

Facilities Management
Associate Vice Chancellor

Historically Underutilized Business Program

The mission of the Historically Underutilized Business (HUB) Program at UNCG is to *provide HUB businesses equal access to participate fully in all aspects of the University's construction and procurement opportunities*. Our program goals are to:

- Inform the HUB Community of the bidding processes, procurement and contracting opportunities at UNCG.
- *Strive to exceed the State's goal of 10% by establishing an UNCG goal of 15% of HUB participation.*
- Encourage the participation of the HUB designers and contractors in all aspects of UNCG construction process.
- Partner with surrounding universities and state agencies, community and trade organizations in outreach initiatives directed to increase the participation and success rate of HUB designers, contractors and vendors

OUTREACH, MONITORING & RECRUITMENT:

The University outreach efforts consist of broadening access to construction contract information, facilitating the development of relationships among the construction community, raising the awareness of the availability of HUBs, and providing assistance to contractors who have not historically participated in University construction projects. The following outreach efforts are targeted:

- The University's outreach efforts to reach HUB contractors will be open to all contractors, including those who have not historically participated in University construction projects.
- The University will meet with community organizations, trade groups, and others as requested for the purpose of providing information on upcoming bid opportunities, issues related to doing business with the University, and improving relations.
- The University will implement an ongoing communications program that will incorporate a variety of methods for disseminating information regarding construction opportunities and procedures. The program will include the use of news media, brochures, email announcements, grass roots efforts, and direct mailing to contracting organizations and advocacy groups.
- The University will ensure that project plans are available for review by potential contractors for an appropriate length of time to provide the information needed for the submission of professional bids.
- The University will maintain records for public review of the scope of each project, the award amount, the contract duration, and the final construction amount.
- The University will sponsor and participate in workshops, seminars and trade fairs that provide opportunities to educate HUBs, recruit HUBs and facilitate interaction between minority and non-minority firms.

- The University will continue to use the HUB directory maintained by the Office for Historically Underutilized Businesses as its primary source of identifying HUB firms. The University will also use local HUB directories that have been approved by the Office for Historically Underutilized Business. The University will use, the directories to recruit HUBs; notify HUBs of upcoming bid opportunities and inform HUBs of outreach sessions. The constituent institutions will continue to build upon established relationships with local HUB offices and minority trade organizations to utilize their services to assist with identification of HUB contractors.
- The University will make a recommendation as to the apparent low bidder's responsiveness to the provisions of the Plan. Each campus shall establish a "good faith committee" to review bids if consideration is being given to rejecting a bid for lack of a good faith effort. The committee should offer the contractor an opportunity to defend his/her good faith effort before a decision is made. If the committee recommends rejecting the bid, the committee shall document its reasons for making this recommendation and shall seek the chancellor's review. If the chancellor concurs, the recommendation will be forwarded to the Vice President for Finance for review. If the Vice President for Finance agrees, then the University should recommend award to the next lowest bidder who did make a good faith effort (for projects within the construction download) or should request that the State Construction office do so for projects above the construction download. Pursuant to North Carolina General Statutes, contractors who fail to achieve the goals specified in this Plan and who fail to make good faith efforts to achieve the goals may have their bids rejected as non-responsive.

REPORTING:

On projects that are greater than \$500,000, G.S 143-128.3 requires the University to report the following information quarterly to the Department of Administration, Office of Historically Underutilized Business.

- 1) The verifiable percentage goal.
- 2) The type and total dollar value of the project, minority business utilization by minority business category, trade, total dollar value of contracts awarded to each minority group for each project, the applicable good faith effort guidelines or rules used to recruit minority business participation, and good faith documentation accepted by the public entity from the successful bidder.
- 3) The utilization of minority businesses under the various construction methods.

On projects that are between \$5,000 and \$500,000, G.S. 143-131 requires each constituent university to maintain records of contractors solicited and document efforts to recruit minority business participation in those contracts. Data, including the type of project, total dollar value of the project, dollar value of minority business participation on each project, and documentation of efforts to recruit minority participation must be reported to the Department of Administration's Office for Historically Underutilized Business, upon the completion of the project

The University will also provide periodic updates and reports on the status of its efforts to The University of North Carolina Board of Governors; the North Carolina General Assembly; members of the North Carolina Legislative Black Caucus, the Bond Oversight Committee, and others

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