Welcome to the HUB Goods and Services Reporting webinar.

The webinar will begin at 10 AM.

The webinar will be recorded.
Historically Underutilized Businesses Reporting on HUB Purchases of Goods & Services

John Guenther, Compliance Officer
What you will know when this training is done:

- Overview of NC HUB Office
- Definition of a Historically Underutilized Business
- How to find HUBs
- Who is required to report on purchases of goods & services
- When reports are due
- How to report in IPS
State Policy encourages the use of Historically Underutilized Businesses in purchasing of goods and services.

- Reporting covers purchases from term contracts & open market contracts for the current fiscal year

- Purchases from non-governmental entities count toward total purchases

- Only firms certified by the HUB Office count toward HUB participation

- Quarterly reports are submitted using the NC Interactive Purchasing System
The HUB Office

The Office for Historically Underutilized Businesses promotes diversity and inclusion in state government procurement and contracting.

- HUB Certification
- Encourages use of Historically Underutilized Businesses
- Business Development with HUB vendors
- Compliance Reports - construction and goods/services purchases
What is a HUB? NC GS 143-128.4

- At least 51% of business is owned by one or more persons who are members of at least one of the groups in 143-128.4 (b)
- The management and daily business operations must be controlled by at least one owner in one of the groups in 143-128.4 (b)
- Certified by HUB Office for 4 years at a time.
- Recertification at end of each certification period.
- Takes about 45-90 days to get certified.
- There is no fee to be certified.

**HUB Certification Categories**

- Black
- Hispanic
- Asian American
- American Indian
- Female
- Disabled
- Disadvantaged

**Self identified categories (HUB does not certify):**

- Disabled Business Enterprise
- Nonprofit Work Center for the Blind and Severely Disabled

Legislative Background

- **NC General Statute 143-48**
  - State policy to encourage use of small and Historically Underutilized Businesses
  - Reporting requirements

- **NC General Statute 143-128.4**: Statewide Uniform Certification
  - Defines Historically Underutilized Business
  - Department of Administration certifies HUBs and maintains database
  - Only Certified HUBs count toward minority business participation

- Goal of 10% established in multiple Executive Orders
Goal of 10%, spending reported to the HUB Office
Quarterly reporting for Goods & Services as well as Construction

**FY 19-20 Construction Spending**
- Total Spending: $784,032,413
- Spending with HUBs: $153,827,176
- % Spending with HUBs: 19.62%

**FY 19-20 Purchases of Goods and Services**
- Total Spending: $8,020,759,684
- Spending with HUBs: $402,565,778
- % Spending with HUBs: 5.02%

Only Certified HUBs count toward HUB $ and HUB %
HUB Reporting

Two Types

Purchasing of Goods and Services
  Reporting System: Interactive Purchasing System (IPS)

Construction spending
  Reporting Systems:
    HUBSCO (local entities)
    InterScope+ (state entities)
Reminders of the reporting due dates are sent each quarter.

Most Cabinet, Council of State and Support Agencies are being granted additional time due to implementation of new reporting system in FY 20-21.
Who reports

- 10 Cabinet Agencies
- 9 Council of State Agencies
- 9 Support Agencies
- 19 Public Universities / University Institutions
- 58 Community Colleges
- 115 School Systems
- 6 Non-Profits
## Purchases of Goods & Services
**FY 19-20 Q1- Q4**

<table>
<thead>
<tr>
<th>Agency Category</th>
<th>Total ($)</th>
<th>HUB ($)</th>
<th>Total HUB (%)</th>
<th>$ of Entities Reporting</th>
<th># Reporting 10% or more HUB Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet Agencies</td>
<td>$1,360,224,075</td>
<td>$79,381,322</td>
<td>5.84%</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>$685,728,193</td>
<td>$43,548,392</td>
<td>6.35%</td>
<td>58</td>
<td>8</td>
</tr>
<tr>
<td>Council of State</td>
<td>$150,138,892</td>
<td>$5,819,248</td>
<td>3.88%</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Public Schools</td>
<td>$2,484,173,957</td>
<td>$149,759,863</td>
<td>6.03%</td>
<td>115</td>
<td>22</td>
</tr>
<tr>
<td>State Universities</td>
<td>$3,163,130,958</td>
<td>$90,580,884</td>
<td>2.86%</td>
<td>19</td>
<td>2</td>
</tr>
<tr>
<td>Supporting Agencies &amp; NonProfits</td>
<td>$177,363,609</td>
<td>$33,476,069</td>
<td>18.87%</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,020,759,684</strong></td>
<td><strong>$402,565,778</strong></td>
<td><strong>5.02%</strong></td>
<td><strong>226</strong></td>
<td><strong>41</strong></td>
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</tbody>
</table>
### Purchases of Goods & Services
#### FY 20-21 as of January 20, 2021

