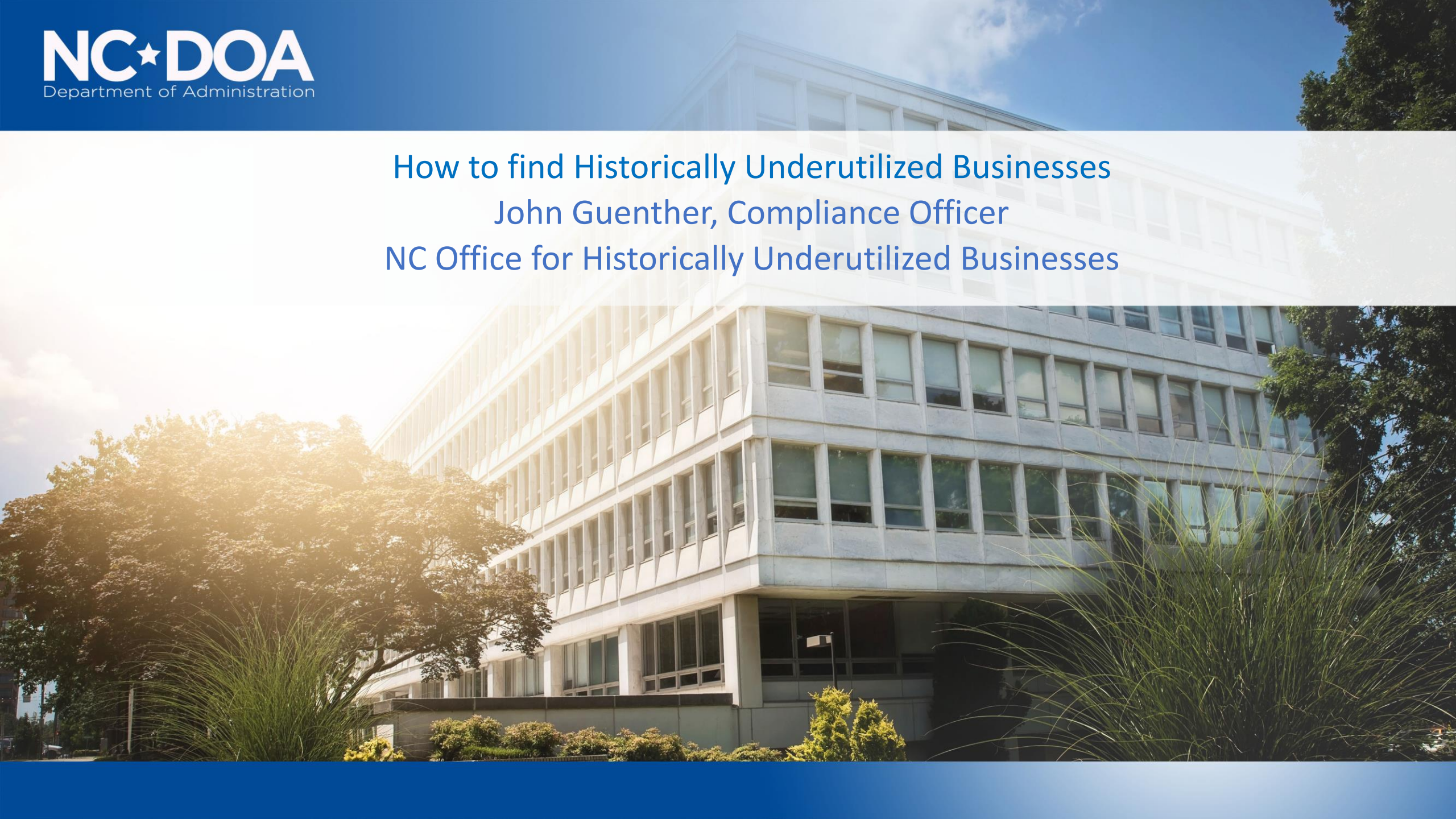


How to find Historically Underutilized Businesses  
John Guenther, Compliance Officer  
NC Office for Historically Underutilized Businesses





# What is a HUB?

- Per NC General Statute [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).

## HUB Certification Categories

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



**1. Register in eVP (NC electronic Vendor Portal)**

- Firms need to register for both IPS and HUB
- E-Procurement registration is optional  
<https://vendor.ncgov.com/vendor/login>

**2. Submit completed and signed Statewide Uniform Certification Application**

<https://files.nc.gov/ncdoa/hub/SWUC-Application-Revised-10-19-2016.pdf>

**3. Submit required documents**

<https://files.nc.gov/ncdoa/New%20Certification%20Required%20Documents%20-final.pdf>

Certification lasts 4 Years, with 4-year recertification process.

