



STATE OF NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION

ROY COOPER  
GOVERNOR

MACHELLE SANDERS  
SECRETARY

October 2, 2018

Thank you for all you are doing to help North Carolina disaster recovery efforts. Our citizens' safety and well-being are of the utmost importance. The unfortunate disaster created by Florence provides an opportunity for us to have a substantial impact in our local, small minority and women owned businesses (HUB firms) as we are contracting for construction, goods, and services. As we are all aware, the flexibility and responsiveness needed to address disasters and emergency situations are critical to restoring our communities and the lives of those impacted.

In our overall state goal to utilize local, small minority and women owned businesses, I encourage you to do so with a keen eye towards including HUB firms when an opportunity exists. Also, please encourage prime contractors to enable deserving small businesses to assist them in disaster response and recovery.

HUB firms' success is key to our overall economy and excellence in North Carolina. A stronger economy produces stronger communities and families. Make North Carolina a model for procurement during this challenging time by striving for inclusion in all procurement opportunities. Our citizens are counting on our leadership and the nation is watching to see how NC responds and recovers as ONE TEAM.

The HUB Office has prepared a listing of certified HUB firms that can be disseminated for consideration. Please email John Guenther or Tammie Hall for the current list:  
[John.Guenther@doa.nc.gov](mailto:John.Guenther@doa.nc.gov) or [Tammie.Hall@doa.nc.gov](mailto:Tammie.Hall@doa.nc.gov).

*Also, the UNC-Chapel Hill School of Government has provided important guidance to procurement agents concerning FEMA funding. Specifically, if you anticipate contracting for purchases, services, repairs, etc., please remember that when you bid disaster-related contracts for which you plan to seek FEMA reimbursement, you must satisfy federal (UG) M/WBE outreach requirements for **ALL** contracts costing \$10,000 or more – this includes all contracts for purchase, service, construction, repair, A/E services, etc.*

An easy way to satisfy this requirement is to post your bid solicitation on the NC HUB office website at this link: <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-...>

Mailing Address:  
NC DEPARTMENT OF ADMINISTRATION  
1301 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1301

Telephone: (919) 807-2425 Fax: (919) 733-9571  
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E-mail: [Machelle.Sanders@doa.nc.gov](mailto:Machelle.Sanders@doa.nc.gov)  
Website: [www.ncadmin.nc.gov](http://www.ncadmin.nc.gov)

Location:  
116 WEST JONES STREET  
RALEIGH, NORTH CAROLINA 27603

If you have any questions about the HUB website, please contact John Guenther with the NC HUB office at [john.guenther@doa.nc.gov](mailto:john.guenther@doa.nc.gov).

It may seem tedious to worry about bidding procedures in the face of disaster recovery, but taking a few brief minutes to post your bid solicitations on the HUB website could mean the difference between getting reimbursed or not.

Finally, please share this information with your procurement teams to ensure that federal reimbursements are received without delay. DOA is here to assist you and make positive things happen. Again, thank you.

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**One Team. One Mission. One North Carolina!**



Machelle Sanders  
Secretary, NC Department of Administration