

CENTRAL PIEDMONT COMMUNITY COLLEGE

**PLAN FOR PARTICIPATION BY HISTORICALLY
UNDERUTILIZED BUSINESSES (HUBs)**

IN THE

**PROCUREMENT AND CONTRACTING OF
GOODS AND SERVICES**

April 17, 2017

(Original Plan Dated October 27, 2001)

**Central Piedmont Community College
Plan for Participation by Historically Underutilized Businesses**

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DEFINITIONS

Historically Underutilized Businesses (HUBs) are businesses

- In which at least 51% of the business, or of the stock of the corporation, is owned by one or more minority persons, women, or persons with disabilities, **and**
- Of which one or more minority persons, women, or persons with disabilities control the management and daily business operations.

Minority person means a person who is a citizen or lawful permanent resident of the United States and who is either

- Black, i.e., a person having origins in any of the black racial groups in Africa.
- Hispanic, i.e., a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.
- Asian-American, i.e., a person having origins in any of the original people of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands.
- American Indian or Alaskan Native, i.e., a person having origins in any of the original peoples of North America.

See NCGS 143-48b(2) and NCGS 143-128(f)(2)(a-d).

Disabled-owned business enterprise (DBE-O) is a business owned and controlled (as defined in the HUB definition) by a non-white person or persons with disabilities. See NCGS 143-48b(3) and NCGS 168-1.

Minority-owned business enterprise (MBE) is a business that is owned and controlled (as defined in the HUB definition) by one or more minority persons.

Person with disabilities means a person with physical, mental, and visual disabilities. See NCGS 143-48b(3) and NCGS 168-1.

Women-owned business enterprise (WBE) is a business that is owned and controlled (as defined in the HUB definition) by one or more non-minority women.

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MISSION AND GOALS

Central Piedmont Community College (CPCC) is committed in good faith to encouraging and promoting opportunities for all vendors and contractors who participate in CPCC's procurement and construction processes, without regard for race, color, national origin, gender, or disability. To foster more diverse participation, the goal of CPCC is to meet or exceed the established State goals for purchases from Historically Underutilized Businesses (HUBs). Accordingly, CPCC seeks to:

- Procure at least 10% of goods and services from HUB vendors.
- Achieve at least 10% minority participation in the total value of construction contracts awarded.

OBJECTIVES

The objectives of this Plan for HUB Participation are:

- A. Strive to achieve the goal of procuring at least 10% of goods and services purchases from HUB vendors, while complying with State statutes, policies and regulations regarding bidding and purchasing.
- B. Strive to achieve the goal of awarding at least 10% of total contracts awarded from HUB contractors while complying with State statutes, policies, and regulations regarding bidding and contracting.
- C. Engage consultant(s) and cooperate with commodity and services vendors, construction designers, general contractors, and construction managers to stimulate opportunities for participation by HUB vendors.
- D. Provide College staff with information and training to ensure the absence of barriers that may reduce the participation of HUB vendors in procurement and contracting.
- E. Report accurately on HUB participation achievements of CPCC on a timely basis.
- F. Comply with State requirements related to HUB participation in procurement, services, and construction contracts.

RESPONSIBILITY

The Vice-President of Finance and Administrative Services is responsible for the implementation of this Plan for HUB Participation. The Vice-President of Finance and Administrative Services delegates' responsibility for its day-to-day management and reporting as further outlined in this plan.

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ACTION PLAN

Internal Staff Training

CPCC's procurement personnel will conduct training for CPCC. The training will include an overview of CPCC's HUB goals and familiarize staff on how to locate HUB vendors and service providers.

Purchasing

- A. The Executive Director of Financial Services will publish the name of CPCC's primary contact person for HUB-related questions and purchasing issues.
- B. Per the above, the Procurement Office provides training to CPCC staff to minimize and remove barriers that may reduce the participation of HUB vendors and service providers from procurement opportunities at CPCC.
- C. Purchasing personnel, when dealing with items that are on a State Term Contract, make a "good faith effort" in considering the selection of a HUB vendor, when available, as long as the commodities meet CPCC's needs and are based on the best value in terms of price and service.
- D. Purchasing personnel, when dealing with items that are not on State Term Contract, will solicit quotes from HUB vendors, when available, in a "good faith effort" to increase participation by HUB vendors. End users are encouraged to select a HUB provider when entering e-quote requests into E-Procurement, if a HUB vendor offers the product/service needed.

