

Minority/Women Business Enterprise Program



ROCKY MOUNT, NC
THE CENTER OF IT ALL

Expand Your Network and Broaden Your Opportunities

The City of Rocky Mount Purchasing Division is responsible for providing centralized procurement services to effectively support the city of Rocky Mount departments in servicing their customers. In meeting this responsibility, it is valuable to have strong, viable businesses from which to receive competitive bid prices to complete requested goods and services in a timely and efficient manner.

MWBE

MWBE stands for minority and women business enterprise. 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.

HUB

HUB stands for historically underutilized businesses. The HUB Office is an organization within the Department of Administration that advocates actions which increase opportunities for historically underutilized businesses and promotes diversity and inclusion in state government procurement and contracting.

VENDOR REGISTRATION

To participate in the MWBE Program you must first become a City of Rocky Mount vendor. To start the vendor registration process, click on the link here: rockymountnc.gov/vendor.

MWBE CERTIFICATION

Participation in the MWBE program also involves HUB certification. While the City of Rocky Mount doesn't certify companies as to their MWBE status, we do accept MWBE certifications from the North Carolina Department of Administration and the Department of Transportation. If you are interested in becoming a certified MWBE/HUB firm, you must register in the electronic Vendor Portal (eVP) and request HUB Certification. To start the registration process please click here: <https://vendor.ncgov.com/vendor/login>.

CERTIFICATION BENEFITS

Registration not only certifies you to do business with the City of Rocky Mount as a MWBE but also makes you eligible for work with the State of North Carolina and the associated agencies.

MWBE PROGRAM

The Minority and Women-owned Business Enterprise (MWBE) Program is specifically designed to advocate and facilitate business growth and provide opportunities for historically underutilized businesses. The City of Rocky Mount encourages and provides equal opportunity for certified MWBE businesses to

participate in all aspects of the City's contracting and procurement programs to include goods, personal services, professional services, and construction.

The City of Rocky Mount MWBE Program strives to involve MWBE Companies in its purchasing process by:

- Providing minority and women owned businesses the equal opportunity to participate in the bidding process for the purchase of apparatus, supplies, materials, and/or equipment
- Providing minority and women owned businesses the equal opportunity to participate in the bidding process for services and professional services
- Providing minority and women owned businesses the equal opportunity to participate in the bidding process for building renovations and construction contracts
- Providing workshops and training sessions
- Providing one-on-one sessions as requested on past bids of interest
- Prohibiting discrimination against a business because of race, creed, color, religion, national origin or handicap

MWBE PROGRAM GOALS

The City of Rocky Mount goals reflect the City's objective to obtain a "fair share" of its needs from minority and women-owned businesses.

Statute. Under North Carolina law, the City of Rocky Mount is required to apply HUB participation goals per building construction project. Participation goals are dependent upon the cost of the project and the funding source. State funded projects \$100,000.00 or more requires the City to have verifiable HUB participation goal of 10 percent of the total project value.

Resolution. Under the City of Rocky Mount Minority Business Resolution/Policy the City is required to apply HUB participation goals per building construction projects. City funded projects \$100,000.00 or more requires the City to have verifiable HUB participation goal of 5 percent of the total project value.

Local. The City of Rocky Mount is also actively working to develop new policies to implement goals for non-building construction procurement. The purchasing division is hoping to obtain 5 percent overall participation for the total expenditures awarded for purchase, service, and non-building construction contracts.

HOW DOES MWBE GOALS WORK?

(the example provided only applies to construction)

Construction. MWBE goals represent a percentage of awarded contract value that should be earned and paid to firms that are owned by a qualified minority or woman and are certified as such by the appropriate entity. For example, if ABC Contractors (a non-MWBE) wins a \$1,000,000 prime contract with the City to renovate a streetscape and the project has a 10% overall MWBE goal, then \$100,000 worth of that streetscape work should be subcontracted out to M/WBE firms.

MWBE PROGRAM FUNCTIONS

- Liaison between City of Rocky Mount and MWBE Community
- Monitor and report MWBE participation
- Develop alliances to increase participation and utilization

MWBE EVENTS

Meet the Purchaser. The City Purchasing Division schedules routine Meet the Purchaser events. These events are great opportunities for businesses to introduce themselves to the City Purchasing staff.

How to Do Business w/ the City. The Purchasing Division will offer a variety of workshops. Sessions offered during the workshops will vary. Attendees can expect informational and interactive sessions that provide training for bidding, certification, and/or small business content.

Meet & Greet. The Purchasing Division will offer networking opportunities for MWBE businesses to interact with purchasing decision makers from various City divisions.