<table>
<thead>
<tr>
<th>Agency Category</th>
<th>Total ($)</th>
<th>HUB ($)</th>
<th>HUB (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet Agencies</td>
<td>$99,586,602</td>
<td>$5,657,443</td>
<td>5.68%</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>$234,072,731</td>
<td>$13,514,050</td>
<td>5.77%</td>
</tr>
<tr>
<td>Council of State</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Public Schools</td>
<td>$995,750,675</td>
<td>$69,654,008</td>
<td>7.00%</td>
</tr>
<tr>
<td>State Universities</td>
<td>$726,718,315</td>
<td>$21,160,371</td>
<td>2.91%</td>
</tr>
<tr>
<td>Supporting Agencies</td>
<td>$102,108,123</td>
<td>$16,606,283</td>
<td>16.26%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,158,236,446</strong></td>
<td><strong>$126,592,155</strong></td>
<td><strong>5.87%</strong></td>
</tr>
</tbody>
</table>

94 entities have reported so far for FY 20-21 Q2.
- 2 state agencies
- 3 Non-Profit
- 29 Community Colleges
- 56 School Systems
- 4 Universities
How to find / verify HUB Vendors

• Statewide Uniform Certification, Search for Vendor Information:
  https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h

• All firms in this search are HUB certified firms
  • Count changes frequently

• Can search by company name, City, County, Commodities, Construction specialties

• For a company name search type in first 3-4 letters of company name (search is very literal)

• Use “%” in front of your search criteria if the name of the company does not start with your search criteria. Example: %plumb (to find plumbers)
As of January 20, 2020 there are 20 entries for HUB Vendors within Brunswick County.

Click “Create Excel Spreadsheet” to download the list into Excel.

Search Criteria are shown for each search.

3 of those HUB Vendors have a construction license.

Click on the Company Name to get more information.
HUB Vendor Search Example:

**Company information includes:**
- Contact information
- HUB category
- Services / License Numbers
- Registered Construction Codes
- Registered Commodities

**Advanced concepts of southport inc**

**Detail Information**
- **Contact:** jwantana frink
- **Address:** Advanced Concepts of Southport INC  
  516 lord street  
  southpoint, NC 28461 BRUNSWICK  
  United States
- **Phone:** 910-352-8025
- **Fax:**
- **Toll Free:** 910-713-0030
- **Email Address:** jgfrink@att.net

**Small Business:** Yes
**HUB Certified:** Yes B
**Business Type:** Corporation

**Service Type/License/Work Classification**
- General Contractor NC License No. 66160 Limitation - Limited - Residential
- General Trades/Sub Contractor NC License No. 66160

**Registered Construction Codes**
- 01800 Facility Operation (Maintenance)
- 01900 Facility Decommissioning (Hauling/Debris Removal)

**Registered Commodities**
- 7210 Building & facility maintenance & repair services
- 7211 Residential building construction services
NC Interactive Purchasing System (IPS)
- Certain IPS users can log in and post RFPs
- IPS public site: https://www.ips.state.nc.us/ips/

HUB Office Bid Opportunities
- Anyone can submit a bid opportunity
- Minimum of 12 days before bids due (2 for posting)
- Please include the following language in your bid opportunity: “HUB certified contractors are encouraged to submit a bid for this project”
- Bid Submission address: https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/submit-contractor-bid-opportunity-hub

<table>
<thead>
<tr>
<th>Bid Number</th>
<th>Description</th>
<th>Date Issued</th>
<th>Bid Opening Date</th>
<th>Bid Opening Time</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCO-17-16830-01A</td>
<td>DPS - Div. of Adult Correction - Nash C.I - Roof Replacement at 4 Dorms Mandatory Conf/Site Visit: 06/21/2017</td>
<td>6/5/2017</td>
<td>7/13/2017</td>
<td>02:00 PM ET</td>
<td>SCO-</td>
</tr>
<tr>
<td>345-17-C0820</td>
<td>Newbury Way Sewer Relay Mandatory Conf/Site Visit: 06/13/2017 Pre-Bid is NOT mandatory</td>
<td>6/1/2017</td>
<td>7/11/2017</td>
<td>11:00 AM ET</td>
<td>345-</td>
</tr>
<tr>
<td>SCO-16-13021-01A</td>
<td>DHHS-Neuro-Medical Treatment Center - ELC-1 Building Alterations A pre-bid meeting will be held on Wednesday, June 21, 2017 at 10:00am</td>
<td>5/25/2017</td>
<td>7/9/2017</td>
<td>02:00 PM ET</td>
<td>SCO-</td>
</tr>
</tbody>
</table>

