

- Please call in to 919-662-4658
- Please put yourself on mute
- Do not put us on hold throughout the meeting (otherwise everyone hears your hold music).
- If you need to leave please disconnect (hang up) and call back in upon your return.
- Please put your Name, Organization and County in the Chat Box (this is how we will take attendance)

HUBSCO Reporting for Construction Projects

John Guenther, Compliance Officer



What you will know when this training is done:

1. The definition of a Historically Underutilized Business.
2. How to find HUB vendors.
3. Who needs to report on building construction spending.
4. When to report.
5. How to report in HUBSCO.



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





General Statutes related to HUB spending and reporting

- NC GS 143-131 – Informal bids for buildings, soliciting minority participation, records and reporting.
- NC GS 143-128.2 – Minority business participation goals, good faith efforts. 10% goal for state building projects
- NC GS 143-128.3 – Reporting on building projects \$300,000+.
- NC GS 143-128.4 – Historically Underutilized Businesses defined.

Goal of 10%, spending reported to the HUB Office
Quarterly reporting for Goods & Services as well as Construction

FY 18-19 Construction Spending

- Total Spending: **\$504,414,374**
- Spending with HUBs: **\$100,870,950**
- % Spending with HUBs: **20.00%**

FY 18-19 Purchases of Goods and Services

- Total Spending: **\$7,046,348,667**
- Spending with HUBs: **\$367,220,821**
- % Spending with HUBs: **5.21%**

Only Certified HUBs count toward HUB \$ and HUB %

Local Government contributions to HUB participation FY 18-19



Agency Category	Total (\$)	HUB (\$)	HUB %	# of Entities with HUBSCO Accounts	# Reporting 10% HUB or more	# Submitting Any Reports
Counties	\$57,120,681	\$7,450,206	13.04%	55	5	21
Municipalities	\$132,120,347	\$23,868,590	18.07%	107	5	38
Public Schools	\$174,530,052	\$35,773,222	20.50%	85	11	54
Water and Sewer Authorities	\$391,523	\$0	0.00%	6	0	5

- 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)
- Certification managed by the HUB Office

HUB Certification Categories

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



1. Register in eVP (NC electronic Vendor Portal)

- Need to register for both IPS and HUB
- E-Procurement

<https://vendor.ncgov.com/vendor/login>

Certification lasts 4 Years

2. Submit completed and signed Statewide Uniform Certification Application

- HUB Certification Page:
<https://ncadmin.nc.gov/businesses/hub/hub-certification>

45-90 days to determine if HUB

Recertification every 4 years

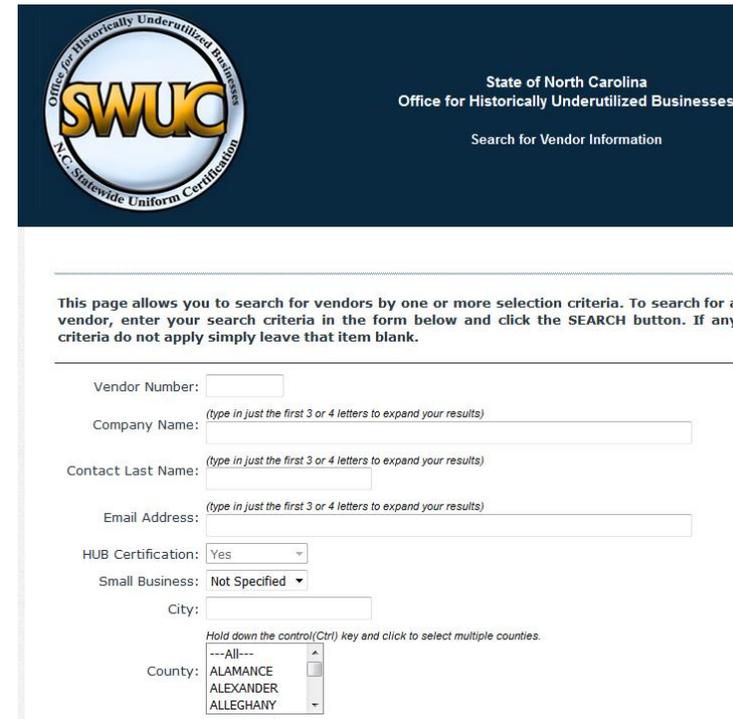
Reciprocity options if already certificated in a nearby state

3. Submit required documents

<https://files.nc.gov/ncdoa/New%20Certification%20Required%20Documents%20-final.pdf>

Vendors get a certification letter, there is no HUB certification number

- 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 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)



Page 1 of 1

<u>Company Name</u>	<u>Address</u>	<u>City, State</u>
Fortress Fencing LLC	402 Jones Ferry Road	Carrboro, NC
Jones Grading & Fencing, Inc.	704 W. Tremont Avenue	Charlotte, NC
Jones Grading & Fencing, Inc.	1726 Toal Street	Charlotte, NC
Maybury Fencing INC.	PO Box 1185	Norwood, NC
Quality & Precision Fencing/welding	4010 old chapel hill rd.apt1	Durham, NC

HUB Vendor Search Example:



- As of February 19, 2020 there are 21 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.

Change Search New Search **Create Excel Spreadsheet**

Search Criteria:
HUB Certification: Yes
County: 'BRUNSWICK'

Hub Status Abbreviation:
 B = Black, HA = Hispanic, AA = Asian American, AI = American Indian, W = Female, D = Disabled
 SE = Socially and Economically Disadvantaged, DBE = Disabled Business Enterprise

Page 1 of 2 Total of 21 records found

Company Name	Address	City, State	County	Zip	Contact Info	HUB	Small Bus.
B & B Crane Service, LLC	5007 Northside Dr PO Box 1594	Shallotte, NC	BRUNSWICK	28459-1594	Contact: Powell, Megan Phone: 910-755-5668 x Fax: 910-754-9381 Email: office@bandbcraneservice.com	W	Yes
Beachin Day Spa Beachin Day Spa	5200 E. Oak Island Drive	Oak Island, NC	BRUNSWICK	28465	Contact: Hill, Jerri Phone: 910-250-1204 x Email: beachindayspa@gmail.com	W	Yes

