



College of The Albemarle Policy

Policy Number: 6.3.8

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Title: Historically Underutilized Businesses

Related Policy and Procedures:

Division of Responsibility: Business and Administrative Services

I. STATEMENT OF COMMITMENT The College is committed to the State of North Carolina's policy of encouraging and promoting the use of Historically Underutilized Businesses (HUB) in the institution's procurement of goods, services, and construction. The College prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, gender, disability, or religion.

II. ASPIRATIONAL GOALS

- A. **Construction:** In accordance with **N.C.G.S. § 143-128.2**, the College establishes an aspirational goal of **ten percent (10%)** for participation by minority/HUB businesses in the total value of work performed on each building project costing **\$100,000 or more**.
- B. **Goods and Services:** For the purchase of goods and services, the College shall make a "good faith effort" to solicit bids and quotes from HUB-certified vendors listed in the statewide database.

III. ADMINISTRATIVE RESPONSIBILITIES

- A. **HUB Coordinator:** The President shall designate a HUB Coordinator (typically the CFO or Purchasing Agent) to oversee the implementation of this policy.
- B. **Outreach:** The College shall actively seek to identify HUB-certified vendors by utilizing the N.C. Department of Administration's HUB Directory and participating in regional vendor outreach events.
- C. **Reporting:** The College shall submit required quarterly HUB participation reports to the Department of Administration, Office for Historically Underutilized Businesses, in the format prescribed by the State.

IV. COMPLIANCE FOR CONSTRUCTION For all construction projects, the College shall adhere to the "Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts" as established by the N.C. Department of Administration. Contractors must document their good faith efforts to utilize HUB subcontractors as a condition of their bid.

Legal Reference: N.C.G.S. §§ 143-128.2 through -128.4; 143-131; 01 NCAC 05B .1501 ; [Guidelines for Recruitment and Selection of Minority Businesses For Participation in State Construction Contracts:](#)



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