

GREENE COUNTY POLICY

Subject: Minority Business Participation Outreach Plan	Policy Number: 9
	Effective: June 30, 2004
	Approved by: County Manager

Greene County

Minority Business Participation Outreach Plan

June 30, 2004

A Goal

The goal of Greene County in adopting its plan for expansion of participation by Minority Businesses is to provide minority businesses as defined in GS 143-128.2(g), equal access and opportunity to participate fully in all aspects of construction projects subject to this plan. Greene County encourages all those associated with construction projects subject to this plan to commit to this goal through a good faith effort.

B Statement of Policy

It is the policy of Greene County to award public building contracts without regard to race, religion, color, creed, national origin, sex, age, or handicapping condition, as defined in GS 168A-3.

C Plan Objectives and Applicability

The Greene County Business Participation Outreach Plan is developed to comply with State Law 2001-496 (Senate Bill 914, signed 19 December 2001, and effective 1 January 2002).

This plan has further been developed to assist Greene County in reaching its verifiable percentage goal of 10% minority business participation in all construction contracts.

It is not the intent of this plan to require Greene County to take additional steps beyond those required by GS 143-128.2. Rather, it is the intent of this plan to establish the procedure that Greene County will use to comply with GS 143-128.2. This plan established the good faith efforts that Greene County will take to meet the plan objectives and accomplish the plan goal.

This plan applies only to projects required to have a verifiable percentage goal under GS 143-128.2(a). It will remain in this form unless modifications are necessary to further comply with any applicable change in construction procurement rules or regulations.

D Plan Administration

The County Manager will cause this policy to be implemented and will be responsible for all activities contained in this policy.

E Good Faith Efforts

In an effort to encourage minority business participation in all construction contracts, the County will undertake the following actions for projects to which this plan applies.

- A) Greene County established these procedures as the “minority business participation outreach plan” required by 143-128.2(e)(1).
 - 1) Greene County, its employees, and its consultants will take whatever measures it deems appropriate to encourage the education, recruitment and interaction between minority business, non-minority business and the County. (143-128.2(e)(1)).
 - 2) The County will make efforts to require bidders and contractors to undertake the good faith efforts in 143-128.2(f).
- B) Greene County will schedule and hold a Prebid meeting for potential bidders and interested HUB contractors (143-128.2(e)(2))
 - 1) At this Prebid meeting, the County will furnish a copy of the county’s solicitation list.
- C) Greene County will establish a solicitation list of HUBs:
 - 1) The County will research the Historically Underutilized Business web site for each contract and record all HUBs who have registered on the site, in the general geographic area of the county.
 - 2) In the same time frame, Greene County will research Federal web sites that also list HUBs (currently including Pro-Net) and record those HUBs who have registered on the site, in the general area of the County.
 - 3) Greene County will also record HUBs who directly contact Greene County to request that they be contacted in the event of a public bid opening.
- D) Greene County will directly solicit HUBs in the County’s solicitation list. (143-128.(e)(3))
 - 1) At least ten (10) days prior to bid opening, Greene County will furnish HUBs on the County’s solicitation list with a copy of advertisements for bid in the categories that they have requested. The advertisement will include a description of the work for which the bid is being solicited, the date, time, and location where the bids may be submitted and where the bids will be opened, the name of the County employee or representative which is available to answer questions about the project, where the bid documents may be reviewed or a copy obtained and any other special requirements that may exist.
 - 2) Greene County may contact such HUBs by email, mail, FAX or other means.
- E) Greene County will widely advertise opportunities to bid so as to be open to HUB bidders. (143-128.2(e)(4))
 - 1) Greene County will advertise opportunities to bid as follows:

- i) In a local newspaper, currently *The Standard Laconic*
 - ii) In a newspaper serving the area which currently serves a large minority population, currently *Greater Diversity News* and *The Carolinian Newspaper*.
 - iii) In a newspaper which currently serves a large Spanish speaking population, currently *Que Pasa*.
- 2) Greene County will post on its website, when it is possible, advertisements for bids and construction contracts. The County will post a notice that all bidders, especially HUBs, are invited and encouraged to bid.

F Post Award Monitoring

To enable Greene County to properly report MBE participation, Greene County will require contractors engaged in the construction projects subject to this plan to submit **Appendix E – “MBE Documentation for Contract Payment”** with each request for payments. Greene County will not consider the request for payment to be complete and will not process it without **Appendix E – “MBE Documentation for Contract Payment”**.

A contractor who has been awarded a project based upon a given level of minority business participation is responsible for ensuring that the minority business participation does not materially vary from that originally specified when receiving the contract award.

Contractors must follow the requirements of GS 143-128.2 and the contract documents. Greene County will consider failure to comply with the law and contract documents a breach of contract and may subject the contractor to annulment of the contract.

G Professional Services

Greene County will review and consider the utilization of minority business consultants when evaluation professional service proposals. The goal for the participation of minority businesses will be consistent with their general availability within the professional communities involved. Advertisements for professional services will encourage participation by minority business firms.

H Reporting and Review

With respect to each building project, Greene County will report the following to the North Carolina Department of Administration’s Office for Historically Underutilized Businesses (HUB) semiannually (GS 43-128.3):

- 1) The verifiable percentage goal.
- 2) The type and dollar value of the project, minority business utilization by minority category, trade, total dollar value of contracts awarded to each minority group for each project, the applicable good faith effort guidelines or rules used to recruit minority business participation, and good faith documentation accepted by the public entity from the successful bidder.

- 3) The utilization of minority businesses under the various construction methods under GS 143-128(a1).

The reports shall be in the format and contain the data prescribed by the Secretary of Administration.

Greene County will make the report even if there is no building project to report during that period.

A handwritten signature in black ink, appearing to read "E. Lee Worsley, Jr.", written in a cursive style.

E. Lee Worsley, Jr.
County Manager

June 30, 2004