Posting Request for Bids



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>

Construction Services

Bid Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	Help
SCO-17-16830-01A	DPS - Div. of Adult Correction -Nash C.I - Roof Replacement at 4 Dorms Mandatory Conf/Site Visit: 06/21/2017 A MANDATORY pre-bid meeting will be held on 06/21/2017 at 10:00am	6/5/2017	7/13/2017	02:00 PM ET	SCO-
345-17-C0820	Newbury Way Sewer Relay Mandatory Conf/Site Visit: 06/13/2017 Pre-Bid is NOT mandatory	6/1/2017	7/11/2017	11:00 AM ET	345-
SCO-16-13021-01A	DHHS-Neuro-Medical Treatment Center- ELC-1 Building Alterations A pre-bid meeting will be held on Wednesday, June 21, 2017 at 10:00am	5/25/2017	7/6/2017	02:00 PM ET	SCO-
323-17-184	Request For Bid for Willow Drive	6/2/2017	6/20/2017	3:00 PM	323

Upcoming Events - HUB Bid Opportunities

58 upcoming events

Sunday, October 7, 2018

[Carteret County Government - Roof Replacement - Guardian Ad Litem Building - Beaufort, NC](#)

SUNDAY, OCTOBER 7, 2018
302 COURTHOUSE SQUARE
BEAUFORT, NC 218516
UNITED STATES

[Carteret County Government - Roof Replacement Old Church - Newport, NC](#)

SUNDAY, OCTOBER 7, 2018
5231 BUSINESS DRIVE
NEWPORT, NC 28570
UNITED STATES



For Vendors:

- HUB Certification Workshops
- HUB Vendor Orientation Trainings: You're Certified, Now What?

For Public Entities (quarterly webinars):

- Construction Reporting - HUBSCO training (March 19, 2020, 10 – 11:30 AM)
- Goods and Services Reporting (April 9, 2020, 10 – 11:30 AM)
- **Annual HUB Networking Reception and Expo** following the NC State Construction Conference. Date To Be Determined. Rescheduling due to COVID-19



Two Types of HUB Reporting and Who has to report

- Construction spending (covered by this training)
 - Reporting Systems:
 - HUBSCO (Public Schools Systems, County Governments, Municipalities, other local public entities)
 - InterScope+ (State Agencies, Public Universities, Community Colleges)
- Purchasing of Goods and Services (separate training exists)
 - Reporting System: Interactive Purchasing System (IPS)
 - State Agencies, Public Universities, Community Colleges, Public School Systems

Reporting Due Dates:

Quarter 1 - October 10: Covers July - September

Quarter 2 - January 10: Covers October - December

Quarter 3 - April 10: Covers January - March

Quarter 4 - July 10: Covers April – June

Reminders are e-mailed quarterly to all HUBSCO users.

Dates are always available on the HUB Office website.

What projects have to be in HUBSCO

Building projects that are \$30,000 or more need to be in HUBSCO (total cost)

Best practice recommended by the HUB Office is to seek minority participation at lower levels (\$5,000 and above).

- Building construction or repair projects
 - Exception: “purchase and erection of prefabricated or relocatable buildings or portions thereof, except that portion of work which must be performed at the construction site” - GS 143-128.2 (j)
- Street and Utility projects are not required to be reported.
 - NC Department of Environmental Quality (DEQ, formerly DENR) interprets the statute to apply to waste water treatment systems, wastewater collection systems, water supply systems and water conservation projects (applicable if grant funds or loans from DEQ are received).

HUB Requirements



Cost	Goals	Good Faith Efforts	Reporting
Below \$30,000	Not required	Not required	Not required
\$30,000 - \$300,000 <i>Informal HUB</i>	Not required (unless \$100,000 or more and funded with state funds*)	<u>Local Government:</u> Informal solicitation <u>Bidders:</u> No requirements	<u>Local Government:</u> Informal reporting to HUB Office
\$300,000 and above <i>Formal HUB</i>	Required	<u>Local Government:</u> Formal outreach and good faith efforts <u>Bidders:</u> Formal good faith efforts	<u>Local Government:</u> Formal reporting to HUB Office

- While these are statutory requirements many communities require formal good faith efforts at lower \$ amounts. The HUB Office encourages use of formal good faith efforts at lower \$ amounts.
- For building construction & repair projects, includes wastewater treatment systems, wastewater collection systems, water supply systems and water conservation projects.

*For projects costing \$100,000 or more and funded wholly or in part with state funds, state law requires a local government use a 10% goal unless the local government has established (prior to Dec 1, 2001) and maintained another verifiable goal.

What is HUBSCO?



- HUBSCO is an online reporting system:
 - Developed in 2003 by the NC HUB Office and the State Construction Office
 - For complying with minority business participation reporting requirements on building projects



Submit HUBSCO Access Form to request a public entity account

Two levels of access:

- **User** can enter information about projects.
- **System Administrator** can enter information about projects, add/modify users, indicate no projects completed

Includes Verifiable Percentage Goal

- Who can make User changes:
- Your HUBSCO System Administrator
- John Guenther: john.guenther@doa.nc.gov
- Mathew Idiculla: mathew.idiculla@doa.nc.gov



HUBSCO Construction Reporting System Access Request Form
Completed Form must be faxed or scanned and e-mailed to the attention of John Guenther
Phone: 919-807-2330 Fax: 919-807-2335 E-mail: HUBOffice.DOA@doa.nc.gov

PUBLIC ENTITY INFORMATION (NOTE: Double click on "Select" for Public Entity Options.)

