

PURCHASING DIVISION



Introduction

- Lauren Davis- Interim Purchasing Manager
- Devonte' Reese – Procurement Analyst



Mission Statement

To procure premium goods and services
for the City of Durham in the shortest amount of
time, for the best overall value.



A Guide for Doing Business with the City

- **BID & PROPOSAL PROCESS FOR VENDORS**
- [Bid & Proposal Opportunities](#) are posted online and on [Twitter](#)
- Submit response(s) for Bids before the posted deadline – LATE SUBMISSIONS WILL NOT BE ACCEPTED in accordance with NC Statue 143-129.
- [Bid Proposal Awards](#) are posted on the City pf Durham's website
- Instructions on how to successfully submit a response to the [Bid & Proposal Opportunity\(ies\)](#) you are interested in are conveniently located within the posted proposal(s) packages.
- Once a submitted response has been accepted, they will work with the Purchasing Division to complete the purchasing process under guidelines established in the Purchasing Policy



A Guide for Doing Business with the City (continued)

- All purchasing and contracting activities are in line with Equity & Inclusion guidelines.
- Find details about registering with the State of North Carolina Office of Historically Underutilized Businesses [HUB] at *SWUC (Become a HUB vendor).



A Guide for Doing Business with the City (continued)

- **VENDOR REGISTRATION & LOG-IN**

- Register as a [Vendor](#) on our [Vendor Self Service](#) site
- For more information about becoming a vendor, review our [Vendor Information](#) page.
- To inquire about a vendor payment, contact [Accounts Payable](#).

- **CONTACT PURCHASING**

- **EMAIL:** purchmailbox@durhamnc.gov
- **PHONE:** (919) 560-4132



General Discussion



Equal Business Opportunity Program

City of Durham Underutilized Business Compliance Division



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UBC Mission Statement

UBC will provide an independent and objective assurance designed to enhance and improve the City of Durham Equal Business Opportunity Program (EBOP). The Division aims to assist the City to accomplish its objectives by applying a systematic approach to evaluating and compliance mechanisms, and stewardship processes following the Ordinance in place today.



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919.560.4455

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UBC Core Responsibilities

- Adherence and administration of the EBOP Ordinance
- Recruitment / Market trends
- Project, Contract and Purchasing compliance
- Monitoring and Reporting
- Facilitate EBOP Steering Committee



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What is the Equal Business Opportunity Ordinance?

This ordinance provides equal opportunities for city contracting to UBEs owned by minorities or women and prohibits discrimination against any firm pursuing contracting opportunities or conducting contracting activities, while correcting present effects of past discrimination.



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UBE Goals

CONTRACTING CATEGORY	MINORITY GOAL	WOMEN GOAL
CONSTRUCTION	11%	7%
PROFESSIONAL SERVICES	8%	6%
SERVICES	7%	5%
GOODS	2%	4%



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What are Underutilized Business Enterprises (UBEs)?

Is a business that is certified by the state (Department of Administration) and where at least fifty-one percent (51%) of the business is owned by one or more persons who are members of at least one of the following groups: Black, Hispanic, Asian American, American Indian, Female, Disabled, or Disadvantaged.



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How do you become certified as an Underutilized Business Enterprise (UBE)?

Becoming Certified

If you are interested in becoming a certified HUB or NCSBE firm, you must access new electronic Vendor Portal (eVP) to register and request certification online. To start the registration process please visit: <https://evp.nc.gov/>.



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Underutilized Business Compliance (UBC)

Accomplishments / Under review

- Goal setting methodology
- EBOP Forms automation
- Outreach
- Training assistance
- EBOP Steering Committee Resurrection



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Questions



Sidney Anderson, Business Services Administrator

Sidney.Anderson@durhamnc.gov

919.560.4180 **x17245**

Nathan Rivers, Business Services Analyst

Nathan.Rivers@durhamnc.gov

919.560.4180 **x17241**



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