GENERAL

The Project Managers/Representatives of UNCG will strive to notify minority businesses of opportunities to submit quotes or bids for projects and to continue to take every measure to meet or exceed the State’s goal of 10% HUB participation (15%-UNCG). Modifications and additions will be made as required based on changes to the governing requirements and this University’s construction program.

INFORMAL PROJECTS

On project between $5,000 and $500,000, the HUB Coordinator is to receive the following documents for review and approval from the Project Manager/Representative of Facilities Design and Construction, Facilities Operations, the Office of Real Property and Auxiliary Facilities and Office of Residence Life no less than 5 days prior to project start date:

- Contractor’s project quote or bid with the following documents:
  1. **Affidavit A: Listing of Good Faith Efforts**
     - 50 points earned from the good faith efforts listed for the bid to be considered responsive
     - Signature and notarization of affidavit
  2. **Affidavit B: Intent To Perform Contract With Own Workforce**
     - Submitted **ONLY** if the contractor will self-perform the entire scope of work.
     - Signature and notarization of affidavit
  3. **Identification of Certified/Minority Business Participation**
     - Identification of HUB subcontractor, vendor, supplier or professional services to be use on this project.

Project documents that does not include the **Identification of Minority Business Participation** form and **Affidavit A** OR the **Identification of Minority Business Participation** form and **Affidavit B**, will not be approved.

INFORMAL PROJECT (BID PROJECT)

The HUB Coordinator is to receive the following documents for review and approval from the Project Manager/Representative of Facilities Design and Construction, Facilities Operations, the Office of Real Property and Auxiliary Facilities, and Office of Residence Life no less than 5 days prior to project start date:

- Contractor’s project quote or bid with the following documents:
  1. **Affidavit A: Listing of Good Faith Efforts**
     - 50 points earned from the good faith efforts listed for the bid to be considered responsive
     - Signature and notarization of affidavit
  2. **Affidavit B: Intent To Perform Contract With Own Workforce**
     - Submitted **ONLY** if the contractor will self-perform the entire scope of work.
     - Signature and notarization of affidavit
  3. **Identification of Certified/Minority Business Participation**
     - Identification of HUB subcontractor, vendor, supplier or professional services to be use on this project.
After Bid Opening: Within 72 hours of notifying the apparent low bidder:

1. Certified Bid Tabulation
2. Apparent Low Bidder’s proposal
   • Package to include: Bidder’s submitted Affidavit A OR Affidavit B with the Identification of Certified/Minority Business Participation
3. Affidavit C-Portion of The Work To Be Performed By Firms (If minority business participation is equal to or greater than 10% of the bidder’s total contract price as defined in G.S. 143-128.2 (g)).
   OR
4. Affidavit D-Good Faith Efforts (If minority business participation is less than 10% of the bidder’s total contract price as defined in G.S. 143-128.2 (g)).
   • ALL back-up documentation showing the bidder’s Good Faith Efforts to be included

If the submitted documentation does not accurately or adequately meet the good faith efforts criteria, the bid may be rejected and award may be made to the next lowest responsible and responsive bidder.

Obtaining Purchase Order For Informal Project
- Upon final review, the HUB Coordinator will issue an approval letter to proceed with obtaining a purchase order.

FORMAL PROJECTS

On project that greater than $500,000, the Project Manager/Representative of Facilities Design and Construction is to submit the following documents to the HUB Coordinator for review and approval:

After Bid Opening: Within 72 hours of notifying the apparent low bidder:

1. Certified Bid Tabulation
2. Apparent Low Bidder’s proposal
   • Package to include: Bidder’s submitted Affidavit A OR Affidavit B with the Identification of Certified/Minority Business Participation
3. Affidavit C-Portion of The Work To Be Performed By Firms (If minority business participation is equal to or greater than 10% of the bidder’s total contract price as defined in G.S. 143-128.2 (g)).
   OR
4. Affidavit D-Good Faith Efforts (If minority business participation is less than 10% of the bidder’s total contract price as defined in G.S. 143-128.2 (g)).
   • ALL back-up documentation showing the bidder’s Good Faith Efforts to be included
5. Award Request Letter
Identify (check) the appropriate paragraph boxes related to the bidder’s HUB efforts and sign

Upon approval and signature, the HUB Coordinator is to return the submitted package to the assigned Project Manager/Representative for submittal to the UNC General Administration.