



North Carolina Department of Administration

Beverly Eaves Perdue, Governor
Britt Cobb, Secretary

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

October 22, 2009

Mary Ann Kelly
Specialty Valve & Controls (Woman Owned)
3001 Griffith Street
Charlotte, NC 28203

Re: Acceptance of Certification from Local Certifying Entity

Dear Mary Ann Kelly:

We are pleased to inform you that your certification as an M/W/SBE firm by an existing local certifying entity has been accepted. The Office for Historically Underutilized Businesses (HUB Office) will implement a "Transfer of Certification" for your firm which will designate your firm as a Historically Underutilized Business (HUB) under the new Statewide Uniform Certification (SWUC) Program. Your HUB Certification will remain valid through your current expiration date of November 11, 2011 at which time you may apply for HUB Certification under the new Statewide Uniform Certification Program.

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, your firm 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. This "Transfer of Certification" will automatically place your firm in the SWUC database as a certified HUB firm.

HUB Certification under the SWUC Program is valid for four (4) years, with the timely submission of Annual Status Update Affidavits. You will receive a 60-day and 30-day email notice reminder prior to your certification expiration date. Instructions will be provided in the email on how to apply for HUB Certification under the Statewide Uniform Certification Program. It is your responsibility to submit the Annual Status Affidavits and apply for recertification every four years, however, as a courtesy, the email reminder will be sent to the email address that you have provided in Vendor Link.

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 must notify the HUB Office in writing within 30 days of any changes affecting your HUB Certification status, 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 reevaluate your company's eligibility. You may also make changes to your address, telephone number, goods, services and construction codes by updating your profile on 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.

If you have not done so already, we encourage you to register and/or update your information 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