Public Entity Name:			
Type of Public Entity:	-----Select-----		
Address 1:			
Address 2:			
City:	State:	Zip Code:	
Courier / MSC County:			
Maine Phone No.:	Ext.:		

Contact Information

Primary Contact:

Name:		
Phone No.:	Extension	
E-mail:		

Responsible Official Contact:

Name:		
Phone No.:	Extension	
E-mail:		

Authorized Users (People who will enter data in HUBSCO)

User: able to enter data, pull reports

Name:		
Phone No.:	Extension	
E-mail:		

Administrator: able to enter data, pull reports, add / update / delete user information, indicate if no projects were completed during a quarter

Name:		
Phone No.:	Extension	
E-mail:		

Verifiable Percent Goal Information

Public Entity Verifiable Percent Goal: (if applicable)	%	Set to zero (0) if the Public Entity utilizes Verifiable Percentage Goals by Ownership Category (see below)
1) Date Verifiable Percent Goal Established		
2) Verifiable Percent Goal Certification / Verification Method		How was the percentage goal determined? (i.e. – SB914, Internal Disparity Study, etc.)
3) Verifiable Percent Adoption Means (i.e. – Board Minutes, Internal Policy, etc.)		How was the goal approved or put in place?

Verifiable Percent Goal by Ownership Category: (if applicable)

Ownership Category	Public Entity Goal (%)	Ownership Category	Public Entity Goal (%)
Black		Socially and Economically Disadvantaged	
Hispanic		American Indian	
Asian-American		White Female	

Minority Business Outreach Plan

A Minority Business Outreach Plan has been developed and implemented (check appropriate box):	Yes:		No:	
Date Plan was Implemented: (if applicable)				

Approval of Agency Head

I hereby authorize the individuals listed above to submit their Public Entity information in an effort to comply with construction reporting requirements as mandated by SB914.

Date:	
Printed Name of Agency Head:	
Signature of Agency Head:	

Situations that can make it hard to enter data

- The person who ran the project is no longer with the organization, is on vacation or is out for some extended time
- That person didn't give you their project documentation (or they kept it in their head)
- You don't have all the information you need
- The contractor isn't cooperating (or is no longer in business)



Lists all fields in HUBSCO so you can find out the information before you start entering data.



Sections:

1. Project Information
2. Design Related Services
3. Construction Contract – General Information
4. Construction Contractors Contacted Directly
5. Construction Contractors Used
6. Construction Sub-Contractors Chosen (if applicable)

Informal Projects \$30,000 to \$300,000

<https://files.nc.gov/ncdoa/hub/documents/HUBSCO%20Informal%20Project%20information.doc>

Formal Projects: \$300,000 or more

<https://files.nc.gov/ncdoa/hub/documents/HUBSCO%20Formal%20Project%20information%20%283%29.doc>

Key Tips



- Know what information you will need BEFORE the project starts
- Start gathering information early
- Use the Formal / Informal Information Sheets
- Keep the information in a physical or digital folder that multiple people know how to access
- Fill in every required field
- If you did not finalized any projects in a quarter use the “No Quarterly Project Submittal” Screen
- Hold off on “Submit Award Info” until all work is done
- The Project Finalization Screen error report is your friend, use it to help yourself
- Reach out to the HUB Office if you are stuck



HUBSCO Reporting System

System Logon

Welcome to the HUBSCO Reporting System. Please enter your information.

Login ID:

Password:

Submit

Take Me To:

----- Select -----

Go



HUBSCO Reporting System

[Logout](#)

Inbox for Guenther, John

[Show Inbox for HUBSCO Training Entity](#)



Informal Projects

Project #	Project Name	Created Date	Action
			Add
676-852	Test pave	6/29/2015	Edit - Delete
PO 791059	Grounds Storage Shed #3	6/12/2015	Edit - Delete
PO 791060	Grounds Storage Shed #4	7/7/2015	Edit - Delete
PO 791061	Grounds Storage Shed #5	7/9/2015	Edit - Delete
Tip test	Whilte Lake test	7/30/2015	Edit - Delete

Formal Projects

Project #	Project Name	Created Date	Action
			Add
15264	bib	7/2/2015	Edit - Delete
F20-07-06	Paving & Grading	6/12/2015	Edit - Delete
F20-07-2015	Paving & Grading – Barr-Mill Park, Greensboro, NC	7/8/2015	Edit - Delete



Take Me To:

----- Select ----- ▼

----- Select -----

- Project Inbox
- Main Page
- Search for Projects
- Reports
- System Administration
- Send E-Mail
- No Quarterly Projects Submittal
- Informal Project - Add New
- Formal Project - Add New
- Logout

- “Take Me To” Drop down menu:
- Project Inbox
- Main Page
- Search for Projects
- Reports
- System Administrators have additional options:
 - System Administration
 - No Quarterly Projects Submittal
- Remember to click on GO after making your selection.

- In Take Me Too dropdown select “System Administration”
 - Edit will allow changes to be made of Public Entity Information
 - Security will allow changes to be made to who has access to HUBSCO for your public entity

Manage Public Entities

| Public Entity |

List of Public Entities

Public Entity Description	Action...
NC Department of Public Safety	Edit... Security...

Edit Public Entity

* Indicates a Required Field

PUBLIC ENTITY INFORMATION

*Public Entity Name:	NC Department of Public Safety		
Type of Public Entity:	Cabinet Agencies		
*Address 1:	2020 Yonkers Road		
Address 2:			
*City:	Raleigh	State:	NC Zip: 27604
*Courier/MSC:	N/A		
County:	Wake		
*Main Phone No.:	919-716-3600	Ext.:	

CONTACT INFORMATION

*Primary Contact Name:	Bill	Stovall
*Phone No.:	919-716-3691	Ext.:
*E-Mail:	doa.mis.developers@doa.nc.gov	
*Responsible Official Contact Name:	Cheyenne	Franklin
*Official Contact Phone No.:	919-716-3412	Ext.:
*Official Contact E-Mail:	doa.mis.developers@doa.nc.gov	

MINORITY BUSINESS OUTREACH PLAN AND VERIFIABLE PERCENT GOAL INFORMATION

A Minority Business Outreach Plan Has Been Developed and Implemented:	Yes
Date Plan Was Implemented: (If Applicable)	3/12/2002
*Public Entity Verifiable Percent Goal: (If Applicable)	10
*Verifiable Percent Goal Certification/Verification Method:	HUB database
*Date Verifiable Percent Goal Established:	03/12/2002
*Verifiable Percent Goal Adoption Means:	NC Gen Statutes

Submit Cancel

- Can change basic information about public entity
- Update Primary Contact
- Update Responsible Official

- Can Add new users
- Can Edit Existing Users
- Can Delete Existing Users

**List of Users for
NC Department of Public Safety**

User Name	Action...
Guenther (training), John	Add... Edit... Delete...

