

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: August 26, 2013

AGENDA ITEM No. 13-08-(2)-17

ACTION ITEM: (Y/N) N

SUBJECT: Historically Underutilized Businesses (HUB) Report – June 30, 2013

INFO. CONTACT Donna Brinkley PHONE: 732-8126

- ATTACHMENTS:
1. Quarterly HUB Purchasing Report
 2. Board Policy #8702 – Participation by Small, Minority, Physically Handicapped and Women Contractors
 3. Orange County Schools Vendor Data Form

PURPOSE: The purpose of this item is to present the June 30, 2013 Historically Underutilized Businesses (HUB) quarterly report as per Board policy #8702. This policy states, "The Superintendent or his or her designee will document and submit all legally required reports on the use of minority-owned businesses, female-owned businesses, disabled-owned businesses, disabled-owned enterprises, and non-profit work centers for the blind and severely disabled as necessary to comply with applicable laws. Any submitted reports under this section shall also be provided to the Board". These HUB reports will be presented on the consent agenda going forward.

BACKGROUND: North Carolina General Statute 143-48, State policy; cooperation in promoting the use of small contractors, minority contractors, physically handicapped contractors, and women contractors; purpose; required annual reports, section (b) Reporting states that "Every governmental entity required by statute to use the services of the Department of Administration in the purchase of goods and services, every local school administrative unit, and ... shall report to the Department of Administration annually on what percentage of its contract purchases of goods and services, through term contracts and open-market contracts, were from minority-owned businesses, what percentage from female-owned businesses, what percentage from disabled-owned businesses, what percentage from disabled business enterprises and what percentage from nonprofit work center for the blind and the severely disabled. The same governmental entities shall include in their reports what percentages of the contract bids for such purchases were from such businesses. The Department of Administration shall provide instructions to the reporting entities concerning the manner of reporting and the definitions of the businesses referred to in this act".

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board of Education accept this quarterly report as presented by staff.

NC DEPARTMENT OF ADMINISTRATION
Office for Historically Underutilized Businesses
Quarterly HUB Purchasing Report (does NOT include construction \$)

Entity Name: ORANGE COUNTY SCHOOLS

Reporting Quarter: 4th Qtr (4/1 to 6/30) due 07/30

Please use dollar figures obtained from the purchasing process for goods and services. This includes all purchases that are subject to North Carolina General Statutes 143-48 thru 143-64. **ONLY GREEN CELLS CAN BE FILLED!**

[CLICK HERE TO EMAIL THE REPORT \(after completing and saving\)](#)
 Attach a copy of the saved file to the email before sending.

TOTAL \$ SPENT	%
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I. TOTAL ENTITY PURCHASES FOR THE QUARTER (HUB and Non-HUB)	\$ 4,955,332	4.05 %
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II. TOTAL TERM CONTRACT PURCHASES (HUB and Non-HUB)	\$ 875,525	17.67 %
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1. Minority - Owned: \longrightarrow		System will calculate total of a) thru d) and enter in this box:		\$ -	0.00 %
a) Black (B)	\$ -	0.00%	2. Women - Owned (WBE)	\$ 26,438	0.53 %
b) Hispanic (H)	\$ -	0.00%	3. Disabled - Owned (DBE-O)	\$ -	0.00 %
c) Asian American (AA)	\$ -	0.00%	4. Disabled Business Enterprise (DBE)	\$ -	0.00 %
d) American Indian (AI)	\$ -	0.00%	5. Non-Profit Work Center for Blind & Severely Disabled	\$ -	0.00 %
Please enter values for a) thru d) in green boxes above			6. Socially and Economically Disadvantaged (SED)	\$ -	0.00 %
			A. HUB subcontractor (not included in above information)	\$ -	0.00 %
TOTAL TERM CONTRACT HUB PURCHASES:				\$ 26,438	0.53 %

III. TOTAL COMMODITY PURCHASES (HUB and Non-HUB)	\$ 2,018,278	40.73 %
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1. Minority - Owned: \longrightarrow		System will calculate total of a) thru d) and enter in this box:		\$ 3,981	0.08 %
a) Black (B)	\$ 3,981	0.08%	2. Women - Owned (WBE)	\$ 27,681	0.56 %
b) Hispanic (H)	\$ -	0.00%	3. Disabled - Owned (DBE-O)	\$ -	0.00 %
c) Asian American (AA)	\$ -	0.00%	4. Disabled Business Enterprise (DBE)	\$ -	0.00 %
d) American Indian (AI)	\$ -	0.00%	5. Non-Profit Work Center for Blind & Severely Disabled	\$ -	0.00 %
Please enter values for a) thru d) in green boxes above			6. Socially and Economically Disadvantaged (SED)	\$ -	0.00 %
			A. HUB subcontractor (not included in above information)	\$ -	0.00 %
TOTAL COMMODITY HUB PURCHASES:				\$ 31,662	0.64 %

IV. TOTAL SERVICE CONTRACT PURCHASES (HUB and Non-HUB)	\$ 2,061,529	41.60 %
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1. Minority - Owned: \longrightarrow		System will calculate total of a) thru d) and enter in this box:		\$ 38,404	0.78 %
a) Black (B)	\$ 34,836	0.70%	2. Women - Owned (WBE)	\$ 104,302	2.10 %
b) Hispanic (H)	\$ -	0.00%	3. Disabled - Owned (DBE-O)	\$ -	0.00 %
c) Asian American (AA)	\$ -	0.00%	4. Disabled Business Enterprise (DBE)	\$ -	0.00 %
d) American Indian (AI)	\$ 3,568	0.07%	5. Non-Profit Work Center for Blind & Severely Disabled	\$ -	0.00 %
Please enter values for a) thru d) in green boxes above			6. Socially and Economically Disadvantaged (SED)	\$ -	0.00 %
			A. HUB subcontractor (not included in above information)	\$ -	0.00 %
TOTAL SERVICE CONTRACT HUB PURCHASES:				\$ 142,706	2.88 %