Upcoming Events - HUB Bid Opportunities

158 upcoming events

Wednesday, January 20, 2021
Trainings Provided by the HUB Office

For Vendors:
• HUB Certification Workshops
• HUB Vendor Orientation Trainings: Purchasing 101, Construction, Supplier Diversity, Financial Wellness
• COVID-19 small business support update webinars

For Public Entities (quarterly webinars):
• Construction Reporting - HUBSCO training
• Goods and Services Reporting
Example of Included Spending

- Tangible goods
  - Supplies
  - Equipment
  - Furniture
  - Computers and peripherals
  - Vehicles
  - Medical supplies

- Services
  - Vehicle maintenance / cleaning
  - Janitorial
  - Landscaping
  - Information Technology, support, installation, maintenance
  - Software
  - Engineering or Architecture
  - Medical care (contract doctors / nurses, etc.)
  - Legal
What spending is NOT included:

• Spending with governmental entities
  • Municipalities
  • State universities
  • Correction Enterprises (part of Department of Public Safety)
• Personal Services (salaries, wages, benefits, personal services payments)
• Lottery Prizes
• Aid & Public Assistance
• Reserves
• Intragovernmental Transactions
What can be reported and what cannot be reported:

• Only vendors that are HUB Certified can be counted toward HUB spending.

• Data entered can include purchase order invoices / payments, direct pay and p-card spending.

• There is no category for Minority-Owned without a specific ethnicity category, nor is there a HUB Subcontractor option.

• If uncertain what the HUB Category for a vendor is check the HUB vendor search page at: https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h.
Multiple Year Contracts

- The only dollars of a multi-year contract that should be counted are those for the current fiscal year (FY 20-21)

- Dollars covering additional fiscal years should be removed from your calculations of total dollars and HUB dollars

- Reporting using actual spending / payments should reduce if not eliminate any Multi-year issues.
Tracking Subcontractor Spending for Goods & Services

- Tracking utilization of goods & services subcontractors (2nd tier or multi-tier) directed by Executive Order 25

- Must be able to document track and report in same way as prime vendors
  - Date of purchase
  - Type of purchase (State Term Contract, Commodity, Service)
  - Verification that subcontractors were HUB certified AT TIME OF PAYMENT
  - Identification of HUB category of subcontractors

- HUB Office e-mails a quarterly report of CAI IT Staffing subcontractor spending to state agencies and any community colleges that use the contract
### Computer Aid Inc. (CAI)
#### Q4 IT Staffing Spending

