**City of Wilson**

**Minority Business Participation Outreach Plan**

**HUB Certification**

**How do I participate?**

* In order to participate, you must first become a certified minority or woman-owned business with the State of North Carolina. Certification is handled through the NC Department of Administration’s Office for Historically Underutilized Businesses. Through Vendor Link, the online vendor registration software, businesses may register with the State and verify their status as a HUB vendor. Registration not only certifies you to do business with the City of Wilson as a M/WBE but also makes you eligible for work with the State of NC.
* If you would like to be certified, please visit the [NC Department of Administration’s Office for Historically Underutilized Businesses](http://www.doa.state.nc.us/hub/) and complete the online application. The application process takes approximately 6-8 weeks.

North Carolina General Statute 143-128.2 defines a “minority business” as a business that is:

* At least 51% owned and controlled by one or more minority persons or socially and economically disadvantaged individuals. The statute also includes corporations in which at least 51% of stock is owned by one or more minority or socially and economically disadvantaged individuals.

The statute defines the term “minority person” as the following:

* Black
* Hispanic
* Asian American
* American Indian
* Female

A “socially and economically disadvantaged individual” is defined by reference to a federal statute (15 U.S. C. § 637). Socially disadvantaged individuals are:

* “those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.” Economically disadvantaged individuals “are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not socially disadvantaged.”

The City of Wilson provides minorities and women equal opportunity for participating in all aspects of the City’s contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.  We consider the participation of minority and women-owned businesses and the value of the quality and diversity of goods and services provided an investment.  Any subsequent growth of businesses related to minority business participation parallels greater economic expansion, more jobs, and increased revenue to build our future.

The following is the City of Wilson Minority Business Participation Outreach Plan for the purpose of complying with Senate Bill 914, adopted December 6, 2001, and effective January 1, 2002. This plan remains in effect until statutory or procurement rules changes or policy effectiveness dictate amendment.

The purpose of this plan is to assist the City of Wilson in the attainment of the City’s goal of 5% minority business participation in all construction contracts, {adopted February 1, 1990}.  To encourage minority business participation in all construction contracts to which Senate Bill 914 applies, the City of Wilson will perform the following:

The City of Wilson will research the Historically Underutilized Business (HUB) resources as projects are about to be advertised and record all HUBs registered. The resources to be checked are as follows:

State of North Carolina, Department of Administration, HUB website database  
N.C. Department of Transportation HUB site and the City of Raleigh, HUB Directory.

* The City of Wilson will, on or before any publication of a notice of bid, email or mail a copy of the notice of bid to selected HUB’s, which have registered with any of the above sites, for the particular category being bid. The City of Wilson will maintain a listing of all HUB’s who contact the City of Wilson to request that they be notified of a public bid offering. All HUB’s on such list will be furnished a copy of all advertisements for invitations for bid in the categories they have requested.
* The City of Wilson will advertise on their website via: [Vendor Registration/ Bid Opportunites/ Surplus Items | Wilson, NC](https://www.wilsonnc.org/residents/all-departments/financial-services/purchasing/bid-request-system-173) The advertisement will be at least ten (10) days in advance of the bid opening. The advertisement will include a description of the work for which the bid is being solicited, the date, the time, and location where bids may be submitted and where bids will be opened, the name of the city employee or representative who is available to answer questions about the project, where bid documents may be reviewed or a copy obtained, and any other special requirements that may exist.
* A representative of the City of Wilson will attend all scheduled pre-bid conferences conducted for projects to which Senate Bill 914 applies. At the pre-bid conference, the representative will furnish a list of all HUB’s in the applicable bid category, of which the City of Wilson is aware. The City of Wilson will furnish, upon request, a copy of this Minority Business Participation Outreach Plan.
* The City of Wilson, its employees, and its consultants will take necessary measures to encourage the education, recruitment, and interaction between minority businesses, non-minority businesses and the City of Wilson.

The Purchasing Manager will ensure compliance to this policy.