



North Carolina Department of Administration

Historically Underutilized Businesses and InterScope+



Basics

- Minority participation recruitment and reporting requirements apply for building construction, repair, and renovation projects:
 - Projects that are \$30,000 and above
 - Goal for state building projects is 10%
 - Good faith efforts need to be made to include minority business participation
 - Reporting on minority business participation is required in InterScope+ (Owner's responsibility)

NC Office for Historically Underutilized Businesses



The Office for Historically Underutilized Businesses (HUB Office) promotes diversity and inclusion in state government procurement and contracting

- HUB Certification (over 4,500 HUBs currently certified, over 80% are small businesses)
- Encourages use of Historically Underutilized Businesses (HUBs)
- Business Development with HUB vendors
- Compliance Reports –
 - Construction – \$100 million in HUB reported for FY 18-19 full year (20% HUB)
 - Goods/Services purchases – \$367 million in HUB reported for FY 18-19 full year (5.21% HUB)

What is a HUB?

NC G.S. 143-128.4



- At least 51% of business is owned by one or more persons who are members of at least one of the groups in 143-128.4 (b)
- The management and daily business operations must be controlled by at least one owner in one of the groups in 143-128.4 (b)
- Certified by HUB Office for 4 years at a time
- Takes about 45-90 days to get certified
- There is no fee to be certified

HUB Certification Categories

- Black
- Hispanic
- Asian American
- American Indian
- Female
- Disabled
- Disadvantaged

Legislative Background

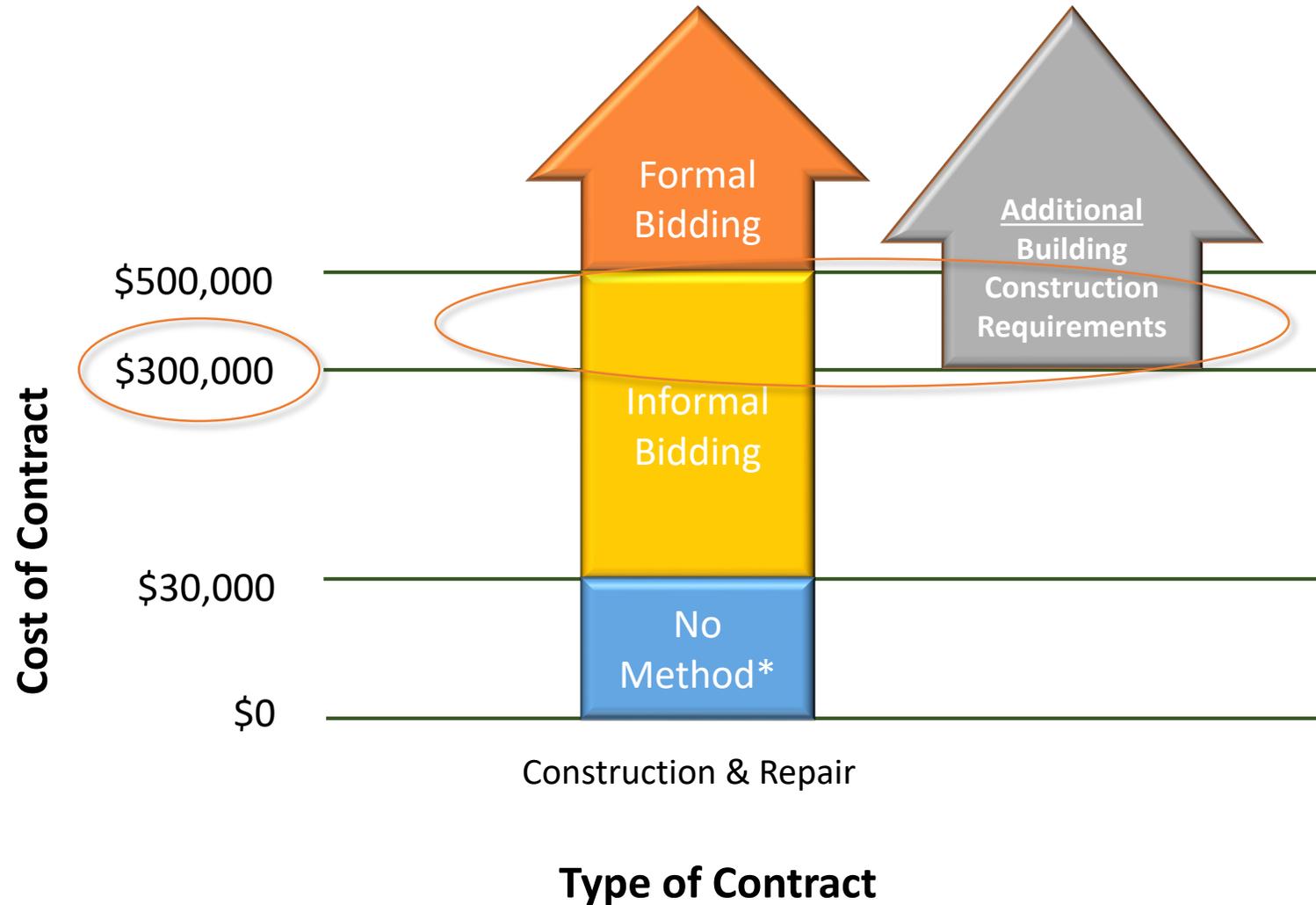
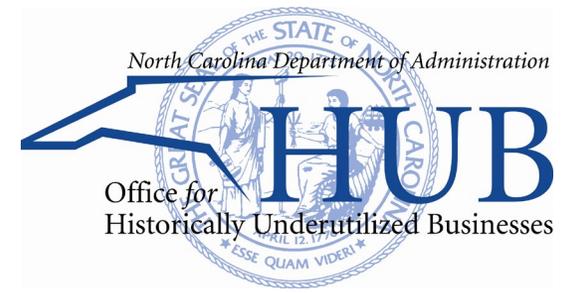


