




Guilford County

STATE of NORTH CAROLINA

Date: 07/07/2017
To: Guilford County Board of Commissioners
From: Shelia Willett, Diversity Coordinator 
Subject: MWBE Good Faith Efforts for Event# 577, On Call A&E Services

On behalf of the Facilities Department, the Purchasing Department posted a solicitation announcement for On Call Architecture and Engineering Services and made a number of good faith efforts in an attempt to engage diverse firms in the Request for Qualifications.

Good faith efforts made in the solicitation process include:

- Searched the NC Department of Administration's Historically Underutilized Business database to identify diverse firms, who perform architectural services.
- Sent an outreach email to 150 firms found in North Carolina, who are HUB certified MWBE architects (at the time of the event opening).
- Six diverse firms, who were recommended by various County sources, were emailed and called to encourage their participation in the event.
- Additional phone calls were made and emails sent to follow up.
- Advertised a notice with a link to the Guilford County sourcing event on the North Carolina AIA website, which serves a statewide network of architects.

Diversity Submittal Summary:

- As a result of the outreach and engagement efforts, submittal included a substantial portion of the responses from diverse firms and firms with diverse teams.
 - Diverse firms were provided an opportunity to participate in the event.
 - Six of those firms submitted responsive qualifications in response to the solicitation.
 - Of the seven prime firms, who submitted, two firms are HUB certified Minority Business Enterprise (MBE) and one is a Woman Business Enterprise (WBE).
 - Five of the prime submitting firms, including the two HUB certified firms, submitted documentation regarding their diverse project team partnerships:
 - Two project teams: MBE and WBE inclusion
 - Two project teams MBE inclusion
 - One project team: WBE inclusion
 - One firm, a HUB certified MBE with diverse participation did not meet the minimum requirements of having two (2) architects on staff. The Facilities Department recommends using this firm on some of their smaller projects.

Please contact me or Susan Crotts, Purchasing Director, if additional diversity information is requested.