council and Affordable Housing Investment Committee on MWBE and workforce activities



## TAB 6: MWBE Participation Requirements

**MWBE Affidavit forms – Attachment 4**

**50% MWBE Achievement!**

**Please note: All For 1 is a NC DOA HUB Certified firm**



## TAB 7: Other Bid Event Forms

**W- 9 – Attachment 5**

**Addendum Acknowledgement Form – Attachment 6**

**Non-Collusion Affidavit – Attachment 7**

**Affidavit of Compliance (E-Verify) – Attachment 8**



## TAB 8: Other Attachments

**Please note no other attachments  
are required or added in this section.**

We truly appreciate the opportunity to respond to your RFP for MWBE Consulting services. It is with great excitement, that All For 1 hopes to be your next advocacy and implementation partner for the Guilford County MWBE Supplier Diversity Program.



1. All For 1 Inclusion Innovators, LLC

(Name of Bidder)

Firm Name, Address and Phone #	Work Type	Minority Category	HUB Certified Y/N
--------------------------------	-----------	-------------------	-------------------

\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**The total value of minority business contracting will be (\$) 799,777.00**

## ATTACH TO BID

## State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of WAKE

(Name of Bidder)

Affidavit of ALL FOR 1 INCLUSION INNOVATORS, LLC

I have made a good faith effort to comply under the following areas checked:

**Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.** (1 NC Administrative Code 30 I.0101)

- ☒ 1 – (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ 2 – (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ 3 – (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ 4 – (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ 5 – (10 pts) Attended prebid meetings scheduled by the public owner.
- ☒ 6 – (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☒ 7 – (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ 8 – (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ 9 – (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☒ 10 – (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 9/7/2022 Name of Authorized Officer: Renee Jones  
 Signature: Renee Jones  
 Title: Chief Disruptor Officer / President



State of North Carolina County of Wake  
 Subscribed and sworn to before me this 7 day of September 20 22  
 Notary Public Shontonia Owens  
 My commission expires may 16, 2027



## ATTACH TO BID

## Minority Outreach Call Log

Project Bid Number 20082Prime Contractor: All For 1 Inclusion Innovators, LLC

Use additional sheets as are necessary

Company Name Address & Phone		Date	Time	Diversity Category	Trade	Comment	Follow Up
Name:	Klassy Bus	9/2		B	business training		see attached log
Phone #:							
Address:	High Point NC						
State/Zip							
Name:	Unique Agility	8/18		B	business training		see attached log
Phone #:							
Address:	Durham, NC						
State/Zip							
Name:							
Phone #:							
Address:							
State/Zip							
Name:							
Phone #:							
Address:							
State/Zip							
Name:							
Phone #:							
Address:							
State/Zip							



# GFE SUMMARY REPORT

**Date:** September 6, 2022

**All For 1 Contact:** Renee' Jones

## Bid Solicitation Summary Report

The following table represents the MWBE firms certified and non certified that we contacted for opportunities for this scope of work.

HUB Firms Solicited for Training Scope	62
MWBE Firms contacted for Consulting Scope	5

## Bid Receipt Summary Report

- 2 Bids were received from Bid Solicitation for Training Scope of Work
- 5 proposals were received for Consulting Scope of Work

## Email & Phone Follow-up Log

The following log represents the MWBE firms certified and non certified that we contacted for opportunities for this scope of work.



Contact/Firm	Scope	Date Contacted	Response	Comments
Patsy Matthews Mathews Realty <b>HUB Certified</b>	Outreach & Ideation Team	8/16/2022		Patsy will join the All For 1 team and will forward over resume & headshot for RFP response = rate established
Stephane Joyner DiverseCity Services <b>HUB Certified</b>	Small Business Coaching & F/U monitoring	08/17/2022		SJ will join the A41 team will fwd resume and headshot for RFP response by 8/19 & rate by 8/26
Katie Gailes/Katie Gailes & Company /HUB Certification Pending	Business Coaching & Training	8/17/2022		Needs to be on website if possible
Elma Hairston Dynamic Images International LLC <b>HUB Certified</b>	Small Business Training Bid Solicitation	08/17/2022		Ms. Hairston responded to request by sending an outline of her marketing program but with no pricing; f/u email sent requested her to also provide her pricing; she stated in email that her qualification were on a YouTube Video and website. Did not receive a bid from Ms. Hairston
Meyakka Sturdivant Klassy Business <b>HUB Certified</b>	Small Business Training Bid Solicitation	08/17/2022		Received Bid and all additional requested documentation. Will evaluate for using. 9/2 had phone call w/Meyakka learning more about her qualifications and we decided there was enough opportunity for her to become our MP for this pursuit





Onyinye Nwegbe Unique Agility LLC	Small Business Training Bid Solicitation	08/17/2022		Received an email requesting a phone call on 8/18. Returned phone call on 8/18 @12:50 could not leave message as mailbox had not been setup yet. Returned email with to try an attempt to answer questions.; Was able to connect by phone to answer all questions and he stated he would be submitting a bid – IT consulting firm also does financial business coaching – Did not receive a bid by bid date
HM Warren LLC/Marshel Warren	Small Business Training Bid Solicitation	08/22/2022		Received question on bid request returned email with answers to all questions and received a quote to instruct on one of the classes

