

**A RESOLUTION TO AWARD A CONTRACT TO  
GRIFFIN & STRONG PC TO PERFORM A  
DISPARITY STUDY FOR THE TOWN OF  
CARRBORO**

**March 25, 2023**

**WHEREAS**, the Town of Carrboro is committed to equal opportunity and fair treatment for all businesses in its procurement process; and

**WHEREAS**, the Town of Carrboro desires to conduct a comprehensive disparity study to assess the availability and utilization of minority-owned and women-owned businesses in its procurement activities and identify any barriers or impediments that may affect their participation; and

**WHEREAS**, the Town is required to undertake a disparity study to establish a minority- and women-owned business enterprise program; and,

**WHEREAS**, the Town issued a Request for Proposals (RFP) on February 5, 2023 soliciting proposals from firms of interest and received four proposals; and

**WHEREAS**, after an evaluation of all proposals based on the criteria established in the RFP; and,

**WHEREAS**, Griffin & Strong PC was determined to offer most responsive proposal to the needs of the Town, and has extensive experience and expertise in conducting disparity studies for public entities across the country and in North Carolina.

**NOW, THEREFORE, BE IT RESOLVED** by the Carrboro Town Council that:

- Section 1. A contract award in an amount not to exceed \$280,150 is awarded to Griffin & Strong PC to perform a disparity study as required for the Town to establish a Minority- and Women-Owned Business Enterprise (MWBE) program.
- Section 2. The Town Manager is authorized to negotiate and enter into a professional services contract with Griffin & Strong PC for the undertaking of this study, including project deliverables, modification of tasks, and schedule for completion of the study.
- Section 3. The Town Manager is authorized to amend the contract provided the maximum amount of the contract is not exceeded and there are no major change(s) in the scope of work to be performed.
- Section 4. This resolution is effective upon its adoption.

Section 5. A copy of this resolution shall be provided to the Town's Finance Officer within five (5) days of adoption.

**PASSED AND ADOPTED** by the Carrboro Town Council this 25th day of April 2023.

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Damon Seils, Mayor

ATTEST:

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Wesley Barker, Town Clerk