It takes 45-90 days to determine if HUB once all documentation is received.

Reciprocity options if already certificated in a nearby state.

Vendors get a certification letter, there is no HUB certification number.



## Why do HUBs need to be certified?

- According to NC General Statute [143-128.4 \(e\)](#):

“Only businesses certified in accordance with this section shall be considered by State departments, agencies, and institutions, and political subdivisions of the State as historically underutilized businesses for minority business participation purposes under this Chapter.”

- Some support programs are only available to certified HUBs.



## How do firms get help with HUB certification?

- They can watch the certification training webinar available at: <https://www.youtube.com/watch?v=W4U8hbG7bVE>
- They can contact the HUB Office
  - Phone: 984-236-0130
  - [huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov)



## North Carolina Small Business Enterprise Certification Criteria

Governor Roy Cooper issued Executive Order 143 to support and address the impacts of COVID-19 on Small Historically Underutilized businesses. The HUB Office was charged with creating a Small Business Enterprise (NCSBE) program. The NCSBE program is race, ethnicity and gender neutral.

### Criteria

- For Profit business headquartered in North Carolina.
- The firm has an annual net income of not more than \$1,500,000, after cost of Goods Sold is deducted.
- The firm must have 100 or fewer employees.



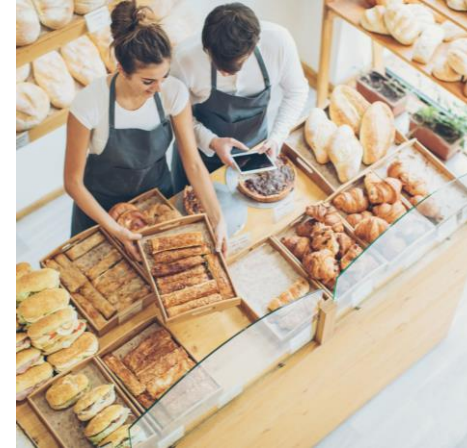


## NCSBE Certification Process

**HUB FIRM:** Actively HUB certified firms, that meet NCSBE standards, can be certified as a NCSBE vendor with the submission of an [affirmation letter](https://files.nc.gov/ncdoa/documents/files/NCSBE-Affirmation-Letter-02.17.2021.pdf): <https://files.nc.gov/ncdoa/documents/files/NCSBE-Affirmation-Letter-02.17.2021.pdf>.

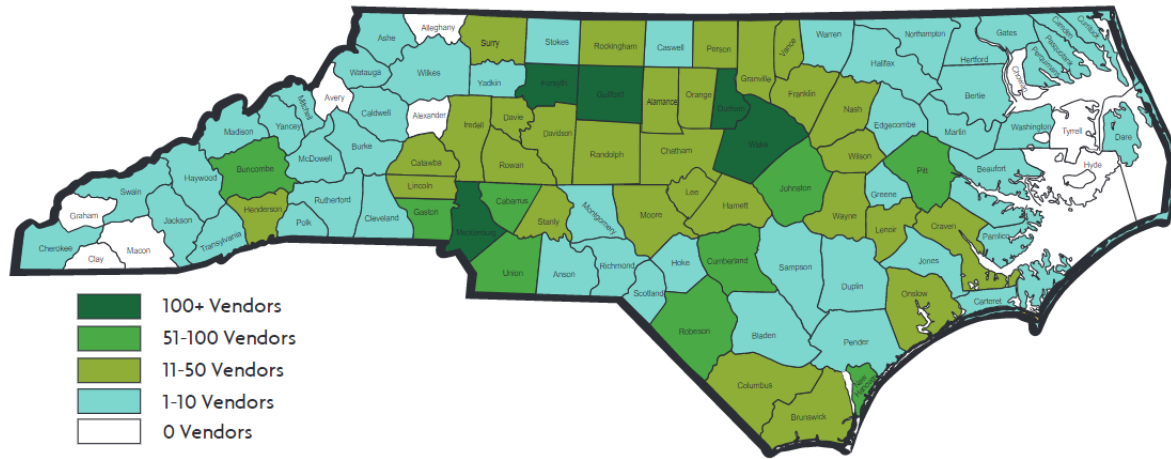
**NON-HUB FIRM:** A firm that is **not** HUB certified can apply for NCSBE certification by submitting...

