



Celebrating the 10th Anniversary of the Statewide Uniform Certification Program



This month marks the 10th anniversary of the North Carolina Department of Administration’s (NC DOA) **Office for Historically Underutilized Businesses’ (HUB) Statewide Uniform Certification (SWUC)** program, and kicks off a celebration of several key milestones for HUB as well as minority- and women-owned businesses that work with North Carolina state government.

HUB launched the certification program on July 1, 2009 to streamline the certification process, reduce the redundancy in certifying minority- and women-owned businesses and create a centralized HUB and minority/women

business database. Many of these efficiency gains benefit residents of North Carolina and public entities alike – resulting in more than 4,000 HUB-certified businesses.

“The Governor’s Cabinet is proud to boast, that on construction projects, a 23 percent utilization rate of HUB vendors resulted in a \$1.7M higher spend than the previous year,” said NC Department of Administration Secretary Machel Sanders. “Much of the increase benefitted rural communities across our state, generated thousands of jobs, and contributed billions in sales to our state’s economy.”

Certification as a HUB supplier provides greater exposure for business opportunities in state procurement and contracting.

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SWUC, Cont.

HUB firms are listed in the [SWUC Search for Vendors](#) which is widely used by state agencies, universities, community colleges, local schools, local governments and institutions and the public to locate historically underutilized businesses for goods, services and construction.

Originally established in 1999, HUB was formed under Governor James B. Hunt Jr.'s [Executive Order No. 150](#), issued to encourage and promote opportunities for all suppliers and contractors who participate in state government procurement and construction processes, without regard to race, color, national origin, gender or disability. Governor Roy Cooper later signed [Executive Order No. 25](#) which established the [Advisory Council on Historically Underutilized Businesses](#) and further directs state government to implement good faith efforts toward purchasing at least 10 percent of products and services from HUB suppliers and to obtain at least a 10 percent HUB participation in the total value of construction.

The order also identified the need

for a comprehensive disparity study to determine any gaps between the availability of firms in a market area and the utilization of those firms, as current goals were set based on an earlier study more than a decade old.

“The new study findings will equip state leaders with better data to help us modernize the way North Carolina conducts business,” said HUB Director Tammie Hall.

“Understanding contracting patterns and gaps within the state procurement process helps us establish a roadmap for increased awareness and education about opportunities available to underutilized businesses in communities across the state. We’ll also continue evaluating ways to simplify processes for certification and identifying opportunities conducive for small businesses which are truly the engines driving our communities in North Carolina.”

The study includes a review of North Carolina’s 10 cabinet agencies, 9 Council of State agencies, 9 support agencies (or 28 state agencies), its 17 state-funded universities, and more than 50 community colleges,

and will cover Construction, Professional Services and Goods and Services.

Other HUB Program Highlights:

- Implementation of Statewide Unified Certification Reciprocity Program in partnership with NC Department of Transportation (DOT) that provides another free and easy avenue for certification and contract opportunities;
- Addition of more than 1,000 new, HUB-certified businesses since 2017;
- Launch of first comprehensive, statewide disparity study in decades to better understand potential gaps in market availability and state government use; and
- During 2017-18, HUB focused on increased community partnerships, certifications in rural counties and awareness and training workshops, contributing to the highest amount of spending with HUB-certified vendors in the last 10 years.

Please visit the [HUB website](#) for more information about HUB and the HUB Statewide Uniform Certification program.

A Student’s Perspective: The State of NC Internship Program Experience



The following is a feature from State Intern Alyssa Quinlan, a Guilford County native who is attending UNC-Greensboro

My experience as a policy development and communications intern within

Secretary has been both a fulfilling and meaningful learning experience! After the first week of my internship, my preconceived ideas on state government were completely shattered and re-established.

I was able to see just how much more complex and in-depth the legislative process is – such as the many different stages of passing, drafting and enforcing laws.

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Student Perspective, Cont.



It truly opened my eyes to how things work in state government and honestly, what I gathered from this experience was completely different from what I learned in school.

Additionally, before participating in the North Carolina Internship Program, I was not aware of how many commissions were in state government and the influence of state agencies. When tracking various agency cross-over bills, it allowed me to see just how much impact each agency has on the daily lives of North Carolinians.

Furthermore, this internship was not only instrumental in teaching me the structure of state government, but it also provided hands-on experience, enabling me to apply skills learned in the classroom to a real work setting.

As a public servant of the state, I was able to utilize my case study evaluation skills, which enabled me to perform a thorough analysis on a draft Motor Fleet policy in concurrence with Governor Roy Cooper's Executive Order 80 on North Carolina's commitment to addressing climate change and transition to a clean energy economy.

Looking back over the past 10-weeks of my internship, I am pleased with my experience and would recommend this program to other college students in North Carolina who are interested in state government! Partaking in the North Carolina Internship Program has allowed me to effectively utilize the skills I have learned within the classroom and has also challenged me, preparing me for a future outside of UNC-Greensboro's campus.

