



# Guilford County

STATE of NORTH CAROLINA

---

Date: September 11, 2017  
To: Guilford County Board of Commissioners  
From: Shelia Willett, Buyer/Diversity Coordinator  
Subject: MWBE Good Faith Efforts for Event# 574, RFQ New Guilford County Animal Shelter

On behalf of the Facilities Department, the Purchasing Department posted a solicitation notice for Architecture and Engineering Services for a new Guilford County Animal Shelter and made a number of good faith efforts in an attempt to engage diverse firms.

**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 consideration and participation in the contract opportunity
- Additional phone calls made and emails sent to confirm receipt of event notification
- Advertised a notice with a link to the event on the North Carolina AIA website, which serves a statewide network of architects
- Additional follow up calls made to six diverse firms, who were recommended by various County sources, to give feedback on the reasons that no response was submitted to the RFQ.

**Diversity Submittal Summary:**

- As a result of outreach and engagement efforts, substantial responses from diverse firms and firms with diverse teams were received.
  - Diverse firms were provided an opportunity to participate in the event.
  - Six firms submitted responsive qualifications in response to the solicitation.
  - Of the six prime firms, one firm is a HUB certified Woman Business Enterprise (WBE).
  - Five of the prime submitting firms, including the one HUB certified firm, submitted documentation regarding their diverse project teams:
    - Two project teams: WBE inclusion
    - Two project teams MBE inclusion
    - One project team: MBE and WBE inclusion
  - One prime firm with no HUB certified team members, also submitted.

- The Purchasing Department made good faith efforts to engage ready, willing and able MWBE firms in this solicitation. PNP Design Group is recommended by the Facilities Department based on their qualifications. They are a HUB certified Woman Business Enterprise (WBE).

Please contact me or Susan Crotts, Purchasing Director, if we may provide any additional diversity information.