



North Carolina Department of Administration

Pat McCrory, Governor
Bill Daughtridge, Jr., Secretary

Office for Historically Underutilized Businesses
Dennis M. English, Jr., Asst. to the Secretary for
HUB Outreach

August 26, 2015

Hugo Solano
O.R. Colan Associates (Woman Owned)
11111 Carmel Commons Blvd.
Suite 410
Charlotte, NC 28226

Re: Reinstatement of HUB Certification

Dear Hugo Solano:

The Office for Historically Underutilized Businesses (HUB Office) is pleased to inform you that your company has been reinstated as a HUB firm with the Statewide Uniform Certification (SWUC) Program. This reinstatement allows your company to remain certified for the duration of your previous certification approval (please refer to your original certification letter for this date). Until that time, you must keep your information current. You will receive a 60-day and 30-day email reminder notice which will be sent to the email address that you have provided in Vendor Link.

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.

You may view or make changes to 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**" to provide the necessary information.

Maintaining your status as a certified HUB firm will ensure that you are included in the state's HUB Certification database, which is used by local and state entities for HUB participation and reporting purposes. If you have not done so already, we 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.

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

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 HUB firm with Statewide Uniform Certification Program. If you have any questions or if I can assist further, you may contact me at (919) 807-2330.

Sincerely,

Traci Fleming

Traci Fleming
Certification Specialist