General Statutes related to HUB spending and reporting

- NC GS 143-131 – Informal bids for buildings, soliciting minority participation, records and reporting.
- NC GS 143-128.2 – Minority business participation goals, good faith efforts. 10% goal for state building projects
- NC GS 143-128.3 – Reporting on building projects \$300,000+.
- NC GS 143-128.4 – Historically Underutilized Businesses defined.

Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts – Detailed description of responsibilities, definitions, dispute procedures

Building Construction Contracting



HUB Requirements



Cost	Goals	Good Faith Efforts	Reporting
Below \$30,000	Not required	Not required	Not required
\$30,000 - \$300,000 <i>Informal HUB</i>	10% for State building projects	<u>Government Entity:</u> Informal solicitation <u>Bidders:</u> No requirements	<u>Government Entity:</u> Informal reporting to HUB Office
\$300,000 and above <i>Formal HUB</i>	10% for State building projects	<u>Government Entity:</u> Formal outreach and good faith efforts <u>Bidders:</u> Formal good faith efforts	<u>Government Entity:</u> Formal reporting to HUB Office

Owner Responsibilities

Informal HUB Projects (\$30,000 - \$500,000)



- Solicit minority participation in contracts for the erection, construction, alteration or repair of buildings.
- Maintain a record of contractors solicited.
- Document efforts to recruit minority business participation.
- Report all data and documentation of efforts to recruit minority participation to the HUB Office upon the completion of the project.
- NOTE: Formal advertisement of bids not required.

Owner Responsibilities

Formal HUB Projects (\$300,000+)



- Soliciting minority vendors
- Developing / implementing minority business outreach plan
- Informing minority vendors of opportunities
- Documenting contacts with minority vendors
- Documenting efforts to reach out to minority vendors

Owner Responsibilities Continued

Formal HUB Projects (\$300,000+)



- Reviewing with designer GS 143-128.2 c (Affidavits) and f (Good Faith Efforts) requirements prior to award recommendation
- Review pay applications prior to payment for compliance with minority business utilization
- Provide evidence of implementation of Owner responsibilities to SCO and HUB Office upon request
- Report on HUB participation in InterScope+



Good Faith Efforts:

Failure to file affidavit or documentation of good faith efforts is grounds for rejection of a bid.

No Replacement of minority vendors:

Exceptions (good cause, non-responsive, non-responsible, refusal to enter into contract)

- Approval for good cause needed from Owner, Director of SCO, and HUB Office Director.
- Good faith efforts apply to seeking a replacement.

Reports

- Annual reports of minority participation are based on completed projects (At Finalization) (reports posted on HUB Office website)
- At Award and at Finalization reports are shared with DOA leadership on a regular basis
- InterScope+ is the reporting system for construction spending and it requires certain triggers before counting spending toward minority participation.