- the NCSBE application [https://files.nc.gov/ncdoa/documents/files/NCSBE-Application-revised-061721\\_Fillable.pdf](https://files.nc.gov/ncdoa/documents/files/NCSBE-Application-revised-061721_Fillable.pdf)
- and required documents <https://files.nc.gov/ncdoa/documents/files/NCSBE-Required-Documents-0821.pdf>



# Vendors in North Carolina

HUB Certifications in North Carolina (October, 2021)

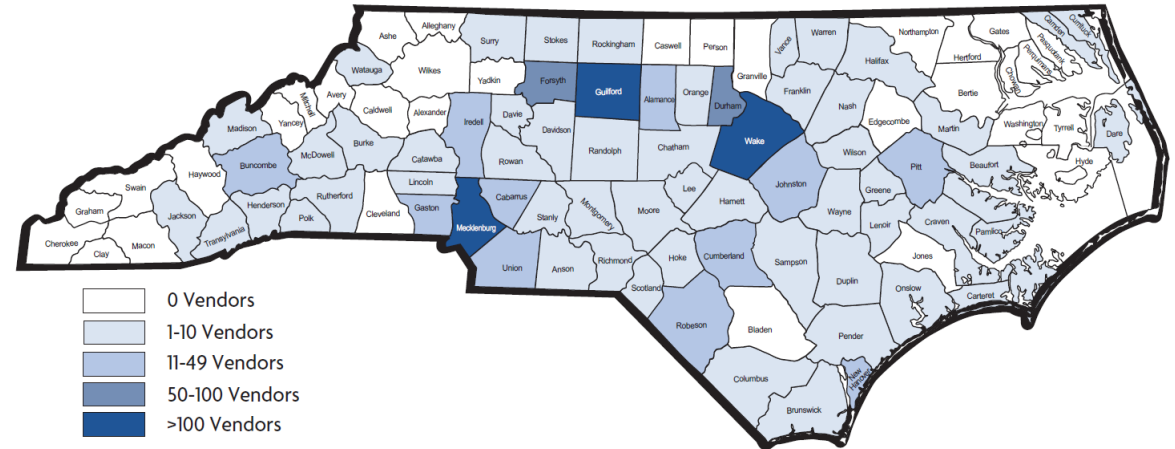


Total HUB Certified Vendors as of December 6, 2021: 5,683  
# certified or recertified since July 1, 2021: 858

HUB Vendor Search (can look for HUBs that are also NCSBE):

<https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>

North Carolina Certified Small Business Enterprises by County



Total Certified NCSBEs as of December 6, 2021: 1,745  
# certified or recertified since July 1, 2021: 351

NCSBEs (HUB & non-HUB) can be found using the IPS Search for Vendor Information:

<https://www.ips.state.nc.us/vendor/searchvendor.aspx>



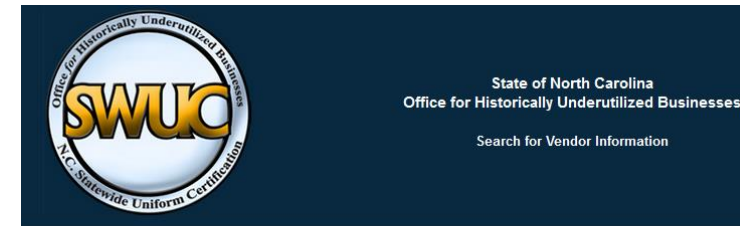


# How to find HUB vendors?

# Statewide Uniform Certification Search for Vendor Information



- The HUB Office maintains the 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. You can opt to search for NCSBE certified firms.
  - Count changes frequently.
- You can search by company name, City, County, Commodities, Construction specialties.
- For company name search type in first 3-4 letters of company name (search is very literal).
- Use “%” in front of your search criteria if the name of the company does not start with your search criteria. Example: %plumb (to find plumbers).



This page allows you to search for vendors by one or more selection criteria. To search for a vendor, enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Vendor Number:

Company Name:  (type in just the first 3 or 4 letters to expand your results)

Contact Last Name:  (type in just the first 3 or 4 letters to expand your results)

Email Address:  (type in just the first 3 or 4 letters to expand your results)

HUB Certification: Yes

Small Business: Not Specified

City:

County:  Hold down the control(Ctrl) key and click to select multiple counties.

- ALAMANCE
- ALEXANDER
- ALLEGHANY

Page 1 of 1

<u>Company Name</u>	<u>Address</u>	<u>City, State</u>
<a href="#">Fortress Fencing LLC</a>	402 Jones Ferry Road	Carrboro, NC
<a href="#">Jones Grading &amp; Fencing, Inc.</a>	704 W. Tremont Avenue	Charlotte, NC
<a href="#">Jones Grading &amp; Fencing, Inc.</a>	1726 Toal Street	Charlotte, NC
<a href="#">Maybury Fencing INC.</a>	PO Box 1185	Norwood, NC
<a href="#">Quality &amp; Precision Fencing/welding</a>	4010 old chapel hill rd.apt1	Durham, NC

# HUB Vendor Search Example:



- Click "Create Excel Spreadsheet" to download the list into Excel.

