

For more information regarding the Fayetteville PWC MWDBE Program go to: [www.faypwc.com/purchasing](http://www.faypwc.com/purchasing)

For inquiries contact the Economic Inclusion Program at (910) 223-4271 or email: [EIProgram@faypwc.com](mailto:EIProgram@faypwc.com)



PROGRAM

# MWDBE

**MINORITY WOMEN DISADVANTAGED  
BUSINESS ENTERPRISE**



# Connecting Your Business to Procurement Opportunities

The Fayetteville Public Works Commission (PWC) is committed to promoting the utilization of Minorities, Women, and Disadvantaged Businesses by providing equal opportunity for participating in all aspects of PWC's contracting and procurement programs, including but not limited to, construction projects, A&E services, purchase contracts, and professional and general (other) service contracts.

## MWDBE

MWDBE stands for Minority, Women, Disadvantaged, Business Enterprise. North Carolina General Statute 143-128.2 defines a minority business as a business that is at least 51% owned and controlled by one or more minority persons or socially and economically disadvantaged individuals. The statute also includes corporations in which at least 51% of stock is owned by one or more minority or socially and economically disadvantaged individuals.

## HUB

HUB stands for historically underutilized businesses.

## Vendor Registration

To participate in the MWDBE program you must first become a PWC vendor. To register as a vendor visit: [www.faypwc.com/supplier-resources](http://www.faypwc.com/supplier-resources)

## MWDBE Certification

Participation in the MWDBE program also involves certification. While PWC doesn't certify companies as to their MWDBE status, we do accept MWDBE certifications from the North Carolina Department of Administration and Department of Transportation. If you are interested in becoming a certified MWDBE/HUB firm, you must register in the electronic Vendor Portal (eVP) and request HUB Certification. To start the registration process please visit: <https://vendor.ncgov.com/vendor/login>.

## Certification Benefits

Registration not only certifies you to do business with the Fayetteville PWC as a MWDBE but it also makes you eligible for work with the State of North Carolina and the associated agencies.

## MWDBE Program

The Minority and Women-owned Disadvantaged Business Enterprise (MWDBE) Program is specifically designed to advocate and facilitate business growth and provide opportunities for historically underutilized businesses. PWC encourages and provides equal opportunity for certified MWDBE businesses to participate in all aspects of PWC's contracting and procurement programs to include but not limited to,

construction projects, A&E Services, purchase contracts, and professional and general (other) service contracts.

The MWDBE Program strives to involve MWDBEs in its procurement process by:

- Providing minority and women owned businesses the equal opportunity to participate in the bidding process for the purchase of apparatus, supplies, materials, and/or equipment
- Providing minority and women owned businesses the equal opportunity to participate in the bidding process for services and professional services
- Providing minority and women owned businesses the equal opportunity to participate in the bidding process for building renovations and construction contracts
- Providing workshops and training sessions
- Providing one-on-one sessions as requested on past bids of interest
- Prohibiting discrimination against a business because of race, creed, color, religion, national origin, or disability

## MWDBE Program Goals

The MWDBE goals reflect PWC's objective to provide a good faith effort in meeting the Program's annual aspirational goals.

**Statute.** Under North Carolina law, the Fayetteville PWC is required to apply HUB participation goals per building construction project. Participation goals are dependent upon the cost of the project and the funding source. State funded projects \$100,000.00 or more requires PWC to have verifiable HUB participation goal of 10 percent of the total project value.

**Resolution.** Under the PWC MWDBE Program Resolution/Policy PWC is required to apply HUB participation goals per building construction projects. **Local.** PWC is has developed new policies to implement goals for non-building construction procurement. The Economic Inclusion Program includes aspirational goals for the total expenditures awarded for construction projects, A&E services, purchase contracts, and professional and general (other) service contracts.

## How Do MWDBE Goals Work?

MWDBE goals represent a percentage of awarded contract value that should be earned and paid to firms that are owned by a qualified minority or woman and are certified as such by the appropriate entity. For example, if ABC Contractors (a non-MWDBE) wins a \$1,000,000 prime contract with PWC for structural repairs and the project has a 10% overall MWDBE goal, the \$100,000 worth of that construction and repair work should be subcontracted out to MWDBE firms.

## MWDBE Program Functions

- Liaison between PWC and MWDBE Community
- Monitor and report MWDBE participation
- Develop alliances to increase participation and utilization

## MWDBE Events

**Meet the Purchaser.** The Economic Inclusion Program schedules routine Meet the Purchaser events. These events are great opportunities for businesses to introduce themselves to the PWC purchasers and the Economic Inclusion Program Team.

**How to Do Business with PWC.** The Economic Inclusion Program will offer a variety of workshops. Sessions offered during the workshops will vary. Attendees can expect informational and interactive sessions that provide training for bidding, certification, and/or small business content.

**Meet & Greet.** The Economic Inclusion Program will offer networking opportunities for MWDBE businesses to interact with purchasing decision makers from various PWC divisions.