## All4One-ITB Listing

Company Name	Contact Name	Address	City, State	Zip	County	Phone	Email	Hub Certif	Certify Da	Certify End Date
3AVX	Wilson-Henry, Rhonda	135 James Rd, Unit 2C	High Point, NC	27265	GUILFORD	336-935-6255	rhonda@3avx.com	B	06-08-2022	06-08-2026
ACCESS CONSULTATIONS	Howard, Michael	1055 Kerr Street	burlington, NC	27215	ALAMANCE	816-518-9212	mhoward85@gmail.com	B	05-18-2022	05-18-2026
AJOY Consulting, LIC	Beard, Jasmine	1816 Alamance Church Rd	Greensboro, NC	27406	GUILFORD	336-986-5753	jasmine.b@ajoy2consult.com	B	10-27-2021	10-27-2025
Alam Research Consulting	Elmahdi, Ahmed	4819 Emperor Boulevard	Durham, NC	27703	DURHAM	919-717-5045	ahmed@alamrc.com	B	05-17-2021	05-17-2025
BlueRio Strategies, LLC	LaCosta, Jessica	8 Ellsworth Court	Chapel Hill, NC	27517	DURHAM	984-377-3699	connect@blueriostrategies.com	W	11-17-2020	11-17-2024
Brancu & Associates, PLLC	Brancu, Mira	104R NC HWY 54 Bypass	Carrboro, NC	27510	ORANGE	949-308-7358	mira@brancuassociates.com	W	04-21-2022	04-21-2026
CAM Logistics	White, Dannae	8 Delwin Court	Greensboro, NC	27406	GUILFORD	336-207-6900	dannae81@gmail.com	B	04-16-2021	04-16-2025
Caspian Construction Group LLC	Roshan, Arash	PO BOX 19454	Greensboro, NC	27409	GUILFORD	336-707-4469	caspianconstructiongroup@gma	AA	03-02-2021	03-02-2025
CATE Services & Construction LLC	Stevens, Calvin	PO 13647	Durham, NC	27713	DURHAM	919-730-8222	contact@catesvc.com	B	04-13-2022	04-13-2026
CK Blackmon Associates	Blackmon, Charles	701 East Market Street	Greensboro, NC	27401	GUILFORD	336-763-3486	ckblackmon@ckblackmonassoci	B	03-04-2021	03-04-2025
CLARK-POWELL ASSOCIATES, INC.	Pinch, Susan	110 Regent Drive	Winston-Salem, NC	27103	FORSYTH	800-532-1099	susan@clark-powell.com	W	09-18-2019	09-18-2023
Community Brand Network LLC	Perry, Tamara	245 Spaniel Dr	Morrisville, NC	27560	DURHAM	919-225-9761	tperry040261@gmail.com	B	03-03-2022	03-03-2026
Cooper Universal Consulting	Cooper, Rose	7004 Windsor Way	Elon, NC	27244	ALAMANCE	336-402-0340	rose.cooper5@gmail.com	B	07-28-2022	07-28-2026
Creative Intentions Inc.	Roberts, Telisha	931 B South Main Street #177	Kernersville, NC	27284	FORSYTH	743-999-1442	robertst2016@gmail.com	B	10-07-2020	10-07-2024
Crowned for Success	Graham, Diana	P.O. Box 12181	Durham, NC	27709	DURHAM	919-797-6744	diana@dianangraham.com	B	08-17-2022	08-17-2026
Cyber Alliance LLC	Felder, Kendrall	4711 Hope Valley Rd	Durham, NC	27707	DURHAM	704-292-3254	cyberalliancellc2019@gmail.com	B	03-03-2022	03-03-2026
D.Y. Grace, PLLC d/b/a en-lign counsel+c	Grace, Dawnielle	380 Knollwood Street	Winston-Salem, NC	27103	FORSYTH	336-287-9570	dygrace@enligncc.org	B	02-07-2022	02-07-2026
DL Morehead Enterprises LLC	Morehead Sr, Derek	2751 Patterson Street	Greensboro, NC	27407	GUILFORD	336-965-7971	dmoreheadtaxservice@gmail.co	B	08-12-2022	08-12-2026
Dynamic Images International LLC	Hairston, Elma	3041 Renaissance Parkway	Jamestown, NC	27282	GUILFORD	336-905-6536	elmahairston@dynamicimages4	B	03-03-2022	03-03-2026
Emerald Education, Inc.	Curtis, Jennifer	2811 Skybrook Lane	Durham, NC	27703	DURHAM	540-223-3100	jennifer.curtis@emeralded.com	W	01-12-2021	01-12-2025
Euola LLC	Mackie, Samuel	540 Haven Ridge Drive	Winston Salem, NC	27104	FORSYTH	336-528-9917	smackie@euola.net	B	03-03-2022	03-03-2026
Federal Division Management	Tyler, F	65 TW Alexander Dr STE 14632	Research Triangle Park, NC	27709	DURHAM	919-868-4451	fdm@fdvm.com	AI	08-25-2021	08-25-2025
Focus Staffing Agency	Watson, Michael Denise	24 NW Court Square	Graham, NC	27253	ALAMANCE	336-770-2693	mwatson@focusstaffingagency.c	B	09-12-2019	09-12-2023
Fox Valley Consulting	Fox, Whitney	450 Guthrie Court	Winston Salem, NC	27101	FORSYTH	984-209-9709	foxvalleyconsultingllc@gmail.co	B	02-22-2022	02-22-2026
Genie & Co	Dutta, Mihir	112 Broadway Street	Durham, NC	27701	DURHAM	712-330-0748	mihir@genieandco.com	B	06-03-2021	06-03-2025
GMBeasley and Associates	Massenburg-Beasley, Glyndola	2634 Durham Chapel Hill Blvd	Durham, NC	27707	DURHAM	919-638-4150	info@gmbeasley.com	B	10-25-2021	10-25-2025
Greensboro Staffing Consultants	Gaddy, Willie	717 Green Valley Road	Greensboro, NC	27408	GUILFORD	336-355-8708	wmgaddy@gsostaffing.com	B	02-15-2022	02-15-2026
H E Crutchfield & Associates, LLC	Crutchfield, Harmon	253 Argonne Drive	Durham, NC	27704	DURHAM	919-632-1762	hecrutchfieldassociates@gmail.c	B	06-24-2021	06-24-2025
HM Warren LLC	Warren, Harriett	1304 Cozart St Unit 261	Durham, NC	27704-6222	DURHAM	919-423-0583	marschel@hmwarren.com	B	05-18-2022	05-18-2026
ITrainEm, LLC	Dawson, Jeanine	100 Village Drive	Mebane, NC	27302	ALAMANCE	336-534-8285	jeanine.dawson@itrainem.org	B	09-12-2019	09-12-2022
J&J Emerging Technologies, LLC	Miller-Blair, Ada	PO Box 22	Clemmons, NC	27012	FORSYTH	336-493-3708	1projectcollaboration@gmail.co	B	07-23-2019	07-23-2023
Joshua Tyler Enterprises Inc	Smith, Joshua	PO Box 7702	Greensboro, NC	27417	GUILFORD	336-457-2845	Jtsmith1215@gmail.com	B	06-07-2022	06-07-2026
Kameo Parks Consulting	Skeen, Shelly	808 Greensboro Rd.	High Point, NC	27260	GUILFORD	336-884-8713	shellykskeen@gmail.com	B	03-03-2022	03-03-2026
Key Services, Inc.	Deal, Michelle	3921 West Point Blvd	Winston Salem, NC	27103	FORSYTH	336-397-2129	mdeal@key-services.com	W	08-27-2019	08-27-2023
Klassy Business Consultant	Sturdivant, Muyakka	2420 Bellemeade Street	High Point, NC	27263	GUILFORD	336-324-0161	Meyk1996@yahoo.com	B	03-03-2022	03-03-2026
LNL Consulting, PLLC	Lowery, LaToya	P.O. Box 77164	Greensboro, NC	27417	GUILFORD	336-265-7376	latoya@lnlconsulting-nc.com	B	06-21-2022	06-21-2026
LSNS Consulting LLC	Sullivan, Lamar	P.O Box 335	Kernersville, NC	27285	FORSYTH	336-310-4916	lamars@lsnsconsulting.com	B	10-01-2020	10-01-2024
MAPSCO LLC	Appleton, Melissa	121 History Pl	Morrisville, NC	27560	DURHAM	919-492-6512	melissa@themapSCO.com	W	07-27-2022	07-27-2026
Martin Solutions, LLC	Martin, Adrian	2005 Boulevard Street	Greensboro, NC	27407	GUILFORD	336-337-5536	AdrianMartin320@gmail.com	B	02-05-2021	02-05-2025