<table>
<thead>
<tr>
<th>Department</th>
<th>Total Spend</th>
<th>HUB $</th>
<th>HUB %</th>
<th>AA $</th>
<th>B $</th>
<th>HA $</th>
<th>W $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$46,277</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Administrative Office of the Courts</td>
<td>$703,387</td>
<td>$169,622</td>
<td>24.12%</td>
<td>$23,977</td>
<td>$0</td>
<td>$0</td>
<td>$145,646</td>
</tr>
<tr>
<td>Agriculture &amp; Consumer Services</td>
<td>$86,807</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Commerce</td>
<td>$539,086</td>
<td>$34,190</td>
<td>6.34%</td>
<td>$0</td>
<td>$0</td>
<td>$34,190</td>
<td>$0</td>
</tr>
<tr>
<td>Community College System</td>
<td>$277,234</td>
<td>$119,693</td>
<td>43.17%</td>
<td>$84,566</td>
<td>$4,913</td>
<td>$30,214</td>
<td></td>
</tr>
<tr>
<td>DHHS</td>
<td>$11,527,859</td>
<td>$2,818,653</td>
<td>24.45%</td>
<td>$1,253,482</td>
<td>$33,127</td>
<td>$0</td>
<td>$1,532,044</td>
</tr>
<tr>
<td>DIT</td>
<td>$1,329,696</td>
<td>$295,301</td>
<td>22.21%</td>
<td>$50,699</td>
<td>$0</td>
<td>$90,113</td>
<td>$153,779</td>
</tr>
<tr>
<td>Elections</td>
<td>$101,170</td>
<td>$27,424</td>
<td>27.11%</td>
<td>$27,424</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Environmental Quality</td>
<td>$356,272</td>
<td>$108,902</td>
<td>30.57%</td>
<td>$70,985</td>
<td>$37,917</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Fayetteville Technical Community</td>
<td>$15,363</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Insurance</td>
<td>$37,917</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Justice</td>
<td>$233,303</td>
<td>$41,191</td>
<td>17.66%</td>
<td>$41,191</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>New Bern</td>
<td>$309</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Office of the Governor</td>
<td>$95,625</td>
<td>$37,040</td>
<td>38.73%</td>
<td>$37,040</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Public Instruction</td>
<td>$54,477</td>
<td>$16,560</td>
<td>30.40%</td>
<td>$0</td>
<td>$0</td>
<td>$16,560</td>
<td>$0</td>
</tr>
<tr>
<td>Public Safety</td>
<td>$290,283</td>
<td>$16,545</td>
<td>5.70%</td>
<td>$16,545</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Revenue</td>
<td>$193,147</td>
<td>$18,958</td>
<td>9.82%</td>
<td>$18,958</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>State Controller</td>
<td>$394,166</td>
<td>$270,910</td>
<td>68.73%</td>
<td>$0</td>
<td>$0</td>
<td>$270,910</td>
<td>$0</td>
</tr>
<tr>
<td>Transportation</td>
<td>$6,546,407</td>
<td>$2,200,885</td>
<td>33.62%</td>
<td>$656,515</td>
<td>$72,765</td>
<td>$0</td>
<td>$1,471,605</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$453,204</td>
<td>$49,173</td>
<td>10.85%</td>
<td>$49,173</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Wake Tech Community College</td>
<td>$74,232</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23,356,220</strong></td>
<td><strong>$6,225,049</strong></td>
<td><strong>26.65%</strong></td>
<td><strong>$2,330,555</strong></td>
<td><strong>$148,723</strong></td>
<td><strong>$90,823</strong></td>
<td><strong>$3,654,948</strong></td>
</tr>
</tbody>
</table>

- If you have more than $0 in HUB spending you can add those dollars in the appropriate HUB categories on your IPS HUB Goods and Services Report.

- Please list any HUB Dollars under SERVICES (Not Term Contract).
Identification of Historically Underutilized Business Participation

Name of Vendor:

do hereby accept that on this project, we will use the following certified HUBs as vendors, suppliers, subcontractors or providers of professional services:

<table>
<thead>
<tr>
<th>Firm Name, Address and Phone #</th>
<th>Type of Work</th>
<th>$ Amount</th>
<th>*HUB Certified? (Y / N)</th>
<th>**HUB Category</th>
</tr>
</thead>
<tbody>
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</table>

Submit with Each Invoice

HUB DOCUMENTATION FOR TIER CONTRACT PAYMENTS

Prime Vendor: ________________________________
Address and Phone: ________________________________
Project Name: ________________________________
Invoice #: __________ Period: __________

The following is a list of payments made to certified HUB firms on this project for the above-mentioned period:

<table>
<thead>
<tr>
<th>HUB FIRM NAME</th>
<th>* TYPE OF HUB</th>
<th>ORIGINAL CONTRACT AMOUNT</th>
<th>PREVIOUS PAYMENTS</th>
<th>FINAL TOTAL PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Data Sources

State Agencies
• DOT and NC Ports Authority - SAP
• NC Education Lottery – MS Dynamix
• All others - HUB Spending Report System (SRS)

Public Universities – systems vary

School Systems
• LINQ or SunPac (with a couple exceptions)

Community Colleges use e-Procurement and Colleague

Non-Profits – systems vary
• P-card – Not applicable

P-Card Purchases (any entity) – Bank of America’s Works System
HUB Tax ID File

- Can be downloaded by public entities (not available to non-profits) after submitting signed Statement of Compliance
- Contains Federal Tax Ids and HUB categories of all HUB certified businesses
- Some Tax Ids are Social Security Numbers so the information needs to be maintained in a secure manner
- downloadable (after permission granted) from a secure website, comma delimited
- Can import into LINQ and SunPac to update HUB vendor status
HUB Spending Report System