Reporting Due Dates



Quarter 1 - October 10: Covers July - September

Quarter 2 - January 10: Covers October - December

Quarter 3 - April 10: Covers January - March

Quarter 4 - July 10: Covers April – June

Pulling HUB Reports



Programs Funds Change Request My Account Reports Forms Help

My Problem Reports

FAVORITE

2019 - State of North Carolina : Department of Administration : State

- Monthly Contracts Awarded
- Global and Institutional Reports
- Custom Reports
- SCO Reports
- SCO Archive Report
- Hub Participation**
- Hub Submissions

HUB Reports >>

Report Type: HUB Agency Category Summary ▼

Date Selection: HUB Agency Category Summary

HUB Status: HUB Agency Category by Department

HUB Data: HUB Agency Category by Agency

Interscope Department Summary

Interscope Department by Agency

Interscope Project Detail

Interscope Contractor Detail

Interscope Contractor Report Card

Search

HUB Agency Category Summary



InterSCOPE :: State Of North Carolina - State Construction Office USER: jguenther

Home Users Companies New FCAP Design Review Authorizations Programs Funds Change

HUB Participation Report

Report Type: HUB Agency Category Summary

Date Selection: By Fiscal Year By Date Range

Fiscal Year (Ending): 2019-2020

HUB Status: Certified

HUB Data: At Finalization

Fiscal Year	Start Date	End Date	All	Agency Category	Total Minority/Non-	Total Minority\$	Total Minority%
2019-2020	7/1/2019	6/30/2020	ALL	Cabinet	\$3,082,100.72	\$730,141.69	23.69 %
2019-2020	7/1/2019	6/30/2020	ALL	Community College	\$1,558,286.34	\$287,028.00	18.42 %
2019-2020	7/1/2019	6/30/2020	ALL	Council	\$0.00	\$0.00	0.00 %
2019-2020	7/1/2019	6/30/2020	ALL	Support	\$0.00	\$0.00	0.00 %
2019-2020	7/1/2019	6/30/2020	ALL	University	\$7,054,332.62	\$3,516,906.36	49.85 %

HUB Agency Category Report



Report Type:

HUB Agency Category:

HUB Agency:

Date Selection: By Fiscal Year By Date Range

Fiscal Year (Ending):

HUB Status:

HUB Data:

Only Report CNC Bond Projects?:

End Date	Agency Category	Agency	Total Minority/Non-	Total Minority\$	Total Minority%
6/30/2020	University	Appalachian State University	\$0.00	\$0.00	0.00 %
6/30/2020	University	East Carolina University	\$320,551.00	\$192,640.00	60.10 %
6/30/2020	University	Educational Institutions General	\$0.00	\$0.00	0.00 %
6/30/2020	University	Elizabeth City State University	\$67,927.00	\$38,083.00	56.06 %
6/30/2020	University	Fayetteville State University	\$24,000.00	\$24,000.00	100.00 %
6/30/2020	University	NC A & T State University	\$0.00	\$0.00	0.00 %
6/30/2020	University	NC Arboretum	\$19,501.41	\$0.00	0.00 %
6/30/2020	University	NC Central University	\$409,248.50	\$51,407.00	12.56 %
6/30/2020	University	NC School Of Science & Math	\$0.00	\$0.00	0.00 %
6/30/2020	University	NC State University	\$1,466,501.82	\$202,089.00	13.78 %
6/30/2020	University	UNC Asheville	\$228,782.89	\$198,000.00	86.54 %
6/30/2020	University	UNC Chapel Hill	\$1,544,035.00	\$2,236,402.00	14.49 %

InterScope+ Project Detail



Report Type:

 Department:

 Institution/Agency:

 Date Selection:

 By Fiscal Year

 By Date Range

 Fiscal Year (Ending):

 HUB Status:

 HUB Data:

 Only Report CNC Bond Projects?:

Agency	Agency	SCOID	PROJECT	Total Contract\$	Total HUB\$	Total HUB%
Educational Institutions (Universities)	East Carolina University	19439	Financial Services Building - Replace Built-up	\$191,315.00	\$191,315.00	100.00 %
Educational Institutions (Universities)	East Carolina University	20125	Domestic Water Service to Davidson CSLC	\$29,800.00	\$1,325.00	4.45 %
Educational Institutions (Universities)	East Carolina University	20441	Dowdy-Ficklen Stadium - North Side Lighting	\$99,436.00	\$0.00	0.00 %
Educational Institutions (Universities)	Elizabeth City State University	20588	Williams Hall Gym - Upfit	\$45,031.00	\$15,187.00	33.73 %
Educational Institutions (Universities)	Elizabeth City State University	20592	K.E. White AV addition	\$9,912.00	\$9,912.00	100.00 %
Educational Institutions (Universities)	Elizabeth City State University	21030	Bedell - Ridley CCTV	\$0.00	\$0.00	0.00 %
Educational Institutions (Universities)	Elizabeth City State University	21031	G.R. Little Theater	\$3,893.00	\$3,893.00	100.00 %
Educational Institutions (Universities)	Elizabeth City State University	21107	Vaughan PE Basketball Goal Replacement	\$9,091.00	\$9,091.00	100.00 %
Educational Institutions (Universities)	Fayetteville State University	21161	Repair & Construct Sidewalks East & West	\$24,000.00	\$24,000.00	100.00 %
Educational Institutions (Universities)	NC Arboretum	14401	Education Center Renovations	\$19,501.41	\$0.00	0.00 %
Educational Institutions (Universities)	NC Central University	18938	ADA sidewalk repairs	\$29,962.00	\$0.00	0.00 %
Educational Institutions (Universities)	NC Central University	20010	Walker Complex Emergency Repairs	\$14,200.00	\$0.00	0.00 %

