



Guilford County Issue Brief

MWBE Policy and Administrative Manual

Statement of Issue:	Guilford County does not currently have a Board of Commissioners' (BOC) adopted policy outlining the legal justification, purpose, scope and objectives of a Minority Women Business Enterprise (MWBE) program.
Background:	On November 19, 2020, the Guilford County BOC authorized staff to enter into an agreement with Griffin & Strong, P.C. to conduct a Disparity Study. The scope of the study included an analysis of current Guilford County MWBE policy and subsequent recommendations. On January 5, 2023, the BOC received the preliminary report on the Disparity study findings and recommendations and fully adopted the Disparity Study on January 19, 2023. The Disparity Study adoption included a recommendation to draft an official MWBE program policy with an attached procedural manual.
Relevant Analysis:	POLICY ADOPTION Adoption of a County MWBE policy along with the implementation of a procedure manual will provide direct and clear alignment of County policy and practice to the findings and analysis enumerated in the adopted 2023 Disparity Study. The County policy document will sunset in alignment with the five-year disparity study period, at which time the Board will be asked to consider and approve an updated policy in alignment with an updated disparity study. Policy adoption ultimately creates consistency, accountability, and clear expectations for staff, the public, and contractors doing business with the County. ADMINISTRATIVE MANUAL Allowing the County Manager to implement the MWBE Program Administrative manual will assist with the day-to-day implementation of BOC policy. The manual will provide a "how-to", with clear expectations for staff and vendors. The manual creates a path forward with clear processes and procedures for all program elements including corrective measures for any noncompliance with the MWBE policy.
Findings:	The proposed MWBE Policy will operationalize the findings and analysis including in the adopted 2023 Disparity Study for the MWBE program as well as define the scope, responsibilities, policy objectives, and timeline. The proposed Administrative manual will delegate the day-to-day oversight of the implementation and maintenance of the program to the County Manager.
Recommendations:	Recommend the BOC adopt the proposed MWBE Policy and authorize the County Manager to implement the proposed MWBE Administrative Manual.