

# PROCUREMENT SERVICES POLICY 11 LEVIED PURCHASING PROGRAMS

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

## 1. Purpose

This policy describes levied purchasing programs in which UNCG participates as a State entity.

## 2. Scope

This policy applies to all University employees, departments, units, and divisions.

## 3. Definitions and Roles and Responsibilities

### 3.1 Definitions

**Historically Under-utilized Business (HUB) vendors:** Includes those businesses which are owned by minorities, women, and persons with disabilities; disabled business enterprises; and non-profit workshops for the blind and severely disabled. (Reference [NC General Statute 143-128.4](#) for complete qualifications list and requirements)

**" Recycled content" products:** Products which incorporate waste materials and by-products that have been recovered or diverted from the solid waste stream but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

## 4. Policy

Historically Underutilized Business Program (HUB)

In support of and to remain compliant with NC HUB legislation, it is the policy of the University that, to the extent permissible, purchases will be placed with [Historically Underutilized Businesses \(HUB\)](#)

1. HUB-eligible purchases will provide the access and opportunity to barrier. competitively participate in the University's purchasing program without [HUB vendors](#) are currently defined to include those businesses which are: owned by minorities, women, and persons with disabilities; disabled business enterprises; and non-profit workshops for the blind and severely disabled. Using these HUB vendors, the competitive base of the University's purchasing will be broadened. Benefits, accordingly, will result for both the University and the vendor. The following actions will continuously be taken to further foster this program:

- HUB vendor candidates will be actively identified and recorded for us in all appropriate purchases. Procurement Services will participate in vendor fairs and minority programs, as available, to identify potential new HUB sources of supplies and services.
- Solicitations issued by Procurement Services will consider the use of these vendors. As well, all requests for pricing accomplished by departments will consider the use of HUB vendors.
- Announcements and correspondence will be made to emphasize the significance of the HUB program, where and when appropriate.
- Procurement Services will work with the NC HUB office and UNCG Facilities HUB Office to continue to stay abreast of latest information and opportunities.

### **Products with Recycled Content**

NC General Statutes [143-49](#) and [143-58.2](#) provides guidance on purchasing products with recycled content.

At times the [NC Governor's Office may pass Executive Orders](#) that provide guidance on purchasing products with recycled contents. It is the policy of the University to promote and, to the extent maximum feasible, purchase and use products with recycled content. Accordingly, Buy-Recycled purchases will occur where it is found economically practical and cost effective to do so. "Recycled content" products are those which incorporate waste materials and by-products that have been recovered or diverted from the solid waste stream but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process. The purchase of recycled content products fosters the growth of the availability of this type of product and the closure of the cost variance between recycled content and 'virgin' products. The following actions will continuously be taken to further foster this program and meet the program objectives:

- All campus departments are to purchase and use products manufactured from or containing recycled materials whenever feasible. Recycled content paper and paper products should be used.
- Requirements' specifications will be continuously reviewed and revised, as appropriate, to eliminate any discrimination against materials and supplies with recycled content, except where health, safety and welfare would be placed in jeopardy.
- Solicitation documents will be written to encourage vendors and contractors to offer products having recycled content and to propose prices for such products. Pricing obtained by the campus will similarly conform. Recycled product proposals will be considered in the evaluation for award, and, where the product is comparable in quality, availability, and price.
- Where available, consideration will be given to products which are reusable, refillable, repairable, more durable, less toxic, and use minimal packaging. State term contracts will be used, as well, where recycled content products are listed.

Procurement Services will serve as the administrator and coordinator of this “Buy Recycled” program.

## **5. Compliance and Enforcement**

The Director of Procurement Services is responsible for ensuring compliance with this policy.

## **6. Additional Information**

### **6.1 Supporting Documents**

[State of NC Procurement Manual](#)

[NC General Statute 143-128.4](#)

[NC HUB](#)

[NC Governor Executive Orders](#)

[UNCG Facilities – HUB Office](#)

[UNCG Sustainability Office](#)

### **6.2 Approval Authority**

This policy will be approved by the Interim Associate Vice Chancellor for Finance.

### **6.3 Contacts for Additional Information and Reporting**

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, [mflogan@uncg.edu](mailto:mflogan@uncg.edu)
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, [rrfleming@uncg.edu](mailto:rrfleming@uncg.edu)