



North Carolina Department of Administration

Beverly Eaves Perdue, Governor
Moses Carey, Jr., Secretary

Office for Historically Underutilized Businesses
Bridget L. Wall-Lennon, Asst. to the Secretary for
HUB Outreach

August 30, 2010

Keith Shepherd
O.R. Colan Associates (Woman Owned)
4651 Charlotte Park Drive
Suite 440
Charlotte, NC 28217

Re: Approval of HUB Certification

Dear Keith Shepherd:

The Office for Historically Underutilized Businesses (HUB Office) is pleased to inform you that your company is now certified as a HUB firm with the Statewide Uniform Certification (SWUC) Program. This certification will remain in effect for four (4) years from the date of this letter at which time you must apply for recertification. Until that time, you must keep your information current and submit the attached "Annual Status Update Affidavit" every year prior to your certification expiration date. You will receive a 60-day and 30-day email reminder notice, however, it is your responsibility to submit the Annual Status Affidavits and apply for recertification every four years. As a courtesy, the email reminder notice will be sent to the email address that you have provided in Vendor Link.

As you are likely aware, the HUB Office was given the authority and responsibility for developing a Statewide Uniform Certification Program. This program was developed for the purposes of streamlining the certification of minority and women-owned businesses and creating a centralized HUB and minority/women business database. Starting July 1, 2009, minority and women business firms must be certified through the HUB Office to be listed in the database, which will be used by local and state entities for HUB participation and reporting purposes. Maintaining your status as a certified HUB firm will ensure that you are included in the Statewide Uniform Certification database.

You must notify the HUB Office in writing within 30 days of any changes affecting your compliance with the SWUC Program eligibility requirements, including changes in ownership, day-to-day management and/or control. Any changes made to your company's business ownership or structure may require the HUB Office to re-evaluate your company's eligibility. Failure to notify the HUB Office of any changes, submission of the Annual Status Update Affidavits and/or applying for recertification in a timely manner, may cause your company to lose its HUB Certification for failure to comply.

Mailing Address:

Office for Historically Underutilized Businesses
Department of Administration
1336 Mail Service Center
Raleigh, NC 27699-1336

Telephone (919) 807-2330
Fax (919) 807-2335
State Courier ##51-01-00

Location:

116 West Jones Street
Administration Building
Suite 4109
Raleigh, NC 27603

You may also make changes to your address, telephone number, goods, services and construction codes by updating your profile in Vendor Link by going to:

- <https://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>
- Select "**Change Vendor Information**" to access the Login Screen
- Enter your **User ID** and **Password** (if you are unable to remember your User ID and Password, Please call 919-807-4502 for assistance)
- Select "**Add/Modify HUB Information**" and then provide the requested information.

In addition to receiving bid notifications via the Vendor Link system, we also encourage you to register in the NC E-Procurement/E-Quote system at <https://vendor.ncgov.com/login.jhtml> to increase your company's potential of doing business with state agencies.

The HUB Office collaborates with the local Minority/Women/Small Business (M/W/SBE) Offices to provide assistance to certified HUB firms with identifying contract opportunities with the state and local public sector entities. Please contact the M/W/SBE Office closest to your business location where they can also provide assistance with business assessments, business development and training. A listing of the M/W/SBE Offices and contact information is located on our website at www.doa.nc.gov/hub.

Thank you for your interest in becoming certified as a Historically Underutilized Business firm with the State of North Carolina. We believe you will find the new Statewide Uniform Certification Program beneficial and encourage you to obtain more information on it by visiting our website. If you have any questions or if I can assist further, you may contact me at (919) 807-2330.

Sincerely,

Lena Ridley

Lena Ridley
Certification Specialist