- Edit and Add screens are the same, Add is just blank.
- Password is not visible but can be reset by typing a new password and confirmation
- Security: Choose between Public Entity User and Public Entity System Administrator

*** Indicates a Required Field**

*Login ID:

*Password:

*Confirm Password:

*Users Name:

*Phone No.: Ext.:

*Email:

*Security Access:

No projects to report?



- When a Public Entity does not have any completed projects within a particular quarter, the Entity needs to submit a “No Quarterly Projects Submittal” form in the system.
- Only accessible by users with “Public Entity System Administrator” security access.
 - 1. In the Take Me To: drop-down box, select No Quarterly Projects Submittal and click on the Go button
 - 2. In the No Quarterly Projects Submittal page click the **No Projects This Fiscal Quarter** button at the bottom of the page



Take Me To:
----- Select -----  **HUBSCO**
Reporting System [Logout](#)

No Quarterly Projects Submittal

For Fiscal Quarter 2, 2018-2019

By clicking on the button below, you are reporting to the North Carolina Office for Historically Underutilized Businesses (HUB) that **NC Department of Public Safety** does not have **ANY** projects, formal or informal, that have been completed within **Fiscal Q2, 2018-2019.**

- Submittal will identify which Fiscal Quarter does not have ANY projects completed.
- You cannot change the Quarter.
- Be careful of when you submit No Projects.

- Inbox - Add Formal or Informal
- ↓
- Project Main data entry screen
- ↓
- Primary Designer screen
- ↓
- Construction Contract screen
- ↓
- Construction Contractor Contacted Directly screen
- ↓
- Construction Contractor screen (Contractor and Subcontractor)
- ↓
- Project View
- ↓
- Finalize Project

How to Add a Project



Inbox for Guenther, John

[Show Inbox for HUBSCO Training Entity](#)

Informal Projects

Project #	Project Name	Created Date	Action
			Add
676-852	Test pave	6/29/2015	Edit - Delete
PO 791059	Grounds Storage Shed #3	6/12/2015	Edit - Delete

Formal Projects

Project #	Project Name	Created Date	Action
			Add
15264	bib	7/2/2015	Edit - Delete
F20-07-06	Paving & Grading	6/12/2015	Edit - Delete



- Click Add in either Informal or Formal Projects.
- Be sure you click Add in the correct type of Project, you can't go back later and change it.
- You can also Add Formal or Informal Projects from the Take Me To drop down menu.

- Required fields:
 - Project Number
 - Project Name
 - Type of Project (Informal or Formal)
 - Location of Project
 - Total Square Footage
 - Original Project Value
 - Project Includes State Appropriation or State Grant Funds
 - Verifiable Percent Goal: default is 10%, can be changed.
- Options: Cancel Addition, Reset Form, Save Project

HUBSCO Reporting System
Add/Edit Formal Project
New Project
Project Main

* Indicates a Required Field

*Project Number: DFS01

*Project Name: DFS Formal Test

Notice to Proceed / Project Start Date: 03/06/2017

Project Completion Date: (Acceptance Date) 12/01/2018

Construction Method Used: Single Prime

*Type of Project: Formal Projects

*Location of Project: Wake

*Total Square Footage: 10,000 ft.²

*Original Project Value: (Combination of all Design-Related Services and Construction Contracts) \$5,000,000

Final Design-Related Services Value: \$

Final Construction Value: (Including any Change Orders) \$

Miscellaneous Costs: \$

Final Project Value: (Including any Change Orders) \$

*Project Includes State Appropriation or State Grant Funds: Yes No

*Verifiable Percent Goal: (Change to Local Goal if other than 10%) 10 %

<< Cancel Addition Reset Form Save Project >>

Construction Method
Used Options include:

- Construction Manager At Risk
- Separate Prime
- Single Prime
- Other
- Alternative contracting method
- Design-build bridging
- Public-private partnership

These fields will be required to finalize the project.

Final Project Value Calculated by HUBSCO.

Project Main View



- Project “tabs”
- Project Main
- Designers
- Contracts
- Project View
- Finalize Project
- Project Main
 - Review Main Project Data
 - Edit Project Main Data

HUBSCO Reporting System

Add/Edit Formal Project
Project DPS01: DPS Formal Test
Project Main View

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

Main Project Data

Project Number:	DPS01
Project Name:	DPS Formal Test
Project Created By:	John Guenther (training)
Project Created On:	12/03/2018
Notice to Proceed / Project Start Date:	03/06/2017
Project Completion Date: (Acceptance Date)	12/01/2018
Duration of Project: (From Notice to Proceed Date to Completion Date)	635 Days
Construction Method Used:	Single Prime
Type of Project:	Formal Projects
Location of Project:	Wake County
Total Square Footage:	10000 ft. ²
Original Project Value:	\$5,000,000
Final Design-Related Services Value: (Including all Change Orders)	\$0
Final Construction Value: (Including all Change Orders)	\$0
Miscellaneous Costs:	\$0
Final Project Value: (Including all Change Orders)	\$0
Project Includes State Appropriation or State Grant Funds:	Yes
Verifiable Percentage Goal:	10%



HUBSCO Reporting System

Add/Edit Formal Project

Project DPS01: DPS Formal Test

Design-Related Services Designers / Consultants

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

[Add a New Prime Designer Used](#)

*Do not add any Prime Designers when the Construction Method Used is 'Design Build'