Company Name	Contact Name	Address	City, State	Zip	County	Phone	Email	Hub Certif	Certify Dal	Certify End Date
MCCANTS, LLC	mccants, gerry	301 N Elm Street	Greensboro, NC	27401	GUILFORD	336-362-7367	gerrymccants@gmail.com	B	07-09-2020	07-09-2024
NC Solution Group LLC	Hendrix, Angel	2203 Eastchester Drive	High Point, NC	27265	GUILFORD	336-317-6557	service@ncsolutiongroup.com	B	03-30-2022	03-30-2026
Newton Advocacy & Strategic IT Consultin	Newton, Rochelle	3307 Watkins Place	Durham, NC	27707	DURHAM	919-289-9403	drro11@nasitc.com	B	02-22-2021	02-22-2025
OLC COACHING INSTITUTE LLC, OLIVE	Cyrus, Olive	4126 Hansel Trace	Burlington, NC	27215	ALAMANCE	919-922-5532	olccoachinginstitute@gmail.com	B	05-17-2022	05-17-2026
Persessi, LLC	Ingram, Brian	714 9th Street	Durham, NC	27705	DURHAM	240-858-9584	Brian.Ingram@persessi.com	B	11-29-2018	11-29-2022
PLUCO Triad Properties LLC	Lucas, Jacqueline	203 E. Main Street #1486	Jamestown, NC	27282	GUILFORD	336-215-7276	blessed2_682@hotmail.com	B	01-08-2021	01-08-2025
Purposed Solutions LLC	Tindal, Jamie	325 BRIDGEFIELD PL	Durham, NC	27705	DURHAM	910-920-8158	jtind194@gmail.com	B	03-04-2021	03-04-2025
Rhodes Consulting LLC	Rhodes, Carolyn	212 Cloverdale Drive	durham, NC	27703	DURHAM	919-943-9065	carolyn@leadershipinequity.com	B	08-09-2022	08-09-2026
RWS NOTARY AND FINANCIAL	Williams Shockley, Ramona	1101 Exchange Place	Durham, NC	27713	DURHAM	267-701-1877	rwsnot@gmail.com	B	11-10-2020	11-10-2024
Sabrina Seymore Events	Seymore, Sabrina	503 ravenstone lane	durham, NC	27703	DURHAM	919-760-3219	sabrina@sabrinaseymoreevents	B	11-12-2020	11-12-2024
SECI Global, LLC	Love, Eleanor	2779 S Church St Burlington #244	Burlington, NC	27215	ALAMANCE	336-303-1588	elove@seciglobal.com	B	12-08-2020	12-08-2024
Skyline Video Pros	Small, David	3211 delmonte dr	greensboro, NC	27406	GUILFORD	336-825-0813	skylinevideopros@gmail.com	B	12-19-2018	12-19-2023
SND Consulting LLC	Daniels, Stacey	907 North Mangum St	Durham, NC	27701	DURHAM	919-358-9321	sndconsultingnc@gmail.com	B	05-31-2022	05-31-2026
Syrena Williams Legal Services PLLC	Williams, Syrena	4819 Emperor Blvd	Durham, NC	27703	DURHAM	919-907-3009	syrena@syrenawilliams.com	B	06-07-2022	06-07-2026
The Black Diamond Agency, LLC	Akiode, Lileah	4521 BRACADA DRIVE	Durham, NC	27705	DURHAM	919-813-2454	lileah@theblackdiamondagency.	B	03-25-2021	03-25-2025
Tip Top Administrative Services	Wade, Tiffany	639 Southwick Place	Mebane, NC	27302	ORANGE	336-212-4461	tiffany@tiptopadmin.com	B	07-13-2022	07-13-2026
Under One Roof Solutions, LLC	McRae, Tonia	2806 FAYETTEVILLE ST	DURHAM, NC	27707	DURHAM	919-908-7265	under1roofsolutions@gmail.com	B	08-13-2021	08-13-2025
Unique Agility LLC	Nwegbe, Onyinye	3520 Rawdon drive	Durham, NC	27713	DURHAM	443-863-0219	uniqueagility@gmail.com	B	07-07-2020	07-07-2024
Virtue Events Inc	Speight, Meleeka	1715 W Lakewood Ave	Durham, NC	27707	DURHAM	919-659-5065	joye@virtueevents.com	B	12-16-2020	12-16-2024
Walker Group The Consultants	Walker, Derrick	P.O. Box 13746	Durham, NC	27709	DURHAM	919-630-8152	walkergrouptc@gmail.com	B	08-18-2021	08-18-2025
WestCity Business Solutions, LLC	Brown, Carl	7501 Dolcetto Dr.	Kernersville, NC	27284	GUILFORD	301-542-4793	cbrown@westcitysolutions.com	B	01-08-2021	01-08-2025
YGM Consulting LLC	Mukombe, Yolanda	2309 W Cone Blvd	Greensboro, NC	27408	GUILFORD	336-524-4261	ygmconsultingllc@gmail.com	B	01-05-2022	01-05-2026
YKM TECH SERVICES LLC	Muthuswamy, Yogesh	1009 Sturbridge Dr	Durham, NC	27713	DURHAM	919-225-7684	yogi.muthuswamy@ykmtechserv	AA	02-28-2022	02-28-2026