One of the key takeaways from my experience as an intern is how important each role is in state government. Every role is a crucial piece that helps shape and direct the lives of those within our state. I am grateful for this opportunity and to be a part of the 50th anniversary of this program!

Governor Roy Cooper's 3rd Annual School Supply Drive

July 29 kicks off Governor Roy Cooper's 3rd annual School Supply Drive and we need your help to make it a success!

The next time you are out shopping, please consider picking up any one of the following items to help ensure teachers and students across North Carolina have materials they need for this school year!

- Paper (all types)
- Pens

- Pencils
- USB flash drives
- Dry erase markers
- Copy paper
- Folders
- Sanitizing wipes
- Tissue
- Other general school supplies

All items collected by DOA will be delivered to support schools in Duplin County, one of the many

areas hit hardest by recent natural disasters. To view a complete list of public schools that will benefit from your generosity this school year, please visit the [Duplin County Public School website](#) for details. School supply items donated at DOA locations *outside* of Wake County will be donated to public schools within the location's county.

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School Drive, Cont.

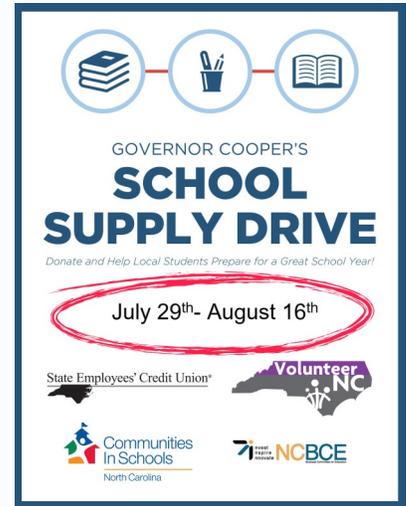
Donations made to local State Employees' Credit Unions will benefit public schools within the counties where they are located.

You can drop off your donations at any one of the following locations.

- DOA Facility Management, 431 N. Salisbury Street (a collection box will be located in the front lobby)
- DOA Mail Service Center, 3905 Reedy Creek Road (a collection box will be located in the front lobby)
- DOA Motor Fleet, 1915 Blue Ridge Road (a collection box will be located in the front at the reception desk)

- DOA State Construction Office, 301 N. Wilmington St, Ste 450 (a collection box will be located in the front at the reception desk)
- DOA State Surplus, 6501 Chapel Hill Road (a collection box will be located at the end of the hall down from the front lobby)
- DOA Main Building, 116 West Jones Street (collection boxes can be found on the 1st floor in the lobby and on the ground floor near the employee entrance)
- Any State Employee Credit Union branch in North Carolina

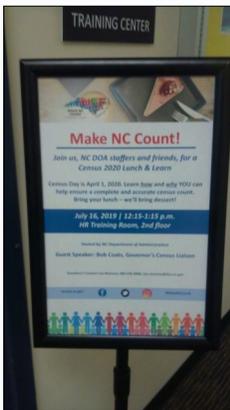
This year's school supply drive is being held in partnership with State Employees' Credit Union, VolunteerNC, Communities in



Schools of North Carolina, and the North Carolina Business Committee for Education.

Thank you for your support!

Make NC Count: Census 2020 Lunch and Learn Event



This month, the NC Department of Administration (DOA) hosted a Census 2020 lunch and learn for state employees to learn more about the importance of an accurate and complete Census count and how they can help make NC count on April 1, 2020.

The event featured guest speaker, Bob Coats, Governor's Census Liaison, who shared information

ranging from the history of the Census to the importance and impact of Census data in North Carolina.

Highlights from Presentation:

- Per Article 1, Section 2 of the U.S. Constitution, the Census is required.
- The first Census occurred in 1790 during the

presidency of Thomas Jefferson. Ever since, the Census has been used to determine apportionment and redistricting, federal funding to states, and planning for the future.

- This once-in-a-decade population count will determine how much funding NC's 100 counties will receive to fortify community programs, businesses, government, health care, education, and more.
- Due to NC's increase in population, our state is projected to gain an additional seat in congress—provided all residents participate in the Census.

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Census 2020, Cont.

- Several groups, including young children under five, minorities, foreign-born residents, and highly mobile populations, are particularly at risk of being undercounted.

The Governor's NC Complete Count Commission and other Census partners from across the state are working together to ensure every person living in North Carolina is represented.

Want to show your support? Here is how you can help.

- Add the NC Census logo to your website and email taglines
- Follow @NCCensus on social media and use #MakeNCCount on your posts
- Promote awareness for the 2020 Census at meetings, events and other convenings
- Talk about the importance of the Census within your networks

- Join a local [Complete Count Committee](#)

Stay tuned for future Census lunch and learn events!



For more information on how you can get involved with the Census 2020, visit census.nc.gov!

Contributing Writer: Mickayla McCann, Intern, DOA Secretary's Office

Renovations to the Administration Building



As mentioned in May's *Monthly Messenger* newsletter, the NC

Department of Administration building will join many other successful building renovation projects within downtown Raleigh's historical Capital District, undergoing a scheduled renovation to the building's fifth floor that will include a new roof.