InterScope+ Contractor Detail



Report Type:

Department:

Institution/Agency:

Date Selection: By Fiscal Year By Date Range

Fiscal Year (Ending):

HUB Status:

HUB Data:

Only Report CNC Bond Projects?:

	Agency	SCOID	PROJECT	Type	Award Date	Final Accept	Contractor	Prime?	CMAR Pkg	HUB Partic Amt	HUB Type	HUB Cert?
rsities)	UNC Chapel Hill	18-18950-01A-1	West Drive Street Improvements	Prime	8/28/2019		*Muter Construction, LLC	Y		\$838,482.00	F	Y
rsities)	UNC Chapel Hill	18-19279-01A-1	Fetzer Gymnasium, Equipment Room, EXSS	Prime	8/9/2019		BJs Cleaning Service	N		\$2,350.00	B	Y
rsities)	UNC Chapel Hill	18-19279-01A-1	Fetzer Gymnasium, Equipment Room, EXSS	Prime	8/9/2019		Custom Sheetmetal Services, Inc.	N		\$1,700.00	F	Y
rsities)	UNC Chapel Hill	18-19279-01A-1	Fetzer Gymnasium, Equipment Room, EXSS	Prime	8/9/2019		*Incline Construction, Inc.	Y		\$419,831.00	F	Y
rsities)	UNC Chapel Hill	18-19279-01A-1	Fetzer Gymnasium, Equipment Room, EXSS	Prime	8/9/2019		JAC Ventures, Inc.	N		\$9,450.00	F	Y
rsities)	UNC Chapel Hill	18-19362-01A-1	High Throughput Sequencing Facility Relocation	Prime	7/24/2019		BJs Cleaning Service	N		\$1,200.00	B	Y
rsities)	UNC Chapel Hill	18-19362-01A-1	High Throughput Sequencing Facility Relocation	Prime	7/24/2019		*Incline Construction, Inc.	Y		\$126,180.00	F	Y
rsities)	UNC Chapel Hill	18-19362-01A-1	High Throughput Sequencing Facility Relocation	Prime	7/24/2019		J. C. Electric, Inc. (JC)	N		\$62,000.00	F	Y
rsities)	UNC Chapel Hill	18-19362-01A-1	High Throughput Sequencing Facility Relocation	Prime	7/24/2019		Production Painting Company	N		\$4,820.00	B	Y
rsities)	UNC Chapel Hill	19-19959-01A-1	UNC Taylor Campus Health Backflow Upgrades	Prime	8/9/2019		J.V. Blackwell & Sons Trucking, Inc.	N		\$750.00	F	Y
rsities)	UNC Chapel Hill	19-20149-01A-1	Quail Hill HVAC Repairs	Prime	7/3/2019		*Muter Construction, LLC	Y		\$450,000.00	F	Y
rsities)	UNC Chapel Hill	18-20254-01A-1	Crane North Residence Hall Lounge Renovation	Prime	7/15/2019		J.C. Electric, Inc.	N		\$52,500.00	F	Y

HUB Submission Report



Department:

 Institution/Agency:

 Fiscal year:

Department	Fiscal Period	Q1 data to report?	Q2 data to report?	Q3 data to report?	Q4 data to report?
Alamance Community College	2018-2019	<input type="text"/>	<input type="text"/>	No Projects Finalized <input type="text"/>	<input type="text"/>
Asheville-Buncombe Technical Community College	2018-2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Beaufort County Community College	2018-2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bladen Community College	2018-2019	No Projects Finalized <input type="text"/>	No Projects Finalized <input type="text"/>	No Projects Finalized <input type="text"/>	<input type="text"/>
Blue Ridge Community College	2018-2019	<input type="text"/>	<input type="text"/>	No Projects Finalized <input type="text"/>	<input type="text"/>
Brunswick Community College	2018-2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Caldwell Community College & Tech. Inst.	2018-2019	\$1,979.17 <input type="text"/>	No Projects Finalized <input type="text"/>	No Projects Finalized <input type="text"/>	No Projects Finalized <input type="text"/>
Cape Fear Community College	2018-2019	\$73,000.00 <input type="text"/>	No Projects Finalized <input type="text"/>	<input type="text"/>	\$37,647.00 <input type="text"/>
Carteret Community College	2018-2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Catawba Valley Community College	2018-2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Central Carolina Community College	2018-2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Central Piedmont Community College	2018-2019	\$360,870.00 <input type="text"/>	No Projects Finalized <input type="text"/>	No Projects Finalized <input type="text"/>	No Projects Finalized <input type="text"/>

What does the HUB Office do with the data reported?