To learn more about MWBE events visit the link here: rockymountnc.gov/mwbe

BIDDING OPPORTUNITIES

The Purchasing Division advertises both informal and formal bids. Below are the informal and formal benchmarks for purchases, services, construction, building construction, and repair. City of Rocky Mount bid documents can be accessed using the link here: rockymountnc.gov/bids

We are focused on assisting minority and women business enterprises on becoming successful in the bidding process and working with the City of Rocky Mount to accomplish our MWBE participation goals.

continued Bidding Opportunities

	Informal	Formal
• Purchase	\$30,000.00-\$89,999.99	\$90,000.00+
• Services	\$30,000.00-\$89,999.99	\$90,000.00+
• Construction	\$30,000.00-\$499,999.99	\$500,000.00+
• Construction repair	\$30,000.00-\$499,999.99	\$500,000.00+
• Building Construction	\$30,000.00-\$499,999.99	\$500,000.00+

The Purchasing Division also utilizes the North Carolina Interactive Purchasing System (IPS) and the North Carolina HUB webpage to advertise bids. Formal purchase and construction related projects are also advertised in the Rocky Mount Telegram.

Bid Response Tips:

- Review the entire content of the advertised solicitation document. Failure to submit all the pages of the solicitation may cause your response to be rejected.
- Always sign the execution pages and include any issued addenda with your packet.
- Communication regarding advertised bids shall only be with the designated purchasing staff noted on the solicitation coversheet.
- Attend pre-bid meetings. When pre-bid meetings are not scheduled you can contact Purchasing to schedule a visit of the site.
- Ask questions during the Q&A period.
- Some projects require special certifications, bid bonds, etc. Always provide supporting documents for these requirements.

PAYMENTS

The City of Rocky Mount does not pre-pay for purchases. Purchase orders and blanket purchase orders are used to encumber funds to pay for procurement needs. The purchase order should always initiate the buying process. The City has net 30 payment terms.

Purchase Order. A purchase order is an agreement between the City of Rocky Mount buyer and a vendor. It is issued to a specific vendor for a specific purchase. The PO indicates the types, quantities, and agreed prices for products or services.

Purchase Order Process. Quote/Bid award, Requisition, Requisition approval, PO processing, Order delivered/Services rendered, Orders inspected/Services evaluated, Vendor invoice, and mailed checked.

Invoicing. The City shouldn't be invoiced for goods that are not delivered or services that have not been provided.

Blanket Purchase Order. A blanket purchase order is an agreement between the City of Rocky Mount buyer and a vendor. It is issued to a specific vendor to address recurring low dollar purchases of consumable supplies or services, for a specific period of time.

Examples of what the City buys:

Purchase	Personal Services	Professional Services	Construction and/or Repair
Aggregate	Catering	Auditing	Basketball Court Replacement
Art Supplies	Demolition	Building Design	Bridge Repairs
Circuit Breakers	Equipment Installation	Elevator Design	Boring
Gas & Water Meters	Hauling	Facility planning	Pool Repairs
Office Supplies	Janitorial	Roof Design	Hallway Remodel
Poles	Landscaping	Engineering	Renovations
Technology	Painting	Legal	Shower Repairs
Uniforms	Security	Surveyors	Sidewalks
Vehicles	Tree Trimming		Structural Repairs

Legal Requirements for Construction & Repair Projects:

	Informal \$30k+	Informal \$300k+	Formal \$500k+
Licensed Contractor	Yes		
Bid Bond/Deposit*	No		Yes 5%
Performance & Payment Bonds	No	Yes 100%	
HUB Participation Goals**	No		

Legal Requirements for Building Construction & Repair Projects:

	Informal \$30k+	Informal \$300k+	Formal \$500k+
Licensed Contractor	Yes		
Bid Bond/Deposit*	No		Yes 5%
Performance & Payment Bonds	No	Yes 100%	
HUB Participation Goals**	Yes, Good faith efforts	Yes, Good faith efforts and HUB affidavits	

*The legal requirements are the purchasing divisions minimum requirements for bid deposit. Some projects may require more than 5%.

**The legal requirements are the purchasing divisions minimum requirements for HUB participation. These statutory requirements are reported to the NC HUB office quarterly.



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To register with NC DOA for HUB certification go to:
<https://vendor.ncgov.com/vendor/login>.
For more information, call 919-807-2330.

MWBE

For more information regarding the City of Rocky Mount
MWBE Program go to: rockymountnc.gov/mwbe
For inquires contact the Purchasing Division at 252-972-1226.



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