



Historically Underutilized Businesses
Department of Administration

**NORTH CAROLINA DEPARTMENT OF ADMINISTRATION
OFFICE OF 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:

FAX TO:
(919) 807-2335

EMAIL TO:
huboffice.doa@doa.nc.gov

MAIL TO:
Office for Historically Underutilized Businesses
1336 Mail Service Center
Raleigh, NC 27699-1336

Company Name: _____

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 your ability to secure bonding? N/A _____

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

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

Please identify current outstanding tax liabilities:

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

Please identify current insurances held by your company:

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

Company Name: _____

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 in 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: _____