**ALLFOR1**  
inclusion innovators

Renee' Jones, CDO/President  
4117 McGrath Way, Raleigh NC 27616  
919.524.5169  
renee.jones@allfor1.rocks

August 17, 2022

**Small Business Training Bid Opportunity**

ATTN: Certified HUB Firms

RE: Guilford County MWBE Consulting RFP

This letter is to introduce to you All For 1 as a respondent in the above mentioned bid solicitation.

We understand the county's objective to become a stronger pro-equity organization with a culture of inclusion that drives decision-making and encourages a welcoming and supportive environment for all its small business vendors and contractors.

We are asking all HUB certified small business coaches and trainers to consider the training scope on page 3 of our solicitation and give the appropriate pricing. You may submit pricing for all of the available training options or only price the options that your firm currently offers.

No bonding information will be required for this bid opportunity. If you need assistance in obtaining general liability quotes for your business please let us know. If you currently do not have general liability insurance please do not let that hinder you from bidding as that is a matter if your firm is chosen we can assist you with obtaining that insurance at a later date.

We will also offer a **quicker** payment option of 15 day Net payment to fit your small business needs. If you require a deposit for conducting classes or nonrefundable scheduling hold fee please also add that to your quote.

If you have any questions or need clarification, please contact Renee' Jones at 919.524.5169 or renee.jones@allfor1.rocks.

We will consider all documentation submitted to be **CONFIDENTIAL**.

Sincerely,

Renee Jones  
Chief Disruptor Officer

## Bid Information:

Bid Due Date: **Monday, August 29, 2022 @ 5:00 pm**

Please email all bids to: [RENEE.JONES@ALLFOR1.ROCKS](mailto:RENEE.JONES@ALLFOR1.ROCKS)

## Assumptions:

- Participant count is at least 10 people for in person or virtual settings
- In person location will all be held in Greensboro, NC
- Any travel expenses will need to be included in your proposal cost
- The instructing firm will be responsible for all instructors or instructor's assistance needed to conduct the classes virtual or in person
- All virtual trainings will be done via Zoom platform
- Training materials will need to be provided by the firm and included in the cost proposal. Please also provide the cost if the participant count if over 10 people
- Feel free to add any additional training options that you would like All For 1 to consider as part of your portfolio.

## Additional Documents to attach to bid forms below:

- Resume of proposed instructor or coach
- 3 References of entities that have utilized your services for instruction

## Implementation Schedule:

Should All For 1 be selected for the consulting scope with Guilford County the contract would not be effective until 1/1/2023. There fore all training classes would be scheduled late first quarter or early second quarter of 2023.

Name of Company: \_\_\_\_\_

### Scopes of Small Business Training Construction Industry

Scope of Training	Virtual Cost	In Person Cost	Additional Cost for Additional Participants	Is the additional cost per person or per group? If per group ie \$\$ per 5 additional participants
Essentials of Employee Handbook				
Essentials of Employee Safety Plan				
Construction Apps for Field or Superintendent Documentation				

### Small Business Training - General

Scope of Training	Virtual Cost	In Person Cost	Additional Cost for Additional Participants	Is the additional cost per person or per group? If per group ie \$\$ per 5 additional participants
Understanding the advantages of a bank LOC – Line of Credit				
Understanding Accounting Reports – P&L; Income Statement, etc.				
Why is Forecasting Revenue important to any business? How do I begin? What digital media or software application should I use?				



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### Additional Cost Items

Instruction Deposit for classes: \$\_\_\_\_\_

Scheduling Calendar Hold non-refundable fee: \$\_\_\_\_\_

Other cost not mentioned above – please explain:

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Please attach any additional documentation needed.

The information contained in this **proposal** or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to ALL For 1, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead All For 1 as to any material facts. I am an authorized officer of the company to sign this document.

\_\_\_\_\_  
(Authorized Signature of Firm)

\_\_\_\_\_  
(Date)

Printed Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give Form to the  
requester. Do not  
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Yolande Renee Jones**

2 Business name/disregarded entity name, if different from above

**All For 1 Inclusion Innovators, LLC**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC      ☐ C Corporation      ☐ S Corporation      ☐ Partnership      ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.

**4117 McGrath Way**

6 City, state, and ZIP code

**Raleigh, NC 27616**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.  
See Specific Instructions on page 3.

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

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or

**Employer identification number**

8	2	-	1
8	1	8	8
9	5		

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶

*Yolande Renee Jones*

Date ▶ **6/30/2020**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## Attachment 6

**ADDENDUM ACKNOWLEDGEMENT**Guilford County MWBE Program Consulting Services

Title of Project

20082

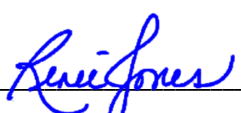
Bid Number

Receipt of the following Addendum is acknowledged:

Addendum no. 1 Date 08/23/2022Addendum no. 2 Date 08/26/2022Addendum no. 3 Date 08/31/2022

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Addendum no. \_\_\_\_\_ Date \_\_\_\_\_

Signature:  Date: 09/07/2022Title Chief Disruptor Officer/PresidentAll For 1 Inclusion Innovators, LLC

Name of Firm



## NON-COLLUSION AFFIDAVIT

STATE OF (North Carolina)

( ) SS.

