



Historically Underutilized Businesses
Department of Administration

**NORTH CAROLINA DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES
Business Development and Supportive Services Unit**

Preliminary Business Development and Supportive Services Assessment Survey

Company Name: _____

Principal of Company: _____

Company Physical Address: _____

Company Mailing Address: _____

Company E-Mail Address: _____

Telephone Number: _____ (office); _____ (mobile)

Trade(s) Self-Performed by Company:

- | | |
|-----------|-----------|
| (1) _____ | (3) _____ |
| (2) _____ | (4) _____ |

NC Dept. of Admin. Purchase and Contract Commodity Type(s):

- | | |
|-----------|-----------|
| (1) _____ | (3) _____ |
| (2) _____ | (4) _____ |

NC Dept. of Transportation Prequalification Type:

- | | |
|-----------|-----------|
| (1) _____ | (2) _____ |
|-----------|-----------|

Business Certifications (Please check each active certification currently held by your firm):

- | | |
|--|---|
| ___ Historically Underutilized Business (HUB) | ___ Section 3 Business |
| ___ Disadvantaged Business Enterprise (DBE) | ___ Veteran-Owned Business (US Small Business Administration) |
| ___ Small Business Enterprise (SBE – North Carolina Dept. of Transportation) | ___ Other (please specify) |
| ___ Small Business Enterprise (SBE – US Small Business Administration) | |

Number of Years in Business (under the current business name): _____

RETURN COMPLETED FORM ONE OF THESE WAYS:

Attn: Supportive Services

FAX TO:

(919) 807-2330

EMAIL TO:

Huboffice.doa@doa.nc.gov

MAIL TO:

Office for Historically Underutilized Businesses

1336 Mail Service Center

Raleigh, NC 27699-1336

IDENTIFY CURRENT LICENSE(S) AND CERTIFICATIONS SECURED BY THE COMPANY:

License: _____; Limited or Unlimited Value: _____

License: _____; Limited or Unlimited Value: _____

Certifications: _____; Certifications: _____

Please provide the dollar value of the company's largest contract award: _____

Briefly describe the listed project and identify the project owner served.



FINANCIAL INFORMATION

Does your company have bonding? Yes _____ No _____

If yes, what is the dollar threshold? _____

Bonding is not required for my industry/profession: _____

Will your company need assistance securing bonding? Yes ____ No ____

What barriers have limited or restricted the ability to secure bonding? N/A _____

- | | |
|--|--|
| _____ Never applied for bonding | _____ Cost of securing professional assistance to prepare records was too costly |
| _____ Bonding was never required for contracts performed by my company | _____ Lacked adequate time to prepare all records needed to complete the application |
| _____ Unsatisfied Liabilities | _____ Prime/General Contractor assists with bonding |
| _____ Credit Weaknesses | _____ Other (Please specify) |
| _____ Limited Assets | _____ |
| _____ History of Bankruptcy | _____ |
| _____ Lack of a Business Plan | _____ |

Does your company have current tax liabilities? Yes _____ No _____

Please identify current outstanding tax liabilities:

- | | |
|----------------------|--|
| _____ Payroll Taxes | _____ Personal Taxes (sole proprietorship) |
| _____ Business Taxes | _____ Other (please specify) |

Please identify current insurances held by your company:

- | | |
|--|--|
| _____ Worker's Comp _____
Value | _____ Equipment Insurance
_____ Value |
| _____ General Liability _____
Value | _____ Other (please specify) |
| _____ Vehicle Insurance _____
Value | _____ |

BIDDING

Please identify the number of bids your company submits each month. _____

Please identify the type(s) of projects your company submitted bids to perform during the recent year:

_____ Government Agencies (please identify the type of government agency)

- | | |
|--|---------------------------|
| a) K-12 Schools | g) Town |
| b) Higher Education (Public Universities) | h) County |
| c) Hospitals | i) Military |
| d) Heavy Highway/Bridges
(Transportation) | j) Federal |
| e) Airports | k) Other (please specify) |
| f) City | _____ |

Training Needs

- | | |
|---|---------------------------------------|
| _____ Doing Business with Government Agencies | _____ Interpreting Contracts |
| _____ Writing/Developing a Business Plan | _____ Marketing |
| _____ Developing a Financial Package | _____ Becoming Loan and Bonding Ready |
| _____ Interpreting Specifications/Plans | _____ Insurance Needs |
| _____ Estimating | _____ Networking and Branding |
| _____ Project Scheduling | _____ Other (please specify) |

Please list any professional organizations for which your company is a member:

- | | |
|----|----|
| 1) | 3) |
| 2) | 4) |

Personnel/Labor Force:

Please identify the number of laborers currently employed by your company: _____

Please identify the number of employees included on your certified payroll taxes: _____

Number included on Company's Payroll: _____

Please identify the number of laborers standardly contracted as contract laborers and receiving 1099 Tax Forms at the end of the year: _____