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Construction

The Manager(s) of Facilities Design and Construction for CPCC will:

- A. Publish the name of CPCC's primary contact person for construction-related questions.
- B. Provide the "Payments to Historically Underutilized Businesses" form to be completed by all contractors, subcontractors, and designers for the collection of data on their monthly expenditures for HUB contractors, subcontractors, and material suppliers. This data should be collected for all tiers of contracting within the project and will show a breakdown as defined in NC GS 143.128.2(g) and GS 143-48. Contractors and designers will submit this data to CPCC or its agents with each monthly payment request. CPCC will retain these forms and aggregate the data for reporting to the CPCC Cabinet, Board of Trustees, and State agencies.
- C. Provide information received from contractors, subcontractors, and designers to the Procurement Director for aggregating into the required formats for further dissemination. HUB Information for construction projects of \$300,000 or more is reported via the State construction's InterScope Plus software as the project progresses.
- D. Remind the CPCC Board of Trustees to consider design firms or construction management agents that are HUBs and/or that are committed to increasing the participation of HUB contractors and material suppliers on construction projects.
- E. Ensure that the designers, construction management agents, or other agents of CPCC encourage and solicit interest on projects among potential HUB bidders.
- F. Remain current with the State Office of Construction (SCO's) "Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts." Encourage designers, construction management agents, and/or other agents of CPCC to comply with these guidelines.
- G. Strive to create opportunities for HUB firms to become acquainted with designers and contractors through pre-bid conferences, vendor fairs, and other mechanisms.
- H. Maintain documentation of contacts and/or correspondence, with HUB firms made by CPCC or its agents to prove efforts to meet the current goals.
- I. Ensure that prequalified HUB contractors or subcontractors have access to project bidding documents through CPCC's construction manager agency website, Purchasing Department, or other mechanisms.
- J. State funded projects where the project cost is one hundred thousand dollars (\$100,000) or more shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of the work (NC GS 143.128.2, GS 143-131.) CPCC and/or its agents will review the contractor's documents for good faith efforts to seek HUB participants to insure compliance prior to recommendation for contract award.
- K. Compare lists from each prime contractor of all subcontractors they intend to use with the information reported on the monthly "Payments to Historically Underutilized Businesses" to ensure that contractors and subcontractors are achieving their good faith efforts.

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Outreach

- A. The Procurement and Facilities Departments participate, sponsors and presents at Charlotte’s Minority Enterprise Development Week.
- B. Procurement personnel reach out to potential HUB vendors to provide them with the North Carolina Office of Historically Underutilized Businesses website. This gives them the necessary information to determine if they are qualified to become an NC-Certified HUB vendor and to begin the registration process.
- C. The North Carolina Office of Historically Underutilized Businesses (“HUB Office”) website is used by purchasing personnel to encourage CPCC staff to approach HUB vendors.

Review, Evaluation, and Reporting

Using information provided by the Procurement Department, the Executive Director of Institutional Equity and Title IX Coordinator will report semiannually on CPCC’s progress towards goals. Reports are submitted to the Vice President of Finance and Administrative Services, College Cabinet, and Board of Trustees. If goals are not achieved, CPCC will analyze to determine if a different course of action is warranted.

The Procurement Department will gather electronic data from vendor files to complete the Quarterly HUB report. The Supervisor of Procurement will send the finished report to the North Carolina Office of Historically Underutilized Businesses (“HUB Office”) through the North Carolina Interactive Purchasing System.

PROCEDURES FOR RESOLVING COMPLAINTS

Complaints regarding purchasing practices for bid contracts awarded by CPCC must be in writing and addressed to the Procurement Office. The request must be received in the Procurement Office within thirty (30) consecutive calendar days from the date of the contract award and must contain specific, sound reasons and supporting documentation. All protests will be handled pursuant to the NC Administrative Code, Title I, Department of Administration, Chapter 5, Purchase and Contract Section 5B.1519.

If CPCC is made aware of a construction contractor not making timely or proper payments to subcontractors in violation of NCGS 143-134.1, the Manager of Facilities Design and Construction will investigate the allegations and take steps permitted within the law to resolve the situation.