



City of Cleveland

Frank G. Jackson, Mayor

Office of the Mayor
Cleveland City Hall
601 Lakeside Avenue, Room 202
Cleveland, Ohio 44114
216/664-3990 Fax 216/420-8766
www.cleveland-oh.gov

October 17, 2011

RE: City of Cleveland Minority Business Enterprise and Female Business Enterprise Disparity Study

Dear Business Owner:

The City of Cleveland invites you to a focus group of business owners who provide the types of goods and services typically procured by the City. The sessions are part of the City's Minority Business Enterprise (MBE) and Female Business Enterprise (FBE) Disparity Study and its contracting and subcontracting activities. These important sessions provide an opportunity to relate your experiences doing business in both the public and private marketplace, including your experiences with the City and the MBE/FBE Program. Your insight and experience will help to identify needed improvements and support the City's strategic objectives.

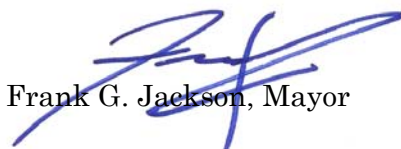
The City has engaged NERA Economic Consulting as the prime consultant to conduct the study. Colette Holt, a nationally recognized attorney specializing in M/FBE programs, will conduct the sessions. The focus groups will be held at the City of Cleveland at various times; please see the information below for dates and locations. The sessions will last approximately one and a half hours. Refreshments will be provided.

Location: 1201 Lakeside Avenue, Cleveland, OH 44114		
Wed., Nov. 16, 2011	9:30 – 11:30 a.m.	Architectural, engineering & other construction-related consulting firms
Wed., Nov. 16, 2011	12:30 – 2:30 p.m.	Construction contractors, subcontractors, suppliers & related firms
Wed., Nov. 16, 2011	3:00 – 5:00 p.m.	Goods and Services providers

To reserve your space at the appropriate session and to receive security and parking details, please contact NERA at 866-756-NERA (866-756-6372) or businessinterviews@nera.com. Persons with disabilities who may require special accommodations should contact NERA no later than one week prior to the session. If you would like general information about the study, please contact Natoya J. Walker Minor, Chief of Public Affairs, at 216.664.4155 or via e-mail at nwalker@city.cleveland.oh.us.

We look forward to your participation.

Sincerely,



Frank G. Jackson, Mayor