To learn more about MWDBE events visit: [www.faypwc.com/supplier-events/](http://www.faypwc.com/supplier-events/)

## Bidding Opportunities

The Procurement Department advertises both the informal and formal bids. Below are the informal and formal benchmarks for construction projects, A&E Services, purchase contracts, and professional and general (other) service contracts. PWC bid opportunities can be accessed by visiting: [www.faypwc.com/bids/](http://www.faypwc.com/bids/)

# Expand Your Network and Broaden your Opportunities

#Procurementwithapurpose

#PWCFORMWDBE

#Connectingopportunities

*Continue Bidding Opportunities*

|                       | Informal                 | Formal        |
|-----------------------|--------------------------|---------------|
| Purchase              | \$30,000.00-\$89,999.99  | \$90,000.00+  |
| Services              | \$30,000.00-\$89,999.99  | \$90,000.00+  |
| Construction          | \$30,000.00-\$499,999.99 | \$500,000.00+ |
| Construction repair   | \$30,000.00-\$499,999.99 | \$500,000.00+ |
| Building construction | \$30,000.00-\$499,999.99 | \$500,000.00+ |

The Procurement Department also utilizes the North Carolina Interactive Purchasing System (IPS) and the North Carolina HUB webpage to advertise bids.

## Bid Response Tips:

- Review the entire contents of the advertised solicitation document. Failure to submit all the pages of the solicitation may cause your response to be rejected.
- Always sign the execution pages and include any issued addenda with your packet.
- Communication regarding advertised bids shall only be with the designated procurement staff noted on the solicitation coversheet.
- Attend the pre-bid meeting. When pre-bid meetings are not scheduled you can contact Procurement to schedule a visit of the site.
- Ask questions during the Q&A period.
- Some projects require special certifications, bid bonds, etc. Always provide supporting documents for these requirements.

## Payments

PWC does not pre-pay for purchases. Purchase orders and blanket purchase orders are used to encumber funds to pay for procurements needs. The purchase order should always initiate the buying process.

**Purchase Order.** A purchase order is an agreement between PWC and a vendor. It is issued to a specific vendor for a specific purchase. The PO indicates the types, quantities, and agreed prices for products or services.

**Purchase Order Process.** Quoted/Bid award, Requisition, Requisition approval, PO processing, Order delivered, Services rendered, Orders inspected/Services evaluated, Vendor invoice, and payment.

**Invoicing.** PWC shouldn't be invoiced for goods that are not delivered or services that have not been provided.

**Blank Purchase Order.** A blanket purchase order is an agreement between PWC buyer and a vendor. It is issued to a specific vendor to address recurring low dollar purchases of goods or services, for a specific period of time.

Examples of what the PWC buys:

| Purchases                    | General Services       | Professional Services | Construction and/or Repair  |
|------------------------------|------------------------|-----------------------|---|
| Aggregate                    | Catering               | Media Representatives | Asphalt Paving & Concrete Work  |
| Chemicals                    | Demolition             | Management Consulting | Utility Construction  |
| Hand & Power Tools           | Equipment Installation | Architectural         | Electric Bulk Power Transmission and Control  |
| Industrial Fluids            | Hauling                | Facility Planning     | Water and Wastewater Structure Construction   |
| Office Supplies              | Janitorial             | Roof Design           | Excavation & Drilling   |
| Transformers, Poles, & Cable | Landscaping            | Engineering           | Renovations   |
| Technology                   | Painting               | Legal                 | Fabrication   |
| Uniforms                     | Security               | Surveyors             | Related Trade Industries (HVAC Repair & Maintenance, Plumbing Electrical Services, Demolition, Hauling) |
| Vehicles                     | Tree Trimming          | GIS Services          | Roofing   |

Legal Requirements for Construction & Repair Projects:

|                             | Informal \$30k+ | Informal \$300k+ | Formal \$500k+ |
|-----------------------------|-----------------|------------------|----------------|
| Licensed Contractor         | Yes             |                  |                |
| Bid Bond/Deposit*           | No              |                  | Yes 5%         |
| Performance & Payment Bonds | No              | Yes 100%         |                |
| HUB Participation Goals**   | No              |                  |                |

Legal Requirements for Building Construction & Repair Projects:

|                             | Informal \$30k+         | Informal \$300k+                           | Formal \$500k+ |
|-----------------------------|-------------------------|--|----------------|
| Licensed Contractor         | Yes                     |  |                |
| Bid Bond/Deposit*           | No                      |  | Yes 5%         |
| Performance & Payment Bonds | No                      | Yes 100%                                   |                |
| HUB Participation Goals**   | Yes, Good faith efforts | Yes, Good faith efforts and HUB affidavits |                |

\* The legal requirements are the purchasing divisions minimum requirements for bid deposit. Some projects may require more than 5%.

\*\*The legal requirements are the purchasing divisions minimum requirements for HUB participation. These statutory requirements are reported to the NC HUB office quarterly.



To sign up for bid notifications, register to become a vendor, and view upcoming events and opportunities visit: [www.faypwc.com/purchasing](http://www.faypwc.com/purchasing)

For more information contact:  
 EIProgram@faypwc.com  
 (910) 223-4271