COUNTY OF ( WAKE )

I, Yolande Renee Jones, of the Municipality of  
Raleigh, In the County of WAKE and the State of  
North Carolina, of full age, being duly sworn according to law on my  
oath depose and say that:

I am Chief Disruptor Office & President, of the firm of  
All For 1 Inclusion Innovators, LLC, making the Proposal for the  
above- named authority.

My submission of a response to this event certifies that I agree to the non-collusion agreement  
contained below:

1. The submitter of this document is acting as an agent for their company who is the respondent that has submitted the attached bid response.
2. The undersigned person is fully informed concerning the preparation and contents of the attached response and of all pertinent circumstances related to it and is authorized to sign this affidavit. This affidavit is given under penalty of perjury as provided by law.
3. Such bid response is genuine and is not collusive or sham in anyway whatsoever.
4. Neither the person responding nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including the signer of this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm or person to submit collusive or sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other responder, firm or person to fix the price, or cost to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of County Commissioners, Guilford County or any person interested in the proposed contract.
5. The price or prices quoted in the attached response are fair and proper and are not derived by any collusion, conspiracy, connivance or lawful agreement and on the part of the respondent or any of its agents, representatives, owners, employees, or parties in interest.

All For 1 Inclusion Innovators, LLC

(Name of Contractor)

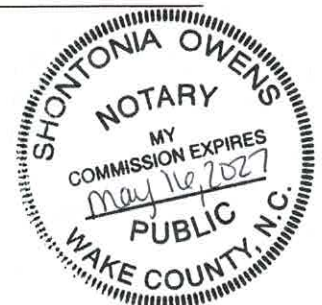
Renee Jones Renee' Jones CDO/President 9/7/2022  
Signature (Type or Print Name) Title Date

Subscribed and sworn to before me on this 7 day of September, 2022.

Shontonia Owens  
Signature (Type or Print Name)

Notary Public of the State of North Carolina My

Commission expires May 16, 2027



STATE OF NORTH CAROLINA

## AFFIDAVIT

COUNTY OF GUILFORD

\*\*\*\*\*

I, Renee' Jones (the individual attesting below), being duly authorized by and on behalf of  
All for 1 Inclusion Innovators, LLC (the responding entity hereinafter "Employer") after first being duly sworn hereby  
 swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. Mark "Yes" or "No":
  - a. YES \_\_\_\_; or,
  - b. NO X
4. Employer's subcontractors comply with E-Verify, and if Employer is awarded a contract for this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This 7 day of September, 2022.

Renee Jones  
 Signature of Affiant

Print or Type Name: Shontonia Owens State of

North Carolina County of ~~Guilford~~ Wake

Signed and sworn to (or affirmed) before me, this the 7  
 day of September, 2022.

My Commission Expires:

May 16, 2027

[Signature]

Notary Public

(Affix Official/Notarial Seal)



**Proposal –  
ATTACHMENT B**



## STATEMENT OF WORK

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### MWBE Program Consulting Services

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Issued to  
Guilford County  
201 Green Street, Ste 340  
Greensboro, NC 27401  
Attn: Shaunne Thomas  
MWBE Program Director

Issued By  
All For 1 Inclusion Innovators, LLC  
4117 McGrath Way  
Raleigh, NC 27616  
919.524.5169



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Greensboro, NC 27401 Attn: Shaunne Thomas .....	0
MWBE Program Director .....	0
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## Revision No. 4 - April 20, 2023

## INTRODUCTION

To assist the Guilford County MWBE Program in promoting and guaranteeing truly equitable access to Guilford County contracting and procurement opportunities for minority and women business enterprises (MWBE). To help create and sustain the foundational community infrastructure to achieve this bold vision and engage in a long-term partnership to provide supplemental program support in some areas while leading in others.

## BACKGROUND INFORMATION

Although the County does not currently hold a comprehensive understanding of the infrastructural deficiencies to be addressed, a multi-year disparity study is nearing completion which will provide significant insight into areas of opportunity. In combination with findings and recommendations of the disparity study, the County seeks to use this consulting engagement to understand and address our infrastructural deficiencies in alignment with the core values established by our Board of Commissioners:

- **Transparency & Communication:** We are committed to open and accessible government driven by information sharing
- **Accountability:** We accept responsibility for the fiscal and physical health of the County
- **Equity & Inclusion:** We celebrate diversity and support equitable service delivery and stakeholder inclusion
- **Service & Outcomes Excellence:** We strive for compassionate and professional service delivery provided in an innovative and effective way
- **Our People Matter:** We provide a positive and compassionate work environment that supports the financial, physical, mental, and social wellbeing of our team members

Guilford County seeks to leverage the investment of County funds to support the participation of historically underutilized MWBEs and to encourage local hiring on County-funded projects. The County seeks to be intentional and accountable for the inclusion and participation of MWBE firms.

## CURRENT ENVIRONMENT

- Assessment needed of current policy and procedures
- Assessment of current technology to meet program needs.
- Supplemental assistance for compliance with current statutes
- Assessment of training needs/gaps for internal and external stakeholders

## GOALS AND OBJECTIVES

Per the RFP Bid #20082 - To implement a national model MWBE program which will include the following areas of support:

- Community Organizational Infrastructure Assessment
- Supplier Outreach and Training
- Compliance Monitoring & Support

## SCOPE OF WORK

As outlined in RFP Bid#20082 Scopes of work for the specific projects could be any of the following or similar as defined by the MWBE Program Director:

### **3.1 Community & Organizational Infrastructure Assessment (Build a Baseline of Intelligence)**

- Review disparity study findings along with existing procurement and MWBE program policies, procedures, and practices to make and support the implementation of strategic improvement recommendations.
  - ❖ CREATION OF STANDARD OPERATION PROCEEDURES AND VIDEO USER GUIDES
- Develop a comprehensive understanding of the MWBE vendor landscape to identify available MWBEs in the County's markets, and current MWBE utilization rates in spend categories.
  - ❖ MWBE CONTRACT SPEND DATA MINING & VENDOR SURVEY
- Support the County in MWBE program design and the development of long-term program and community outcomes. Conduct, maintain, and report on analysis of Tier-1 and Tier-2 County spend.
  - ❖ ASSISTANCE W/SELECTION & IMPLEMENTATION OF MWBE SPEND TRACKING SOFTWARE / TRAINING END USERS
- Analyze corporate and minority business community in the Company's markets using demographic and market data.
- Assist the County with the establishment and maintenance of short- and long-term supplier diversity & inclusion goals and objectives.
- Conduct, maintain, and report on a comprehensive MWBE program impact analysis.
- Provide direct support and assistance with developing the infrastructure to support a sustainable diverse supplier inclusion program, to include:
  - a) Program goals and accountability.
  - b) Robust accountability and responsibility structure to include explicit expectations across all categories.
  - c) Request for Proposal (RFP), Request for Qualification (RFQ), Invitation for Bid (IFB) process support.
  - d) Development and communications of contractor responsibilities and expectations
- Provide direct support and services to enhance and scale the diverse supplier inclusion journey for the County.
- Assessment of the County's current strategies, resources, and capacity for an inclusive and equitable economic development ecosystem carefully and intentionally designed to make progress on closing wealth and economic gaps for minority business owners.

### **3.2 Supplier Training**

- Provide one-on-one coaching and direct technical assistance to the County's existing and aspiring small and diverse businesses.
- Identify small and diverse businesses who perform in specific scopes needed by the County for inclusion in the County's vendor database and training or technical assistance.
- Conduct direct outreach to the small and diverse business community to provide and educate on the County's various procurement opportunities.
- Plan and host outreach events, including the development of a robust platform for the County's supplier inclusion and procurement teams to meet with small and diverse businesses.
- Proactively communicate with County departments to understand future and upcoming projects to customize training programs for diverse and small businesses based upon the County's project landscape.

### **3.3 Ongoing Monitoring & Support**

- Continue to monitor and support the implementation of growing trends and strategies in supplier inclusion.
- Provide coaching & technical assistance to small and diverse businesses to become suppliers for the County (including HUB Certification training & counseling).
- Finding & developing MWBEs for the County's procurement opportunities.

- Establishing and supporting internal & external MWBE advisory councils with a minimum of four (4) meetings each fiscal year for each council.
- Outreach to the small and diverse business community to provide the County's procurement opportunities support the development and maintenance of a diverse County supplier database, and to provide other local, regional, and national resources.
- Plan and host a minimum of four (4) outreach events annually, either virtual online events or in person events, as the public health environment allows.
- Provide a platform for the County project team to meet with small and diverse businesses and customize training programs on project-specific topics.
- Plan and host four (4) regularly scheduled meetings annually with the County's Purchasing, Finance and Budget Departments to discuss key performance measures, targets, program updates and next steps (meetings will be held quarterly during the fiscal year).
- Monitor contract and procurement awards and make recommendations for improvement.

### **3.4 Program Goals & Action Items**

Listing of program goals and action items based on best practice recommendations from the Harvard Government Performance Lab (GPL). These best practice goals and action items should reflect and communicate some program goals that the County would like to use this consulting engagement to confirm or make dedicated progress on.

## DELIVERABLES

All deliverables will be described using the "Project Plan Scope" form (Attachment A) as each project is identified by Guilford County MWBE Director.

## MILESTONES

Milestone schedule will be detailed using the "Milestone Schedule Report" form (Attachment B) as each project scope is confirmed by Guilford County MWBE Director.

## PERIOD OF PERFORMANCE

Per RFP Bid#20082, consulting services will begin on contract signing approval date of both parties. Per MWBE Director the initial contract will be total contract period of up to three (3) years.

## SUBCONSULTANT RESOURCES

Subconsultants that will be utilized to fulfill the contract requirements and project scope details are listed in the table below. Should subconsultant need to be replaced or additional subconsultants be needed it is at the discretion of All For 1. Guilford County MWBE program guidelines will be adhered to for any replacement of an MWBE subconsultant.

## SUBCONSULTANT RESOURCES

Company Name	Lead Consultant Name
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Diverse City Services	Stephane Joyner
Katie Gales & Company	Katie Gales
Velez Strategies	Lisette Velez
Klassy Business Consulting	Meyakka Sturdivant
Matthews Realty & Development	Patsy Matthews

## OTHER RESOURCES

Community, Non-profit and Corporate organizations that support the Small & MWBE Business community.

## ASSUMPTIONS & OWNERSHIP OF MATERIALS

Guilford County MWBE Director Manager will make available any agency specific training needed for the All For 1 team to complete the scope of work

Guilford County feedback will occur in real time throughout project

All necessary available data, reports, procedures and processes will be available to the Consultant by Guilford County to achieve project task, goals or program compliance

All needed Guilford County staff will be made available to cooperate with the Consultant for assessment, compliance or program compliance training for current and future state policies and procedures

All For 1 team has the Knowledge of supplier diversity programs, local support agencies and factors affecting the minority and women's business community.

Knowledge of government purchasing and contracting procedures

Knowledge of federal and state regulations relating to equal opportunity

Ability to provide technical assistance to firms from the bid process to the completion of the contract.

Any request to perform scopes of work outside of this project will be billed separately at an agreed upon rate by Guilford County and the Consultant (All For 1 Inclusion Innovators, LLC).

### **Ownership of Materials.**

The Consultant shall retain the creative rights to all original materials, data and similar items, produced by The Consultant hereunder in connection with the Services under this agreement. All services and software used by The Consultant shall at all times be the sole property of The Consultant and under no circumstances shall Guilford County have any interest in or rights to the title to such materials, or software. WCPSS acknowledges that The Consultant may use and modify existing materials for Guilford County's benefit and that Guilford County holds no rights to such materials.