- Collect and analyze the data.
- Annual Report is shared with the DOA Secretary, General Assembly and NC citizens.
- Produce special reports upon request.
- Post results on HUB Office's website
 - Shows purchase totals by public entity grouped by type
 - Details spending by HUB category
 - Details which public entities did not report
- Annual and detailed reports are on HUB Office website: <https://ncadmin.nc.gov/hub-annual-reports>

HUB Annual Reports

2019 Historically Underutilized Businesses Annual Report

- [FY-18-19-Annual-Report-Goods-and-Services.pdf](#) 
- [FY-18-19-Annual-Construction-Report.pdf](#) 

2018 Historically Underutilized Businesses Annual Report

- [FY 17-18 Annual Report Goods and Services](#) 
- [FY 17-18 Annual Report Construction](#) 

2017 Historically Underutilized Businesses Annual Report

- [FY 16-17 Construction HUB Participation Report.pdf](#) 
- [FY 16-17 HUB Purchasing Detail Report.pdf](#) 

How to find / verify HUB Vendors



- Statewide Uniform Certification, Search for Vendor Information: <https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>
- All firms in this search are HUB certified firms
 - Count changes frequently
- Can search by company name, City, County, Commodities, Construction specialties
- Use “%” in front of your search criteria if the name of the company does not start with your search criteria.
 - Example: %fencing
- What if you cannot find a specific vendor with the search?
 - Ask the HUB Office to confirm if they are certified
 - Encourage the firm to become certified
 - Have the firm contact the HUB Office or send their information to us so we can contact them.

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Company Name	Address	City, State
Fortress Fencing LLC	402 Jones Ferry Road	Carrboro, NC
Jones Grading & Fencing, Inc.	704 W. Tremont Avenue	Charlotte, NC
Jones Grading & Fencing, Inc.	1726 Toal Street	Charlotte, NC
Maybury Fencing INC.	PO Box 1185	Norwood, NC
Quality & Precision Fencing/welding	4010 old chapel hill rd.ap1	Durham, NC

HUB Vendor Search Example: Alamance County

- As of Sept. 18, 2019 there were 40 entries for HUB Vendors in Alamance County.

- 5 of those HUB Vendors have a construction license.

- Click on the Company Name to get more information.

- HUB category listed

- No vendors found

Change Search New Search Create Excel Spreadsheet

Search Criteria:
HUB Certification: Yes
County: 'ALAMANCE'
Construction License: Yes

Hub Status Abbreviation:
B = Black, HA = Hispanic, AA = Asian American, AI = American Indian, W = Female, D = Disabled
SE = Socially and Economically Disadvantaged, DBE = Disabled Business Enterprise

Page 1 of 1 Total of 5 records found

Company Name	Address	City, State	County	Zip	Contact Info	HUB	Small Bus.
Electrical Technologies, Inc.	PO Box 5127	Burlington, NC	ALAMANCE	27216	Contact: Benkosky, Jennifer Phone: 336-578-7274 x Fax: 336-578-7275 Email: JenniferB@etiteam.com	W	Yes
Garner-Murphy Construction Inc.	130 Chuck Garner	Graham, NC	ALAMANCE	27258	Contact: Murphy, Robin	W	No

Change Search New Search Create Excel Spreadsheet

Search Criteria:
HUB Certification: Yes
County: 'HYDE'

Hub Status Abbreviation:
B = Black, HA = Hispanic, AA = Asian American, AI = American Indian, W = Female, D = Disabled
SE = Socially and Economically Disadvantaged, DBE = Disabled Business Enterprise

Page 1 of 1 Total of 0 records found

No vendors found!



Contact Information

- HUB Office
 - Website: <http://www.doa.nc.gov/hub/>
 - Main Office Phone: 919-807-2330
 - Email: HUBOffice.DOA@doa.nc.gov

- John Guenther, Compliance Officer
 - 919-807-2436
 - John.Guenther@doa.nc.gov

