

HUB Advisory Council Meeting Minutes

SUB Committee for Goods & Services

SUB Committee Chair- Kristen Hess

DATE: 03/20/2018, 3:00pm

PRESENT ON CALL:

Kim Leazer, VP of Sales & Customer Service, Forms and Supply
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Odessa McGlown, State Purchasing Officer
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Mary Williams-Stover, Executive Director, NC Council for Women and Youth Involvement
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Annette Stevenson, President & CEO, Stevenson Consulting Group
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Lenwood Long, President & CEO, Carolina Small Business Development
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Alicia Lyon, NC HUB Office, Supplier Diversity Specialist
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John Guenther, NC HUB Office, Compliance Officer
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Kristen Hess, Principal & CEO, HH Architecture
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What is our outcome for this subcommittee?

- First pass for us to understand Goods and Services purchasing in NC
- What questions do we have that the HUB office can answer?
- What can we learn so that we can try to understand and make recommendations of how to improve Goods and Services HUB participation?

Annette gave a quick update: Met with CC and Tammie to discuss where are we going.

Who are the buying groups?

Entities:

1. Cabinet level

2. Community college
3. Council of State
4. Public schools
5. State Universities
6. Supporting agencies

Understand how do they buy and what do they buy and where do they stand on reporting?

Annette: Asked Odessa to talk about how the state procures and what are the tools are.

Odessa: Each entity procures up to their delegation before going to State Purchase & Contract.

P-cards for convenience purposes

How are the delegations set?

\$0-\$500,000 Universities

\$-\$100,000 Community Colleges

\$0-25,0000 Agencies

Registered HUB vendors are in a database. But they not tracked on services?

Mary: What about promotion of women to women?

John: We know what each businesses HUB status is; but we don't know what service they provide. There are commodity codes, but they are not set up to be very easily manageable or searchable.

Example: Identify businesses owned by women and then promote the goods and services they provide and then market them to agencies who might be more interested than others.

Example: African-American owned companies promoting products that may be more of interest to African Americans (example: hair care products).

Women's empowerment expo in Raleigh - promote

Anything that the HUB office does, needs to be neutral. Don't want to promote one group over another.

Odessa: Move smaller purchases \$25,000 and less and move them back to the entities. Right now, there are too many small purchases that drain the Purchase & Contract division without the opportunity to be more strategic. Better to gather data and see what we're buying and how to increase HUB participation. Possible future recommendation?

What are the participation percentages for the agencies at their delegation levels? If we push out to them, will we get better results? If we push buying more out to the field, the outcomes might be better?

What's the commodity? What's the biggest one? IT?

FSI statewide term contract vendor

What do you mean by "how do they buy"?

Possible future recommendation: When we advertise, we can do multiple vendor awards. NC could require that one of the vendors is a HUB firm.

HUB office to provide answers to the following:

1. How many bids were put out?
2. How many HUB firms won?
3. If they did not win, why not?
4. What are the statues?
5. Who are the entities?
6. What is the spend and percent of HUB awarded contracts?
7. What are the procurement rules?
8. How do the entities procure?
9. What are the buying rules for each of the entities?
10. Of the top vendors for the State, do we have any HUB participation goals for Goods and Services?
11. If not, why is that?
12. Is targeted outreach allowed?
13. What are the BIGGEST purchases for Goods and Services? Where can we make the biggest difference?
14. Can the smaller purchasing be pushed down to the entities?
15. Can the secretary receive a scorecard from each of the entities? How are each of the entities required to report?

Possible future recommendation: Targeted outreach? Partnership with an agency (Council for Women; NCIMED, VA)

Please reference the HUB office website: <https://ncadmin.nc.gov/businesses/hub>

NOT PRESENT:

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END OF MEETING MINUTES