

CONVENTION CENTER MINORITY-AND WOMEN-OWNED BUSINESS RECRUITING PROCEDURES AND OBJECTIVES

This package contains information that should be distributed or included in the package given to all general contractors (GC) wishing to submit a quote for the constructing of Down Town Raleigh convention Center. The processes to be employed are to assure the inclusion for businesses owned by Minority and Women on this project and provide assurance that the City of Raleigh exhausts every mean to obtain the City's 15% goal for construction projects.

The processes are:

1-Make available to all contractors a list of local minority and women owned businesses from the three counties (**Wake, Durham & Orange**) and all contiguous counties (**Johnson, Franklin, Harnett, Granville, Person, Caswell, Alamance & Chatham**) that have been certified by the City of Raleigh.

- A. the list is available on the City's web site-www.raleigh-nc.org and available in hard copy format.
- B. applications to become certified for those businesses not currently certified with the city of Raleigh can be obtained from the City's web site or can be secured from the city of Raleigh Administrative Service Department, 222 West Hargett Street-Room 307 or call 890-3840. Cross checking City's certified MWOBs with other agencies certified list.

2-The City of Raleigh requirements of all contractors for MWOB participation is included in this package:

- A. good faith efforts- good faith efforts as outlined under SOP 505-2 dated 9/3/02. These Good Faith Efforts were established by General Statute 143-128.2(e) in the recruitment and selection of minority and women-businesses for participation in contract award.
- B. forms to be completed documenting good faith efforts outlined in the City of Raleigh Standard Operating Procedures 505-2 per Appendix 11.1.

3-This project will be marketed to the local Minority and Women-Owned Community thru the following avenues.

- A. cable access TV programming
- B. ads in media outlets owned by minority groups (The Carolinian Newspaper, The Challenger Newspaper, the Triangle Tribune Newspaper, La Conexion and Que Pasa) in addition to mainstream media.
- C. MWBO Expo to be held on **January 21, 2004**.-Convention Center booth staffed by Construction Management.
- D. community town hall meetings (**beginning March 2004 to include CM at Risk**)
- E. newsletter (SouthEast Raleigh News)
- F. other organizations (Carolina Minority Supplier Development Council, Hispanic Chamber of Commerce, the Institute of Minority Business, the Minority Business Development Center, South East Raleigh Assembly and the NCMWBE)

Coordinators' Network other MWOB entities.

G. Engage Chamber of Commerce in recruiting

H. Check opportunities with Mechanic & Farmer Bank

I. Check with NC Homebuilders Assoc. on ways to communicate subcontracting opportunities to mwbes.