

HUB UTILIZATION

POLICY

Overall Objective

The overall objective of Brunswick Community College is to promote economic opportunities for HUB vendors within the State of North Carolina without regard to race, gender or handicap. This objective is applicable in the area of procurement. Ideally, Brunswick Community College would like to exceed the statewide goal of four percent for purchases from HUB vendors.

PROCEDURE

1. Secure the names of minority-owned, women-owned, and disabled-owned business enterprise vendors from listing supplied by the Division of Purchase and Contract and the HUB Program Section of the Department of Administration.
2. Send Request for Quotation forms to HUB enterprises in instances where the quotation/bid process is required.
3. Attend product showings and demonstrations sponsored by HUB vendors. Attendance at such events will allow the purchasing staff to meet potential vendors and will increase product awareness.
4. Schedule meetings with all HUB vendors that call and request time to meet with the purchasing staff. Allow ample time for vendors to discuss products and/or services and to use any product literature available as a future resource for vendors.
5. Promote the HUB Program with the administrators of Brunswick Community College. Explain the concept of Executive Order #77 and how it applies to public procurement.
6. The coordinator responsible for the HUB Utilization Plan will be the College's Purchasing Officer.

Approved by the Brunswick Community College Board of Trustees

January 15, 1997; October 11, 1995; March 18, 1992; June 28, 2013; February 15, 2018