★ TOTAL HUB PARTICIPATION	\$ 200,806	4.05%
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1. Minority - Owned: \longrightarrow		System will calculate total of a) thru d) and enter in this box:		\$ 42,385	0.86 %
a) Black (B)	\$ 38,817	0.78%	2. Women - Owned (WBE)	\$ 158,421	3.20 %
b) Hispanic (H)	\$ -	0.00%	3. Disabled - Owned (DBE-O)	\$ -	0.00 %
c) Asian American (AA)	\$ -	0.00%	4. Disabled Business Enterprise (DBE)	\$ -	0.00 %
d) American Indian (AI)	\$ 3,568	0.07%	5. Non-Profit Work Center for Blind & Severely Disabled	\$ -	0.00 %
White boxes will fill-in based on totals entered in green boxes above			6. Socially and Economically Disadvantaged (SED)	\$ -	0.00 %
			A. HUB subcontractor (not included in above information)	\$ -	0.00 %
TOTAL HUB PARTICIPATION:				\$ 200,806	4.05 %

Date:	7/30/2013	Date:	7/30/2013
Purchasing Agent:	vacant	Director:	Donna Brinkley
Telephone Number:	919-732-8126	Phone:	919-732-8126 x13000
E-mail Address:	lorinda.smith@orange.k12.nc.us	E-mail:	donna.brinkley@orange.k12.nc.us
Signature:	Lorinda Smith	Signature:	Donna Brinkley

PARTICIPATION BY SMALL, MINORITY, PHYSICALLY HANDICAPPED AND WOMEN CONTRACTORS *Date Reviewed/Approved: 02/25/2013* *Policy Number: 8702*

Rescinds Policy Number:

Issued:

The Board affirms the State's commitment to encourage participation of small contractors, physically handicapped contractors, minority contractors and women contractors in the school system's purchase of goods and services. The Board prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, disability or religion.

The Board has adopted the following verifiable percentage goals for participation in the school system's contracts by small contractors, physically handicapped contractors, minority contractors and women contractors:

Ten (10%) percent for participation by small contractors, physically handicapped contractors, minority contractors and women contractors in the total annual value of all purchases of goods and services.

A. SCHOOL SYSTEM GOOD FAITH EFFORTS

The Board has adopted the following guidelines to ensure that the school system will make good faith efforts to reach diverse suppliers of goods and services and to encourage participation in the school system's purchasing progress by such suppliers. The school system will:

1. make information about the school system's purchasing procedures and bidding process readily available;
2. advertise for bids in media that reaches minority businesses;
3. ensure access to bidding documents needed for making bids on projects;
4. request directory information of small contractors, physically handicapped contractors, minority contractors and women contractors by contacting the Division of Purchase and Contracts at the State Department of Administration;
5. sponsor or participate in purchasing seminars for all prospective vendors or, in particular for small contractors, physically handicapped contractors, minority contractors and women contractors;
6. provide information to small contractors, physically handicapped contractors, minority contractors and women contractors on how to have a company name included on lists maintained by the Division of Purchase and Contracts at the State Department of Administration;
7. prepare vendor lists; and
8. where allowed by law, permit performance guarantees rather than performance bonds for contracts for goods and services.

B. DOCUMENTATION AND REPORTING

The Superintendent or his or her designee will document and submit all legally required reports on the use of minority-owned businesses, female-owned businesses, disabled-owned businesses, disabled-owned enterprises, and non-profit work centers for the blind and severely disabled as necessary to comply with applicable laws. Any submitted reports under this section shall also be provided to the Board.

Legal References: City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989); G.S. 143-48, 143-128

Cross References: Minority Business Enterprise Participation in Coustruction Contracts (policy 9125)

Adopted:

Orange County Schools
200 East King Street
Hillsborough, NC 27278
FAX: 919-732-2609

VENDOR DATA FORM

SSN / Tax ID# _____

List vendor's complete (official) name. Employee or individual, list middle initial.

Official Name: _____

DBA: _____

Ordering Address: _____

City: _____ State: _____ Zip: _____ County: _____

Telephone: _____ Fax: _____ Email: _____

Remit To Address: _____

City: _____ State: _____ Zip: _____ County: _____

Telephone: _____ Fax: _____

Will your company accept an official school purchase order? _____ Yes _____ No

Would prepayment be required? _____ Yes _____ No

Shipping/Freight Charges? _____ Yes _____ No

1. According to the N.C. General Statutes, the school system must report purchases made from Historically Underutilized Business (HUB). Please check applicable categories below:

HUB Category:

() Minority Owned; () Woman Owned; () Disabled Owned; () Black; () Hispanic; () Asian American;
() American Indian; () Disadvantaged; () Female; () Disabled Business; () None of the above

Type of Business:

() Service Company; () Commodity Company; () Recyclable Products Company;
() Government Agency; () State Contract Vendor; () Other _____

2. Is this company incorporated? _____ Yes _____ No

3. Are you an employee of Orange County Schools? _____ Yes _____ No

If yes; Location: _____ SS No.: _____

According to IRS regulations, the school system is required to file a 1099-Misc form with the firm if:

- We made payment to someone who is not our employee.
- We made payment for services rendered in the course of our business.
- We made payment to someone other than a corporation (i.e. an individual or a partnership).
- We made payment to you for at least \$600.00 during the year.

Please submit copy of Taxpayer Identification Number and Certification – IRS Tax Form W-9

Signature: _____ Date: _____