



Historically Underutilized Business Non-Construction Related Procurement

June 15, 2021

HUB Non-Construction Purchases

- Review of Overall HUB Participation
- Legal Authority and Information
- Goals and Mission
- How to Solicit Participation?
- Strategies to Increase Participation
- Capturing Data Accurately

Legal Authority and Information

- G.S. 143-128.2
 - The State shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each State building project, including building projects done by a private entity on a facility to be leased or purchased by the State.
- Board Policy 8360.8
 - The Board affirms the state's commitment to encourage the participation of historically underutilized businesses in purchasing functions. The Board will comply with all legal requirements and policy standards.

Legal Authority and Information

Unlike bidding for Capital Projects where HUB participation is required WCPSS can not legally require a vendor to register with the State of North Carolina Historically Underutilized Business Division.

Goals and Mission

Our goal is to provide service, training and value to the procurement process of supplies, materials and services needed to support the education of our students. In doing so we promote and support maximizing and strengthening relationships with minority and women owned business enterprises.

Strategies to Increase Participation

General Statutes are very specific regarding the methodology and action for the procurement of goods and services by WCPSS. Goods are required to be awarded to the lowest responsible/responsive bidder. WCPSS can not award based on preference. However, it is critical that we continue outreach through multiple avenues to assist the entire vendor community in the procurement process.

How do We Solicit Participation?

Solicitation and Outreach

- Open bid or proposal requests are published on the NC IPS System at <https://www.ips.state.nc.us/IPS/Default.aspx> (an electronic notification is generated to all registered vendors within NC's vendor data base) and WCPSS at <https://webarchive.wcpss.net/about-us/purchasing/open-bids.html>
- Additional postings are placed directly on the NC Historically Underutilized Business website for services at <https://ncadmin.nc.gov/businesses/hub/events>
These postings do not generate an electronic notification to vendors.

How do We Solicit Participation.....Continued

Vendors are urged and encouraged to register with the NC Department of Administration's Historically Underutilized Business Division at <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub> as the Purchasing department works closely with staff to identify potential vendors for various commodities

When soliciting quotes and bids for services and materials the solicitation document contains registration and disclosure information requests for vendors to complete prior to submitting their proposals or bids. Purchasing can not register vendors.

What is Purchasing Doing to Increase Participation?

- Buyers are required to seek HUB vendor participation
- All formal and informal bid requests include language and templates to capture HUB data from each vendor participating.
- Staff have participated in the Carolina Association of Governmental Purchasers Association, NC Division of Purchase and Contract, NC Historically Underutilized Business and UNC School of Government training events related to HUB/MWBE federal and state requirements.

What is Purchasing Doing to Increase Participation?

- Staff routinely participate in vendor fairs for Small and Historically Underutilized Businesses
- Prior to Covid, HUB vendors were offered opportunities to meet with purchasing staff one on one to familiarize staff with their commodities and allow staff to familiarize vendors with processes related to “How to do business with WCPSS”. Vendors are once again being encouraged to contact Purchasing for a networking meeting to share information either virtually or in person.
- Purchasing established a Purchasing 101 training module for schools and departments that includes information related to the use and availability of minority/women owned business enterprises. End users are encouraged to seek HUB participation when seeking quotes.

What is Purchasing Doing to Increase Participation?

- Solicitations for goods and services are posted on the NC Interactive Purchasing System to enable all registered vendors to participate. Vendors receive an email when commodities they have identified are posted.
- An additional posting template is available on the NC HUB site for posting services and goods. Both the NC IPS and HUB stand alone sites require a minimum posting of 10 days)
- Requests for quotes and proposals are posted on the WCPSS public web page

What is Purchasing Doing to Increase Participation?

- M&O service contracts are posted to the NC IPS site as well advertised in print media to allow for additional exposure to HUB vendors.
- Purchasing subscribes to list serves to monitor and network with agencies, institutions and vendors to seek additional vendor opportunities. Through this participation and networking, WCPSS has increased HUB participation and awards to published material and science equipment and supply vendors. Two commodities that in the past were extremely difficult to find participating vendors.
- HUB vendors are listed with the link to the state site on the Purchasing Wake Connect page for end users to reference. During the 101 training end users are shown how to access and use.

What is Purchasing Doing to Increase Participation?

The use of cooperative purchasing contracts is limited. End users are discouraged from using the contracts within their threshold delegations as these contracts are not typically advertised in NC and as a result there is limited exposure to NC HUB vendors. Prior to using a cooperative contract, Purchasing scrutinizes each individual contract for compliance with State and Federal law. Although these contracts are convenient for end users, they are not conducive with goals for increasing HUB participation, thus resulting in a decrease of approved use.

Are We Capturing All of Our HUB Vendors?

The Oracle purchasing model is not currently integrated with third party software to assist in identifying or capturing HUB vendors.

When WCPSS creates a vendor, the information is entered into the Oracle system utilizing the WCPSS Vendor Information form.

Quarterly, a download from NCID is performed to reconcile the WCPSS vendor file prior to submitting quarterly reports.

Are We Capturing All of Our HUB Vendors?

Examples (Vendors Not Being Captured)

- EC Transportation Vendors: Approximate contract spend – 10 million dollars. There are six vendors that provide services that qualify to register with the State of NC as a minority or woman owned business enterprise. 0 are registered.
- Custodial Services Vendors: Approximate contract spend – 7.4 million dollars. There are four vendors that provide services. Three qualify to register with the State of NC as a minority or woman owned business enterprise. 2 are registered. The third vendor has been encouraged to register for over two years. To date, they still have not registered.

Are We Capturing All of Our HUB Vendors?

Examples (Out-Of-State Vendors Not Being Captured)

- PPE Suppliers and Out of State Federally Funded Purchases

PPE supplies were purchased from vendors who qualify under the definition but because they are not registered with NC HUB their participation is not captured. The request for quote was issued with Uniform Guidance terms and conditions that require vendors to include their information. This data could not be captured in spend analysis because the vendor was not registered with the NC HUB office.

Continuing the Work

Purchasing is currently reviewing the organizational structure and staffing needs of the department to determine how additional staffing could assist in expanding HUB participation.

Continuing the Work

With continued support and determination, WCPSS will continue to work together to seek opportunities that promote and support maximizing and strengthening relationships with our vendor community. Through education, training, awareness and the proper tools we can build a comprehensive data base that offers equity and participation at all levels of procurement.

Questions