Projected Timeline:

- **Late July:** Preparation of 5th floor begins
- **Early August:** Demolition and abatement process

(approximately 10-12 weeks)

- **Late October/Early November:** Construction of roof and rebuild of 5th floor (approximately 7-8 months)
- **Summer 2020:** Projected completion of project

Workplace Environment and Safety Measures:

The safety and comfort of our staff and work environment during the renovation project is a top priority. The NC Department of Administration and State Construction Office have taken the following measures to ensure that minimal disruption occurs during the workday and that environmental

quality is maintained:

- Service elevator is currently blocked off to public and is only dedicated to renovation for the duration of this project
- Barrier around 5th floor and service elevator will be established; public access to 5th floor and service elevator has been eliminated
- Demolition- and abatement-related work will take place between the hours of 6:00 PM and 5:00 AM

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Renovations, Cont.

- Removal of materials during demolition and abatement period will occur outside of normal work hours and be transported via the service elevator, through the basement, and deposited in secured dumpsters
- NC DHHS Health Hazards Control Unit has been notified and State credentialed experts and safety professionals will be onsite daily to oversee the project and compliance

- Air monitoring will be performed prior to abatement activities, and daily thereafter, in conformance with the EPA's Clean Air Act, National Emissions Standards for Hazardous Air Pollutants and OSHA 1926.1101 directives to ensure workplace air quality

Parking Accommodations:

The renovation project will require that some employee parking spaces within Lot 7 be relocated temporarily. The State Parking Office is working to minimize any

inconvenience and has provided accommodations for those displaced.

DOA is excited about the start of this project and thanks everyone in advance for exercising patience with any inconvenience. We will continue to share additional information and updates on the project as we move forward. If you have questions or concerns, please contact DOA Safety Director Angelo Owens at angelo.owens@doa.nc.gov or 919.807.2492.

Disaster Preparedness



Did you know the 2019 Atlantic hurricane season runs June 1—November 30?

While it is nearly impossible to prepare for the devastation of a hurricane or tropical storm, there are basic necessities that could help you get by until power is restored or

help arrives in your area.

If you haven't done so already, now is the time to replenish or create a disaster preparedness kit for you and/or your family! According to the Federal Emergency Management Agency (FEMA), everyone should have a

basic 3-day supply of any or all of the following:

- Food, water and medicine
- Cash
- Extra clothes, toiletries, anti-bacterial wipes, first aid

Additional items to consider in case of an emergency:

- Insurance policy, bank records, extra keys, manual can opener
- Family emergency communication plan
- Batteries, crank or solar powered radio
- Flashlights and charging cords

For more information on how you can prepare for a natural disaster, please visit [ready.gov](https://www.ready.gov) for more information.



In Case You Missed It—July Snapshots



Celebrating the 50th Anniversary of the State of NC Internship Program, July 2, 2019



Former State Intern Edwin Moore reading proclamation



2019 State Intern Sara Darwish speaking on internship experience

Pizza Luncheon for DOA Flag the Hazard Competition Winner, July 11, 2019



Sec. Machel Sanders presenting certificate to Bryan Brannon and Fiscal Management Team



Governor's HUB Advisory Council Meeting at NC A & T State University, July 17, 2019



Sec. Sanders with Council Chairman Lamberth and Chancellor Martin



Presentation of The Status of Women in NC Report at Vance-Granville Community College (VGCC) and Warren County Health Department, July 18, 2019



Sec. Sanders with VGCC President Rachel Desmarais



Warren County Health Department and DOA Secretary and staff

State of North Carolina Internship Reception, July 26, 2019



2019 class of interns

Upcoming Department Events

AUGUST 2019

- Lady Cardinal Mentorship Program—Closing Presentation (August 1)
- HUB Certification Training (August 1)
- Domestic Violence Commission Meeting (August 9)
- Youth Advisory Council Meeting (August 15)
- Governor Cooper’s Annual School Supply Drive Ends (August 16)
- HUB Strategic Purchasing Team Meeting (August 20)
- Commission on Inclusion Meeting (August 21)
- Council for Women Advisory Board Meeting (August 22)
- Monthly Capital Project Coordinators Meeting (August 22)
- 2nd Annual Women’s Conference (August 26)
- Women’s Equality Day (August 26)
- Hometown Strong—Wilkes and Alexander Counties (August 26—27)
- 2nd Annual Women’s Conference (August 26)

SEPTEMBER 2019

- Hispanic Heritage Month
- She Changed the World Event (September 7)
- Governor’s Advisory Council on Hispanic/ Latino Affairs (September 12)
- HUB Strategic Purchasing Team Meeting (September 17)
- Monthly Capital Project Coordinators Meeting (September 26)
- Internship Council Meeting (September 27)

Questions, Comments or Suggestions?

We welcome your feedback and suggestions for newsletter content! If you have a comment, story idea, event, employee or division profile you would like to see featured, please send an email to communications@doa.nc.gov.