*** No Designers / Consultants have been defined for this Project ***

- Add a New Prime Designer Used
- No Prime Designers for Design Build

Add Primary Designer Screen



Design-Related Services Designer / Consultant

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

* Indicates a Required Field

*Prime Designer Name:	A.L.R. Architecture, PC
*Type of Service:	Architectural
*Discipline:	Architectural
*Ownership Category:	Black
*Ownership is Minority Female:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Source of Ownership Category Certification/Verification:	State of North Carolina HUB
*Original Contract Value:	\$ 570,000
Final Contract Value: (Including any Change Orders)	\$ 625,000
*Method of Solicitation:	Written (including Fax, E-Mail, and Letter)

<< Cancel Update

Reset Form

Save Prime Designer >>

Type of Service Options:

- Architectural
- Engineering
- Construction Manager Agent
- Other Design-Related Service

Discipline Options:

- Asbestos Consultant
- Acoustical/Sound
- Architectural
- Civil Engineer
- Cost Consultant
- Environmental Engineer
- Electrical Engineer
- Food Service
- Mechanical Engineer
- Landscaping
- Museum Consultant
- Parking/Deck
- Programming/Design
- Security
- Sprinkler Consultant
- Special Services
- Structural Engineer
- Site Concepts
- Theater
- Track Layout Services
- Traffic Engineer
- Radio Tower
- Construction Manager

Design-Related Services Designers / Consultants

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

Add a New Prime Designer Used

*Do not add any Prime Designers when the Construction Method Used is 'Design Build'

Prime Designer Name	Type of Service	Discipline	Ownership Category	Source of Ownership Category Certification / Verification	Method of Solicitation	Contract Value	Action
A.L.R. Architecture, PC	Architectural	Architectural	Black	State of North Carolina HUB	Written (including Fax, E-Mail, and Letter)	Orig: \$570,000 Final: \$625,000	Edit Delete Submit Award Information Add Consultant

Once Prime Designer is saved you can:

- Edit
- Delete
- Submit Award Information
- Add Consultant
 - Looks the same as the Add Primary Designer Screen except that the Prime Designer is already listed

* Indicates a Required Field

Prime Designer Name: A.L.R. Architecture, PC

* Consultant Name:

* Type of Service:

* Discipline:

* Ownership Category:

* Ownership is Minority Female: Yes No

* Source of Ownership Category Certification/Verification:

* Original Contract Value: \$

Final Contract Value: \$
(Including any Change Orders)

<< Cancel Addition Reset Form Save Consultant >>



Add/Edit Formal Project
Project DPS01: DPS Formal Test
Design-Related Services Award Information

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

The following information will be submitted as Award-Time information pertaining to this Design Contract

**Note: The following information may not be changed in the Project once it has been submitted:*

Prime Designer Name	Type of Service	Discipline	Ownership Category	Source of Ownership Category Certification / Verification	Method of Solicitation	Contract Value
A.L.R. Architecture, PC	Architectural	Architectural	Black	State of North Carolina HUB	Written (including Fax, E-Mail, and Letter)	Orig: \$570,000

<< Cancel Submission

Submit Award Information >>



- Submit Award Information
 - Needed to capture design related services dollars
 - Cannot make edits after submitting

Add/Edit Formal Project
Project DPS01: DPS Formal Test
Construction Contracts

[Project Main](#) [Designers](#) Contracts [Project View](#) [Finalize Project](#)

[Add a New Construction Contract](#)

*** No Construction Contracts have been defined for this Project ***

*** Not Required on Formal Projects**

* Indicates a Required Field

*Contract Description / ID: DPS Formal Test

*Contract Method of Advertisement: Both Published and Electronic ▾

Bid Opening Date: 2/10/2017

*Contract Date: 3/3/2017

Notice to Proceed / Contract Start Date: 03/6/2017

Contract Completion Date: 12/01/2018
(Acceptance Date)

<< Cancel Addition

Reset Form

Save Contract >>

- Contract Method of Advertisement Options:

Not Applicable

Published

Electronic

Both Published and Electronic

Add/Edit Informal Project
Project Tip test: White Lake test
Construction Contracts

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

[Add a New Construction Contract](#)

Contract Description / ID	Contract Method of Advertisement	Contract Dates	Action
White Lake Test	Both Published and Electronic	Contract: 11/11/2014 Proceed: 12/13/2014 Complete: 5/15/2015	Edit Contract Go to Contractors Contacted Directly Go to Contractors Used Delete Contract

Options:

- Edit Contract
- Go to Contractors Contacted Directly
- Go to Contractors Used
- Delete Contract

Construction Contractor Contacted Directly



*** Indicates a Required Field**

Contract Description / ID: DPS Formal Test

***Firm Name:**

***Address:**

***City:**

***State:**

***Zip Code:**

Telephone #:

Extension:

***Ownership Category:**

***Ownership is Minority Female:** Yes No

***Source of Ownership Category Certification/Verification:**

***Primary Type of Work:**

***Date Contacted:**

***Method of Contact:**

***Was a Bid Received:** Yes No

Amount of Bid Received: \$

Required fields:

- Firm Name
- Address
- City
- State
- Zip Code
- Ownership Category
- Ownership is Minority Female
- Source of Ownership Category Certification/Verification
- Primary Type of Work
- Date Contacted
- Method of Contact
- Response Due Date
- Specifications Provided
- Was a Quote Received

Optional for Formal Projects, but encouraged.
Required for Informal Projects.

Add the Construction Prime Contractor



Add/Edit Formal Project
Project DPS01: DPS Formal Test
Construction Contractors

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

[Add the Construction Prime Contractor](#)

*** Neither the Prime Contractor nor any Subcontractors have been defined for this Contract ***

[Return to the Contracts View](#)

Construction Contractor screen (Part 1)



Construction Contractor

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize](#)

*** Indicates a Required Field**

Contract Description / ID:	DPS Formal Test
*Firm Name:	12th Colony Builders
*City:	Charlotte
County: <small>(If State is North Carolina)</small>	Mecklenburg ▼
*State:	NC
Reason for Out-of-State Selection: <small>(If applicable)</small>	Not Applicable ▼
Primary Type of Work Performed:	General Construction ▼
*Ownership Category:	Non-Minority ▼
*Ownership is Minority Female:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Source of Ownership Category Certification/Verification:	Not Applicable ▼
*Original Contract Value:	\$ 3,000,000
Final Contract Value: <small>(Including any Change Orders)</small>	\$ 3,750,000
*Self Performing:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Percent Proposed Minority Utilization: <small>(If Not Self Performing)</small>	10 %