### Proprietary Information and Use of Materials.

1. Except as provided elsewhere in this Agreement, all information disclosed by one Party to the other Party, shall be deemed to be confidential and proprietary ("Proprietary Information"). Such Proprietary Information includes, without limitation, information regarding marketing, sales programs, sales volume, sales conversion rates, sales methods and processes, sales proposals, products, services, vendors, customer lists, training manuals, sales scripts, telemarketing scripts, names of investors, and customer information, operating procedures, pricing policies, strategic plans, intellectual property, information about a Party's employees and other confidential or Proprietary Information belonging to or related to a Party's affairs. The receiving Party acknowledges and agrees that in any proceeding to enforce this Agreement it will be presumed that the Proprietary Information constitutes protectable trade secrets, and that the receiving Party will bear the burden of proving that any portion of the Proprietary Information was publicly or rightfully known and disclosed by the receiving Party. The Parties, their employees, subsidiaries, affiliates, agents, and assigns agree to hold all Proprietary Information, regardless of when or how disclosed, in strict confidence and with not less than the same degree of care that they provide for their own confidential and proprietary information. The Parties warrant and represent that the degree of care contemplated herein is adequate and the Parties will take any and all steps reasonably necessary to preserve such Proprietary Information.
2. Nothing in this Agreement shall prohibit or limit the receiving Party's use of information that can be demonstrated as: (a) previously known to the receiving Party, (b) independently developed by the receiving Party, (c) acquired from a third party not under similar nondisclosure obligations to the disclosing Party, or (d) acquired through the public domain through no breach by the receiving Party of this Agreement.
3. License. Guilford County grants The Consultant a limited, nontransferable, nonexclusive license to copy, use, store, set up, publicly display, publicly perform and transmit any trade names, trademarks, service marks, copyrights, content, text, images, software, functionality, page and other design and layout, media and other materials therein and solely in connection with creation of the Campaign and direct response marketing in accordance with this Agreement. Other than as specifically provided herein, the Parties, their employees, subsidiaries, affiliates, agents and assigns, shall make no disclosure of any Proprietary Information without the express written consent of the other Party. In addition, neither Party shall use the Proprietary Information for any purpose other than purposes related to their business relationship as laid out in this Agreement. In the event that the receiving Party is required by applicable law, rule, regulation or lawful order or ruling of any court, government agency or regulatory commission to disclose any Proprietary Information, the receiving Party understands that the disclosing Party may desire to seek an appropriate protective order or take steps to protect the confidentiality of such Proprietary Information. Consequently, the receiving Party agrees that it will provide the disclosing Party with prompt notice of such request(s).
4. Portfolio Release. Guilford County agrees that The Consultant has the right to use materials created pursuant to this Agreement for The Consultant's portfolio, samples, self-promotion including advertising for The Consultant's business including without limitation Facebook or Instagram, or any other social media platform. In the event WCPSS wishes to exclude some specific materials from the release under this paragraph, or to limit the time period of such release, The Consultant and Guilford may agree in writing to such limitation.



5. Remedies. The Parties acknowledge that the Proprietary Information exchanged is valuable and unique and that disclosure in breach of this Agreement will result in irreparable injury to the adversely affected Party, for which monetary damages, on their own, would be inadequate. Accordingly, the Parties agree the adversely affected Party shall have the right to seek an immediate injunction enjoining any such breach or threatened breach of the Agreement.

## PROJECT COMPLETION CRITERIA

All deliverables will be described using the "Project Plan Scope" form (Attachment A). Completion will be approved by the Guilford County MWBE Director or Guilford County designated representative and indicated on the Project "Milestone Schedule Status Report" (Attachment B). Once a project has achieved 100% completion on the report that has been approved by the MWBE Director or Guilford County designated representative the project will be considered completed.

## CHANGE CONTROL PROCEDURE

If any changes, extensions or additions to this scope of this SOW are requested, a Project Change Request ("PCR") must be executed by both parties in ink (or via the affixation of a digitized image of an ink signature). The PCR will describe the scope change, the reason for the change, and the effect that the change will have on the project including any changes to project schedule and cost.

Out of scope services/activities will not be chargeable unless covered in a mutually executed PCR.

## TOTAL CONTRACT AMOUNT, CONTRACT TYPE AND INVOICE PROCEDURES

Total Contract Amount is stated as **\$770,626.00** to be dispersed as follows per Guilford County Contract:

Fiscal Year 1 (2023)- \$175,438.00; Fiscal Year 2 (2024) - \$350,875.00; Fiscal Year 3 (2025) \$244,313.00

This would represent the following consulting hours in each year:

Fiscal Year 1 (2023) corresponds to 3/1/2023 – 2/28/2024 - 1028 hours per year

Fiscal Year 2 (2024) corresponds to 3/1/2024 – 2/28/2025 – 2320 hours per year

Fiscal Year 3 (2025) corresponds to 3/1/2025 – 2/28/2026 – 1504 hours per year

The contract will be the standard Guilford County Contract identified in RFP Bid #20082. This will be a fixed price contract for consulting services. **Fiscal Year for Guilford County are July 1 to June 30.**

Invoices will be submitted once per month with the accompanying Project Milestone Schedule Status Report. This report will contain the schedule of values for interval payments connected with percentage completion that will be established at the beginning of the Project Plan Scope by the Consultant and MWBE Program

Director or Guilford County designated representative. The invoices will be remitted to MWBE Program Director or Guilford County designated representative for approval and processing for payment.

All invoices will be remitted to Guilford County MWBE Director.

## OTHER INFORMATION AND SUPPORTING DOCUMENTATION

Other documents that will be used to guide the contract and scopes of work are Guilford County RFP Bid Number 20082; All For 1 RFP Response dated 09/09/2022. Cost Revision Sheet dated 4/12/2023. This Statement of Work dated 4/13/2023.

## POINTS OF CONTACT

Reneé Jones, President & CDO, All For 1 Inclusion Innovators, LLC

919.524.5169 or renee.jones@allfor1.rocks

## ACCEPTANCE

Date: \_\_\_\_\_

By initialing each page and signing below, I \_\_\_\_\_, in my capacity as \_\_\_\_\_, of \_\_\_\_\_ agree to

and accept the terms set forth in this Statement of Work.