- Developed in collaboration with GDAC, SAS, Department of Administration IT Solutions, and Accenture
- Undergoing final testing
- Captures actual spend from NC Accounting System direct payments and eProcurement purchase orders
- Summaries available by Quarter and Month, PO spend and direct payments
- Detail data by PO line item available
• Commodity codes matter: XHUR report depends on them to put purchases in the right categories (Term Contract, Commodity, Service Contract)

• **Vendor file**
  • HUB status is not automatically updated
  • Be mindful that HUB status can change (expiration, cancellation, business sold, no longer meets criteria)

• **Tracking P-card spending** is not currently supported in Colleague, data would come from Works
Percent of Total Spent by type of purchase:

Term Contracts, Commodities, Services

Detailed list of vouchers by HUB Category
LINQ – Purchasing Category Report

Benefits, leave and salaries do not count toward purchases of goods and services.

LINQ does not automatically break out by Term Contract, Commodity or Service.

<table>
<thead>
<tr>
<th>Purchasing Category</th>
<th>For: 07/01/2017 thru 03/31/2018</th>
</tr>
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<tr>
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<td>Benefits, leave and salaries do not count toward purchases of goods and services.</td>
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</tr>
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</tbody>
</table>
• SunPac – HUB Report instruction document is available.
• Recommend reporting based on Invoices rather than Purchases.

• SunPac has ability to upload HUB Tax ID info to update HUB Status and Ethnic Code.
• Report Layout very similar to IPS HUB report.
Non-Profits

• Non-Profit reports are assigned to the Support Agencies category

• Non-Profits will only report on General Assembly appropriation amount

• Report on Commodities and Services, but not State Term Contracts
IPS Data Entry Basic Steps

1) Log in
2) Click on “Quarterly HUB Information”:
3) Click on the Notepad /pencil icon of the report you want to work on.
4) Enter all purchase totals for:
   - Term contract purchases (HUB & Non HUB)
   - Commodity Purchases (HUB & Non HUB)
   - Service Purchases (HUB & Non HUB)
5) Enter all HUB purchases by HUB category (rounding to the nearest dollar)
6) Make sure there are no dollar signs or periods.
7) Click Next, at the bottom of the screen.
8) Review dollar values on Review/Approve screen and click Back, Approve or Cancel.

Instructions for Reporting using the HUB Procurement Report
IPS login:

https://www.ips.state.nc.us/ips/Agency/Logon.aspx
Click on Quarterly HUB Information
IPS HUB Procurement Reporting Screen

- Each Quarter will have its own row and link. FY 20-21 reports should be on Page 2
- Current reporting quarter will be at the bottom
  - Status will be “Pending” until you Approve the report
  - Status will be “Submitted” once report is Approved
- Click on the notepad and pencil icon to EDIT the appropriate report
- View only option is available as well (use this if you do not need to make changes)

<table>
<thead>
<tr>
<th>View</th>
<th>Agency</th>
<th>Fiscal Year</th>
<th>Quarter</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>CC - Wake Technical Community College</td>
<td>2015 - 2016</td>
<td>1st - July 1 - Sept 30</td>
<td>Submitted</td>
</tr>
<tr>
<td>✓</td>
<td>CC - Wake Technical Community College</td>
<td>2015 - 2016</td>
<td>2nd - Oct 1 - Dec 31</td>
<td>Submitted</td>
</tr>
<tr>
<td>✓</td>
<td>CC - Wake Technical Community College</td>
<td>2015 - 2016</td>
<td>3rd - Jan 1 - Mar 31</td>
<td>Submitted</td>
</tr>
<tr>
<td>✓</td>
<td>CC - Wake Technical Community College</td>
<td>2015 - 2016</td>
<td>4th - Apr 1 - June 30</td>
<td>Submitted</td>
</tr>
<tr>
<td>✓</td>
<td>CC - Wake Technical Community College</td>
<td>2016 - 2017</td>
<td>1st - July 1 - Sept 30</td>
<td>Submitted</td>
</tr>
<tr>
<td>✓</td>
<td>CC - Wake Technical Community College</td>
<td>2016 - 2017</td>
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<td>CC - Wake Technical Community College</td>
<td>2018 - 2019</td>
<td>2nd - Oct 1 - Dec 31</td>
<td>Submitted</td>
</tr>
</tbody>
</table>
IPS HUB Procurement Reporting Screen

Enter Totals (HUB and Non-HUB) in blue rows for types of purchases:

• Term Contract Purchases (can be commodities or services)

• Commodity Purchases (not on state term contract)

• Service Purchases (not state term contract)

Enter $ for each HUB category by type of purchase:

• Black
• Hispanic
• Asian American
• American Indian
• Female
• Disabled
• Disabled Business Enterprise
• Non-Profit Work Center
• Socially & Economically Disadvantaged
### Review and Approval Screen

#### Term Contract Purchases

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
<th>% of Total All Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>$5,000</td>
<td>0.66%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>$750</td>
<td>0.03%</td>
</tr>
<tr>
<td>Asian American</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>American Indian</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Female</td>
<td>$1,500</td>
<td>0.20%</td>
</tr>
<tr>
<td>Disabled Owned</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Disabled Business Enterprise</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Non-Profit Work Center</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Socially and Economically Disadvantaged</td>
<td>$0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

#### Total Contract Purchases

| Total Contract Purchases(HUB) | $1,750 | 0.23%                |

#### Commodity Purchases

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
<th>% of Total All Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>$150,000</td>
<td>19.87%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>$7,000</td>
<td>0.93%</td>
</tr>
<tr>
<td>Asian American</td>
<td>$1,500</td>
<td>0.20%</td>
</tr>
<tr>
<td>American Indian</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Female</td>
<td>$14,000</td>
<td>1.85%</td>
</tr>
<tr>
<td>Disabled Owned</td>
<td>$5,000</td>
<td>0.66%</td>
</tr>
<tr>
<td>Disabled Business Enterprise</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Non-Profit Work Center</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Socially and Economically Disadvantaged</td>
<td>$0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

#### Total Commodity Purchases

| Commodity Purchases(HUB) | $27,500 | 3.64%                    |

#### Service Purchases

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
<th>% of Total All Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>$3,000</td>
<td>0.40%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>$20,000</td>
<td>2.65%</td>
</tr>
<tr>
<td>Asian American</td>
<td>$4,500</td>
<td>0.60%</td>
</tr>
<tr>
<td>American Indian</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Female</td>
<td>$15,000</td>
<td>1.99%</td>
</tr>
<tr>
<td>Disabled Owned</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Disabled Business Enterprise</td>
<td>$0</td>
<td>0.00%</td>
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<tr>
<td>Non-Profit Work Center</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Socially and Economically Disadvantaged</td>
<td>$0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

#### Total Service Purchases

| Service Purchases(HUB) | $42,500 | 5.63%                    |

#### Total Purchases

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
<th>% of Total All Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Purchases(HUB)</td>
<td>$755,000</td>
<td>100%</td>
</tr>
</tbody>
</table>

#### By clicking on Approve I am certifying on behalf of my agency, school, university or college that the information provided in this report is complete and accurate. Audit Notice: All reported information submitted to the Office for Historically Underutilized Businesses is subject to audit and review.
Tips

• Whole numbers only

• Do NOT enter $ symbol or periods

• Negative numbers in HUB fields can be used to reflect when change orders decrease the value of a contract.
  • IPS gets confused by negatives in the Total HUB and Non-HUB fields (HUB SRS using actual payments should eliminate this occurrence for most state agencies)
  • Contact the HUB Office if you encounter this situation

• To move between fields use the Tab button or click on a field with your cursor.
  • Hitting ENTER stops the data entry and moves you to the next screen for review and approval.

• Edits: Quarters already submitted can be edited if additional information is available (Do NOT edit Quarter 4 data once submitted UNLESS YOU GET APPROVAL FROM THE HUB OFFICE).
Caution

• Once you hit “Approve” the report is considered officially submitted and is added to the aggregate totals.

• Use the View option if you need to see what you have entered and approved, (look for the open book icon)

• If you select the Edit option (pencil and paper icon) after hitting Approve, the report status switches back to “Pending”
  • IPS thinks you are changing numbers and will not count the values entered until you hit Approve again.
Additional Resources

• HUB Business Resources Links

• List of Minority Media outlets / newspapers

• List of Minority Construction Contractor Organizations
What you learned today:

Overview of NC HUB Office

Definition of a Historically Underutilized Business

How to find HUBs

Who is required to report on purchases of goods & services

When reports are due

How to report in IPS
Questions?
NC Office for Historically Underutilized Businesses

huboffice.doa@doa.nc.gov
984-236-0130

John Guenther, Compliance Officer
john.guenther@doa.nc.gov
984-236-0141