Reason for Out-of-State Selection Options:

- Not Applicable
- Lowest Bid
- Lowest Bid Disqualified
- Better Quality Workmanship
- Other



Primary Type of Work Performed Options:

- Select-----
- Concrete
- Conveying Systems
- Doors and Windows
- Electrical
- Equipment
- Finishes
- Furnishings
- General Construction
- General Requirements
- Masonry
- Mechanical
- Metals
- Plumbing
- Site Construction
- Special Construction
- Specialties
- Thermal and Moisture Protection
- Wood and Plastics

Construction Contractor screen (Part 2)



North Carolina Department of Administration



Bidder's Submitted Good Faith Efforts:
(If Not Self Performing)

(A minimum of 50 points must be achieved in order to have achieved a "good faith effort")

- 1 - (10 points)** Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- 2 - (10 points)** Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- 3 - (15 points)** Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- 4 - (10 points)** Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 - (10 points)** Attending any prebid meetings scheduled by the public owner.
- 6 - (20 points)** Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- 7 - (15 points)** Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 - (25 points)** Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 - (20 points)** Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 points)** Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

Yes No

***Bidder Complied With Any Good Faith Efforts Required by Owner:**
(If Not Self Performing)

<< Cancel Addition Reset Form Save Contractor >>

- Minimum of 50 points must be achieved in order to have achieved “good faith efforts”

Prime Construction Contractor Options



Add/Edit Formal Project Project DPS01: DPS Formal Test Construction Contractors

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

Firm Name	Location and County or Reason for Out-of-State	Substitution / Replacement	Primary Type of Work Performed	Ownership Category	Source of Ownership Category Certification / Verification	Contract Dates	Contract Value	Action
12th Colony Builders	Charlotte, NC Mecklenburg County	N/A	General Construction	Non-Minority	Not Applicable	Contract: 3/3/2017 Proceed: 3/8/2017 Complete: 12/1/2018	Orig: \$3,000,000 Final: \$3,750,000	Edit Contractor Add Subcontractor

[Return to the Contracts View](#)

- Options:
- Edit Contractor
- Add Subcontractor

Add Subcontractor



Add/Edit Formal Project
Project DPS01: DPS Formal Test
Construction Contractor

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

*** Indicates a Required Field**

Subcontracted To:	12th Colony Builders
Contract Description / ID:	DPS Formal Test
*Firm Name:	A-1 Mechanical Contractors, Inc.
*City:	Wilmington
County: <small>(If State is North Carolina)</small>	New Hanover ▼
* State:	NC
Reason for Out-of-State Selection: <small>(If applicable)</small>	Not Applicable ▼
*This Contractor is a Substitution / Replacement for a Contractor Originally Listed on the Bid / Affidavit:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Primary Type of Work Performed:	Mechanical ▼
*Ownership Category:	White Female ▼
*Ownership is Minority Female:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Source of Ownership Category Certification/Verification:	State of North Carolina HUB ▼
*Original Contract Value:	\$1,000,000
Final Contract Value: <small>(Including any Change Orders)</small>	\$1,750,000
*Contract Date:	05/01/2017
Notice to Proceed / Contract Start Date:	05/15/2017
Contract Completion Date: <small>(Acceptance Date)</small>	10/30/2018

- Prime Contractor and Contract Description added by HUBSCO.
- Additional fields very similar to Prime Contractor
- Good faith efforts not required for Sub-Contractors



Add/Edit Formal Project
Project DPS01: DPS Formal Test
Construction Contractors

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

Firm Name	Location and County or Reason for Out-of-State	Substitution / Replacement	Primary Type of Work Performed	Ownership Category	Source of Ownership Category Certification / Verification	Contract Dates	Contract Value	Action
12th Colony Builders	Charlotte, NC Mecklenburg County	N/A	General Construction	Non-Minority	Not Applicable	Contract: 3/3/2017 Proceed: 3/8/2017 Complete: 12/1/2018	Orig: \$3,000,000 Final: \$3,750,000	Edit Contractor Add Subcontractor
A-1 Mechanical Contractors, Inc.	Wilmington, NC New Hanover County	No	Mechanical	White Female	State of North Carolina HUB	Contract: 5/1/2017 Proceed: 5/15/2017 Complete: 10/30/2018	Orig: \$1,000,000 Final: \$1,750,000	Edit Subcontractor Delete Subcontractor Add Subcontractor

[Return to the Contracts View](#)

- Multiple Sub-Contractors are possible.
- It is possible to have Subs to Sub-Contractors.

Construction Contracts After Prime and Sub have been added



Add/Edit Formal Project
Project DPS01: DPS Formal Test
Construction Contracts

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

[Add a New Construction Contract](#)

Awaiting Award Information

Contract Description / ID	Contract Method of Advertisement	Bid Opening Date	Contract Dates	Action
DPS Formal Test	Both Published and Electronic	2/10/2017	Contract: 3/3/2017 Proceed: 3/8/2017 Complete: 12/1/2018	Edit Contract Go to Contractors Contacted Directly* Go to Contractors Used Delete Contract Submit Award Information

*** Not Required on Formal Projects**

- Options:
- Edit Contract
- Go to Contractors Contacted Directly
- Got to Contractors Used
- Delete Contract
- Submit Award Information

- Need to Submit Award Information to count Construction dollar values. Cannot edit once submitted.