*(Insert Name of Organization)*

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

# PROJECT PLAN SCOPE – Attachment A

PROJECT NO.	DATE SUBMITTED
20082-001	04/12/2023
PROJECT OBJECTIVES	
ASSISTANCE W/SELECTION & IMPLEMENTATION OF MWBE SPEND TRACKING SOFTWARE / TRAINING END USERS	

## Step 1. Project Deliverables

DELIVERABLE NO.	DESCRIPTION
1	All project deliverables will be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
2	
3	

## Step 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates.

TASK NO.	DESCRIPTION	FOR DELIVERABLE NO. ... ENTER TASK #
1	Reviewing	TBD
2	Implementation & Testing	TBD
3	Facilitation of Training End Users	TBD

## Step 3. Out of Scope

This project <b>will NOT accomplish or include</b> the following:	To be determined at the kickoff meeting
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## Step 4. Project Assumptions

NO.	ASSUMPTION
1	Project Assumptions will be determined at the contract kickoff meeting w/MWBE Director.

2	
3	

### Step 5. Project Constraints

<b>PROJECT START DATE</b>	To be determined after contract execution
<b>LAUNCH / GO-LIVE DATE</b>	To be determined after contract execution
<b>PROJECT END DATE</b>	To be determined after contract execution
<b>LIST ANY HARD DEADLINE(S)</b>	To be determined after contract execution
<b>LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES</b>	To be determined after contract execution
<b>BUDGET CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>QUALITY OR PERFORMANCE CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>EQUIPMENT / PERSONNEL CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>REGULATORY CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.

### Step 6. Project Cost Estimates

<b>Estimate the cost required to complete the project.</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
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**Step 7. Approvals**

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECEIVED
To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.			

# PROJECT PLAN SCOPE – Attachment A

PROJECT NO.	DATE SUBMITTED
20082-002	04/12/2023
PROJECT OBJECTIVES	
CREATION OF STANDARD OPERATION PROCEEDURES AND VIDEO USER GUIDES	

## Step 1. Project Deliverables

DELIVERABLE NO.	DESCRIPTION
1	All project deliverables will be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
2	
3	

## Step 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates.

TASK NO.	DESCRIPTION	FOR DELIVERABLE NO. ... ENTER TASK #
1	Assisting with policy & SOP creation	TBD
2	Testing & validation of SOP & rollout implementation	TBD
3	Creation, testing & validation of video user guides	TBD

## Step 3. Out of Scope

This project <b>will NOT accomplish or include</b> the following:	To be determined at the kickoff meeting
---	---



**Step 4. Project Assumptions**

NO.	ASSUMPTION
1	Project Assumptions will be determined at the contract kickoff meeting w/MWBE Director.
2	
3	

**Step 5. Project Constraints**

<b>PROJECT START DATE</b>	To be determined after contract execution
<b>LAUNCH / GO-LIVE DATE</b>	To be determined after contract execution
<b>PROJECT END DATE</b>	To be determined after contract execution
<b>LIST ANY HARD DEADLINE(S)</b>	To be determined after contract execution
<b>LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES</b>	To be determined after contract execution
<b>BUDGET CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>QUALITY OR PERFORMANCE CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>EQUIPMENT / PERSONNEL CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>REGULATORY CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.

**Step 6. Project Cost Estimates**

<b>Estimate the cost required to complete the project.</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
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**Step 7. Approvals**

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECEIVED
To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.			

# PROJECT PLAN SCOPE – Attachment A

PROJECT NO.	DATE SUBMITTED
20082-003	04/12/2023
PROJECT OBJECTIVES	
<b>MWBE CONSTRUCTION COMPLIANCE VERIFICATION/AUDIT OF CURRENT CONTRACTS</b>	

## Step 1. Project Deliverables

DELIVERABLE NO.	DESCRIPTION
1	All project deliverables will be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
2	
3	

## Step 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates.

TASK NO.	DESCRIPTION	FOR DELIVERABLE NO. ... ENTER TASK #
1	Reviewing current policies and procedures – updating information if needed	TBD
2	Contacting current subcontractors and retrieving missing compliance data/records for retention	TBD
3	Validating reporting data processes and updating with new Skillsmart policies and procedures	TBD
4	Beta testing for software implementation with current construction vendor/subcontractors	TBD

## Step 3. Out of Scope

This project <b>will NOT accomplish or include</b> the following:	To be determined at the kickoff meeting
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**Step 4. Project Assumptions**

NO.	ASSUMPTION
1	Project Assumptions will be determined at the contract kickoff meeting w/MWBE Director.
2	
3	

**Step 5. Project Constraints**

<b>PROJECT START DATE</b>	To be determined after contract execution
<b>LAUNCH / GO-LIVE DATE</b>	To be determined after contract execution
<b>PROJECT END DATE</b>	To be determined after contract execution
<b>LIST ANY HARD DEADLINE(S)</b>	To be determined after contract execution
<b>LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES</b>	To be determined after contract execution
<b>BUDGET CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>QUALITY OR PERFORMANCE CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>EQUIPMENT / PERSONNEL CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
<b>REGULATORY CONSTRAINTS</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.

**Step 6. Project Cost Estimates**

<b>Estimate the cost required to complete the project.</b>	To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.
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**Step 7. Approvals**

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECEIVED
To be determined at the contract kickoff meeting w/MWBE Director which will be held after contract execution.			

**(Project name) MILESTONE STATUS REPORT**

PROJECT ID	PROJECT NAME	START DATE	END DATE	STATUS	PROJECT MANAGER
		00/00/0000	00/00/0000		

MILESTONE NO.	MILESTONE	MANDATORY / OPTIONAL	PROJECTED COMPLETION DATE	ACTUAL COMPLETION DATE	STATUS	VERIFICATION	COMMENTS
101	Project Start	MANDATORY	00/00/0000	00/00/0000	Not Started	Sponsor Approval	
102	Scope Objective	OPTIONAL	00/00/0000	00/00/0000	Complete		
103	Gather Requirements		00/00/0000	00/00/0000	In Progress		
104	Identify Design		00/00/0000	00/00/0000	On Hold		
105	Start Coding		00/00/0000	00/00/0000	In Progress		
106	Complete Implementation		00/00/0000	00/00/0000	Overdue		
107	Project End		00/00/0000	00/00/0000	Not Started		