Change Search New Search **Create Excel Spreadsheet**

- Search Criteria are shown for each search.

**Search Criteria:**  
**HUB Certification:** Yes  
**County:** 'BRUNSWICK'  
**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 2 Total of 20 records found

- Click on the Company Name to get more information, like commodity codes and construction codes selected by vendor.

Company Name	Address	City, State	County	Zip	Contact Info	NC HUB	Small SBE	Bus.
<a href="#">Advanced concepts of southport inc</a> Advanced Concepts of Southport INC	516 lord street	southpoirt, NC	BRUNSWICK	28461	Contact: frink, jwantana Phone: 910-352-8025 x  TollFree: 910-713-0030 Email: <a href="mailto:jgfrink@att.net">jgfrink@att.net</a>	B	Yes	Yes
<a href="#">B &amp; B Crane Service, LLC</a>	5007 Northside Dr PO Box 1594	Shallotte, NC	BRUNSWICK	28459-1594	Contact: Powell, Megan Phone: 910-755-5668 x Fax: 910-754-9381  Email: <a href="mailto:office@bandbcraneservice.com">office@bandbcraneservice.com</a>	W	No	Yes

- If no results:

Change Search New Search Create Excel Spreadsheet

**Search Criteria:**  
**HUB Certification:** Yes  
**County:** 'ALEXANDER'

**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

Total of 0 records found

No vendors found!



## NC Interactive Purchasing System (IPS)

- Available for use by public entities (account may need to be set up if not already in place).
- Certain IPS users can log in and post RFPs.
- IPS public site: <https://www.ips.state.nc.us/ips/>
- E-mails sent to vendors that selected codes indicated in the IPS posting (HUB & Non-HUB).

Construction Services

Bid Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	Help
<a href="#">SCO-17-16830-01A</a>	DPS - Div. of Adult Correction -Nash C.I - Roof Replacement at 4 Dorms <b>Mandatory Conf/Site Visit: 06/21/2017</b> A MANDATORY pre-bid meeting will be held on 06/21/2017 at 10:00am	6/5/2017	7/13/2017	02:00 PM ET	<a href="#">SCO-</a>
<a href="#">345-17-C0820</a>	Newbury Way Sewer Relay <b>Mandatory Conf/Site Visit: 06/13/2017</b> Pre-Bid is NOT mandatory	6/1/2017	7/11/2017	11:00 AM ET	<a href="#">345-</a>
<a href="#">SCO-16-13021-01A</a>	DHHS-Neuro-Medical Treatment Center- ELC-1 Building Alterations A pre-bid meeting will be held on Wednesday, June 21, 2017 at 10:00am	5/25/2017	7/6/2017	02:00 PM ET	<a href="#">SCO-</a>
<a href="#">323-17-184</a>	Request For Bid for Willow Drive	6/2/2017	6/30/2017	3:00 PM	<a href="#">323</a>

- Anyone can submit a bid opportunity.
- Minimum of 12 days before bids due (2 business days for posting, 10 calendar days before bids due).
- Bid Submission address: <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/submit-contractor-bid-opportunity-hub>

## Organization Information

Organization Submitting BID Notification \*

## BID Information

BID Due Time \*

Hour  :   am  pm

BID Due Date \*

Month  Day  Year

BID Location Street Address \*

City \*

## Upcoming Events - HUB Bid Opportunities

145 upcoming events

Starts

12/28/2021

E.g., 12/28/2021

Search for project or city

Apply

Reset

### Tuesday, December 28, 2021

[Robeson County - RFQ Engineering Services Town Of Fairmont Wastewater Treatment Plant - Lumberton, NC](#)

TUESDAY, DECEMBER 28, 2021  
550 NORTH CHESTNUT STREET  
LUMBERTON, NC 28358  
UNITED STATES

- **Minority Print Media / Websites :**

<https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/business-resources/minority-print-media>

- List shows publisher, location, contact information, coverage area and circulation frequency.
- Ads can be placed for a cost.

- **Construction Contracting Organizations:**

<https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/business-resources/construction-contracting>

- Many will post bid opportunities for their members.

NC Office for Historically Underutilized Businesses

[huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov)

984-236-0130