Project View – Shows all data entered (Part 1)

Project DPS01: DPS Formal Test Project View

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

Main Project Data

Project Number:	DPS01
Project Name:	DPS Formal Test
Project Created By:	John Guenther (training)
Project Created On:	12/03/2018
Notice to Proceed / Project Start Date:	03/06/2017
Project Completion Date: (Acceptance Date)	12/01/2018
Duration of Project: (From Notice to Proceed Date to Completion Date)	635 Days
Construction Method Used:	
Type of Project:	Formal Projects
Location of Project:	Wake County
Total Square Footage:	10000 ft. ²
Original Project Value:	\$5,000,000
Final Design-Related Services Value: (Including all Change Orders)	\$0
Final Construction Value: (Including all Change Orders)	\$0
Miscellaneous Costs:	\$0
Final Project Value: (Including all Change Orders)	\$0
Project Includes State Appropriation or State Grant Funds:	Yes
Verifiable Percentage Goal:	10%

Design-Related Services Used Data

Prime Designer Name	Type of Service	Discipline	Ownership Category	Source of Ownership Certification / Verification	Method of Solicitation	Contract Value	% Of Minority Participation
A.L.R. Architecture, PC	Architectural	Architectural	Black	State of North Carolina HUB	Written (including Fax, E-Mail, and Letter)	Orig: \$570,000 Final: \$625,000 Min.%: 100.0%	100.0%
Total Contract Minority Business Participation:						\$625,000	100.0%

Construction Contracts Data

Construction Contract-Specific Data							
Contract Description / ID		Contract Method of Advertisement		Bid Opening Date		Contract Dates	
DPS Formal Test		Both Published and Electronic		2/10/2017		Contract: 3/3/2017 Proceed: 3/6/2017 Complete: 12/1/2018	
Construction Contractor Used							
Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work Performed	Ownership Category	Source of Ownership Certification / Verification	Contract Dates	Contract Value	% Of Minority Participation
12th Colony Builders	Charlotte, NC Mecklenburg County	General Construction	Non-Minority	Not Applicable	Contract: 3/3/2017 Proceed: 3/6/2017 Complete: 12/1/2018	Orig: \$3,000,000 Final: \$3,750,000 Min.%: 0.0%	0.0%
Self Performing:		No					
Percent Proposed Minority Utilization:		10%					
Bidder's Submitted Good Faith Efforts:		(A minimum of 50 points must be achieved in order to have achieved a "good faith effort")					
		<p>1 - (10 points) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.</p> <p>2 - (10 points) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.</p> <p>3 - (15 points) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.</p> <p>5 - (10 points) Attending any prebid meetings scheduled by the public owner.</p> <p>10 - (20 points) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.</p>					
Bidder Complied With Any Good Faith Efforts Required By Owner:		Yes					

Project View – Shows all data entered (Part 2)

Construction Subcontractors Used

Firm Name	Location and County or Reason for Out-of-State	Substitution / Replacement	Primary Type of Work Performed	Ownership Category	Source or Ownership Category Certification / Verification	Contract Dates	Contract Value	% Of Minority Participation
A-1 Mechanical Contractors, Inc.	Wilmington, NC New Hanover County	No	Mechanical	White Female	State of North Carolina HUB	Contract: 5/1/2017 Proceed: 5/15/2017 Complete: 10/30/2018	Orig: \$1,000,000 Final: \$1,750,000 Min.%: 46.7%	46.7%
Total Contract Minority Business Participation:							\$1,750,000	46.7%

Minority Business Participation and Contract Values

	Total Contracts	Minority Business Participation								
		B	H	AA	AI	WF	SE	D	Total MBE	
Design-Related	\$625,000	\$625,000 100.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$625,000 100.0%
Construction	\$3,750,000	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$1,750,000 46.7%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$1,750,000 46.7%
Project Totals	\$4,375,000	\$625,000 14.3%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$1,750,000 40.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$2,375,000 54.3%

Key: B=Black H=Hispanic AA=Asian-American AI=American Indian WF=White Female SE=Socially and Economically Disadvantaged D=Disabled

Add/Edit Formal Project
Project DPS01: DPS Formal Test
Project Finalization Check

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

The following error(s) must be corrected before the Project can be finalized:
Click on the link to the page to correct the error(s)

Error Page	Field	Value	Error
Main Project Page	Construction Method Used		This field is required for Project Finalization
	Final Design-Related Services Value	\$0	This field must equal the total entered Design-Related Services contract values (\$825,000)
	Final Construction Value	\$0	This field must be greater than \$0 for Project Finalization
	Final Construction Value	\$0	This field must equal the total entered Construction contract values (\$3,750,000)
Design-Related Services Used	N/A	N/A	All Design-Related Services Contracts must be awarded before Project Finalization
Construction Contracts	N/A	N/A	All Construction Contracts must be awarded before Project Finalization

Any errors detected will be displayed with:

- Page where error was found

- Field where the error was found

- What the error was

Errors must be corrected before being able to finalize the project (this may include filling out non-required fields)



Keep your documentation for 3 years.

View Formal Project
Project DPS01: DPS Formal Test
Project Submission Confirmation

The Project Data was successfully submitted.

Project Submitted by John Guenther (training) on 12/03/2018 for NC Department of Public Safety.

Documentation of the public entity's efforts to comply with G.S. 143-131(b), recruitment of minority business participation must be maintained at your site and made readily available to HUB for auditing and compliance reviews for a minimum period of 3 years and shall include, but is not limited to the following:

- A. Copies of solicitations and/or telephone logs used to solicit quotes to minority business firms available on State, local government, or other organization maintained lists. Each solicitation shall contain a specific description of the work to be performed, location where bid documents or specifications can be reviewed, representative of the public entity (Owner) to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation, if applicable.
- D. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to solicit minority business firms.
- E. Any additional documentation which supports efforts to comply with G.S. 143-131(b).

[Continue](#)

There are a variety of reports that HUBSCO can generate:

Take Me To:  **HUBSCO Reporting System** [Lo](#)

- ◆ [Incomplete Projects Past Project Completion Date](#) - List of Projects Past the Project Completion Date
- ◆ [Projects More Than 10 Days Past Completion](#) - List of Projects Reported More Than 10 Days Past Completion

- ◆ [Total Completed Design and Construction Contracts](#) - Total Completed Design and Construction Dollars and Percentages
- ◆ [Total Construction Dollars Per Construction Method](#) - Total Construction Dollars Based on Construction Methods
- ◆ [Total Construction Dollars Per Type of Work Performed](#) - Total Construction Dollars Based on Work Performed

- ◆ [Annual Report](#) - Annual Report
- ◆ [Quarterly](#) - Quarterly Summary of Reports



NC DEPARTMENT OF PUBLIC SAFETY
Select Criteria for Annual Report

Fiscal Year End:

Project: Informal Formal Both

Create

Cancel

Enter the ending year of the Fiscal Year for the report (For FY 18-19 enter 2019)



SUMMARY
Cabinet Agencies
(Includes FORMAL and INFORMAL Projects)

Year-to-Date (FY 2018-2019)
(July 1, 2018 - June 30, 2019)

Cabinet Agencies	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total Dept. (\$)	Year-to-Date							Total HUB (\$)	Total HUB (%)
	Total HUB (%)	Total HUB (%)	Total HUB (%)	Total HUB (%)		B(\$)	H(\$)	AA(\$)	AI(\$)	WF(\$)	SE(\$)	D(\$)		
NC Department of Public Safety	0.00%	30.43%	0.00%	0.00%	\$5,750,000	\$0	\$0	\$0	\$0	\$1,750,000	\$0	\$0	\$1,750,000	30.43%
TOTALS	0.00%	30.43%	0.00%	0.00%	\$5,750,000	\$0	\$0	\$0	\$0	\$1,750,000	\$0	\$0	\$1,750,000	30.43%
						0.00%	0.00%	0.00%	0.00%	30.43%	0.00%	0.00%		30.43%

LEGEND

B - Black
H - Hispanic
AA - Asian-American
AI - American Indian
WF - White Female
SE - Socially and Economically Disadvantaged
D - Disabled



- Know what information you will need BEFORE the project starts
- Start gathering information early
- Use the Formal / Informal Information Sheets
- Keep the information in a physical or digital folder that multiple people know how to access
- Fill in every required field
- If you did not finalized any projects in a quarter use the “No Quarterly Project Submittal” Screen
- Hold off on “Submit Award Info” until all work is done
- The Project Finalization Screen error report is your friend, use it to help yourself
- Reach out to the HUB Office if you are stuck

What does the HUB Office do with the data reported?

- Collect and analyze the data.
- Annual Report is shared with the DOA Secretary, General Assembly and NC citizens.
- Produce special reports upon request.
- Post results on HUB Office's website
 - Shows purchase totals by public entity grouped by type
 - Details spending by HUB category
 - Details which public entities did not report
- Annual and detailed reports are on HUB Office website: <https://ncadmin.nc.gov/hub-annual-reports>

HUB Annual Reports



2018 Historically Underutilized Businesses Annual Report

- [Q2_HUB_Performance_Report.pdf](#)
- [Q3_HUB_Performance_Report.pdf](#)
- [Q4_HUB_Performance_Report.pdf](#)
- [FY18 Full Year HUB Performance Report.pdf](#)
- [FY 17-18 HUB Purchasing Report.pdf](#)
- [FY 17-18 HUB Construction Spending Report.pdf](#)

2017 Historically Underutilized Businesses Annual Report

- [FY 16-17 Construction HUB Participation Report.pdf](#)
 - [FY 16-17 HUB Purchasing Detail Report.pdf](#)
-

- Coronavirus Disease 2019 (COVID-19) Response in NC: <https://www.ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina>
- State Construction Office Guidance on [remote bid openings](#).
- UNC School of Government continues to post updates about bidding and FEMA requirements
 - Website: Resources and Information for Public Officials: <https://www.sog.unc.edu/resources/microsites/coronavirus-covid-19>
 - NC Procurement listserv: <https://www.sog.unc.edu/resources/listservs/north-carolina-government-purchasers-listserv-ncgovpurchasers>
- HUB Office continues to operate by teleworking, e-mail is the best way to reach staff
- State Construction Conference and HUB Networking Reception and Expo will be rescheduled
- SBA to Provide Disaster Assistance Loans for Small Businesses Impacted by Coronavirus (COVID-19) <https://www.sba.gov/about-sba/sba-newsroom/press-releases-media-advisories/sba-provide-disaster-assistance-loans-small-businesses-impacted-coronavirus-covid-19>

1. The requirements to be certified as a Historically Underutilized Business (HUB).
2. How to find HUB vendors in the Statewide Uniform Certification Database.
3. Who is required to report on building construction spending.
4. When to report.
5. How to report in HUBSCO.

- UNC School Of Government
 - Local Government Law Bulletin No. 131, February 2013: HUB Participation in Building Construction Contracting by NC Local Governments: Statutory Requirements and Constitutional Limitations
 - <http://www.sog.unc.edu/sites/www.sog.unc.edu/files/reports/lglb131.pdf>
- HUB Office Legislation and Executive Orders web page: <http://ncadmin.nc.gov/businesses/hub/hub-legislation>
- HUBSCO Manual: <http://www.doa.nc.gov/hub/documents/HUBSCOmanual.pdf>
- State Construction Office Manual: <http://www.nc-sco.com/scomanual.aspx>
- Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts: <https://files.nc.gov/ncdoa/documents/files/MBGuidelines2002R.pdf>
- HUB Office Construction Reporting Forms and Instructions Page (includes due dates): <http://ncadmin.nc.gov/hub-construction-expenditure-reporting>



HUB Office Website: <https://ncadmin.nc.gov/businesses/hub>

HUBSCO Access Form: <http://ncadmin.nc.gov/document/hubscoco-construction-reporting-system-access-form>

HUBSCO log in: <http://www.hubscoco.com/HUBSCO/Logon.asp>

HUB Certification page: <https://ncadmin.nc.gov/businesses/hub/hub-certification>

SWUC / HUB vendor search: <https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>

NC Interactive Purchasing System (IPS) RFP postings: <https://www.ips.state.nc.us/ips/>

HUB Office Bid Opportunity Submittal page: <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/submit-contractor-bid-opportunity-hub>

HUB Office Construction Bid Opportunities postings: <https://ncadmin.nc.gov/businesses/hub/events>

HUB Annual and Detailed reports: <https://ncadmin.nc.gov/hub-annual-reports>



NC Office for Historically Underutilized Businesses

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919-807-2436