HUBSCO Reporting for Construction Projects
John Guenther, Compliance Officer
NC Office for Historically Underutilized Businesses
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 HUB Office

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

The main roles of the HUB Office include:

• HUB Certification
• Encouraging use of Historically Underutilized Businesses
• Providing Business Development services to HUB vendors
• Collecting Reports on construction spending and goods/services purchases from NC state and local government entities
General Statutes related to HUB Construction spending and reporting include:

- **NC GS 143-131** – covers the requirements to solicit minority participation on informal building projects, to keep records of minority vendors solicited and reporting on completed projects.

- **NC GS 143-128.2** – covers minority business participation goals, including the 10% goal for state building projects and good faith efforts required of owners and bidders.

- **NC GS 143-128.3** – covers reporting on building projects $300,000+.

- **NC GS 143-128.4** – defines Historically Underutilized Businesses
NC Public Entity Goals and Spending

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

<table>
<thead>
<tr>
<th>FY 18-19 Construction Spending</th>
<th>FY 18-19 Purchases of Goods and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Total Spending: $504,414,374</td>
<td>• Total Spending: $7,046,348,667</td>
</tr>
<tr>
<td>• Spending with HUBs: $100,870,950</td>
<td>• Spending with HUBs: $367,220,821</td>
</tr>
<tr>
<td>• % Spending with HUBs: 20.00%</td>
<td>• % Spending with HUBs: 5.21%</td>
</tr>
</tbody>
</table>

Only Certified HUBs count toward HUB $ and HUB %
## Construction Spending
### FY 19-20 Q1 – Q4

<table>
<thead>
<tr>
<th>Agency Category</th>
<th>Total($)</th>
<th>HUB($)</th>
<th>HUB(%)</th>
<th># of Entities with HUBSCO or InterScope+ Accounts</th>
<th># Reporting 10% or more HUB participation</th>
<th># of Entities Submitting Any Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counties</td>
<td>$90,201,829</td>
<td>$11,052,222</td>
<td>12.25%</td>
<td>55</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td>Municipalities</td>
<td>$137,393,369</td>
<td>$21,164,022</td>
<td>15.40%</td>
<td>109</td>
<td>6</td>
<td>35</td>
</tr>
<tr>
<td>Public Schools</td>
<td>$121,699,047</td>
<td>$19,796,261</td>
<td>16.27%</td>
<td>85</td>
<td>10</td>
<td>49</td>
</tr>
<tr>
<td>Water and Sewer Authorities</td>
<td>$8,397,280</td>
<td>$425,689</td>
<td>5.07%</td>
<td>7</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

The number of local entities submitting reports was down in FY 19-20 compared to FY 18-19.
What is a HUB? NC G.S. 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)
- Certification managed by the HUB Office

HUB Certification Categories
- Black
- Hispanic
- Asian American
- American Indian
- Female
- Disabled
- Disadvantaged
Certification Process

1. Register in eVP (NC electronic Vendor Portal)
   • Firms need to register for both IPS and HUB
   • E-Procurement registration is optional
     [https://vendor.ncgov.com/vendor/login](https://vendor.ncgov.com/vendor/login)

2. Submit completed and signed Statewide Uniform Certification Application

3. Submit required documents

Certification lasts 4 Years, with 4 year recertification process

It takes 45-90 days to determine if HUB once all documentation is received

Reciprocity options if already certificated in a nearby state

Vendors get a certification letter, there is no HUB certification number
How to find / verify HUB Vendors

• The HUB Office maintains the Statewide Uniform Certification, Search for Vendor Information: [https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h](https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h)

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

• You 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)
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.
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

Upcoming Events - HUB Bid Opportunities

58 upcoming events
Sunday, October 7, 2018
Trainings Provided by the HUB Office

For Vendors:

• HUB Certification Workshops
• HUB Vendor Orientation Trainings: You’re Certified, Now What?

For Public Entities (quarterly webinars):

• Construction Reporting - HUBSCO training
• Goods and Services Reporting
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
Construction Reporting Due Dates

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 wastewater treatment systems, wastewater collection systems, water supply systems and water conservation projects (applicable if grant funds or loans from DEQ are received).
### HUB Requirements

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

*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.

- 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 waste-water treatment systems, wastewater collection systems, water supply systems and water conservation projects.
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 local HUBSCO System Administrator
- John Guenther: john.guenther@doa.nc.gov
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

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

Login ID: [ ]
Password: [ ]

Submit
Inbox – what you see upon Log in

### Informal Projects

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>676-852</td>
<td>Test pave</td>
<td>6/29/2015</td>
<td>Add</td>
</tr>
<tr>
<td>PO 791059</td>
<td>Grounds Storage Shed #3</td>
<td>6/12/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>PO 791060</td>
<td>Grounds Storage Shed #4</td>
<td>7/7/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>PO 791061</td>
<td>Grounds Storage Shed #5</td>
<td>7/9/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>Tip test</td>
<td>White Lake test</td>
<td>7/30/2015</td>
<td>Edit - Delete</td>
</tr>
</tbody>
</table>

### Formal Projects

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15264</td>
<td>bib</td>
<td>7/2/2015</td>
<td>Add</td>
</tr>
<tr>
<td>F20-07-06</td>
<td>Paving &amp; Grading</td>
<td>6/12/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>F20-07-2015</td>
<td>Paving &amp; Grading – Barr-Mill Park, Greensboro, NC</td>
<td>7/8/2015</td>
<td>Edit - Delete</td>
</tr>
</tbody>
</table>
Navigating in HUBSCO

• “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.
System Administrator Screens

- 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
Public Entity Information Screen

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

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

- 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
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

• 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.
HUBSCO flow when adding 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

- 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.
Project Main data entry screen

- 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

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
Designers “tab”

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

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
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
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*
**Construction Contract Addition**

- **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

**Contract Method of Advertisement Options:**

- Not Applicable
- Published
- Electronic
- Both Published and Electronic
Add/Edit Informal Project
Project Title: White Lake test

Construction Contracts

Options:
- Edit Contract
- Go to Contractors Contacted Directly
- Go to Contractors Used
- Delete Contract
## Construction Contractor Contacted Directly

**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.

### Required fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Description / ID:</strong></td>
<td>DPS Formal Test</td>
</tr>
<tr>
<td><strong>Firm Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Zip Code:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone #:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Extension:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ownership Category:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Ownership is Minority Female:</strong></td>
<td>Yes or No</td>
</tr>
<tr>
<td><strong>Source of Ownership Category:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Certification/Verification:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Primary Type of Work:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Date Contacted:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Method of Contact:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Was a Bid Received:</strong></td>
<td>Yes or No</td>
</tr>
<tr>
<td><strong>Amount of Bid Received:</strong></td>
<td></td>
</tr>
</tbody>
</table>
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

**Contract Description / ID:** DPS Formal Test  
**Firm Name:** 12th Colony Builders  
**City:** Charlotte  
**County:** Mecklenburg  
**State:** NC  
**Reason for Out-of-State Selection:** Not Applicable  
**Primary Type of Work Performed:** General Construction  

<table>
<thead>
<tr>
<th>Reason for Out-of-State Selection</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Applicable, Lowest Bid, Lowest Bid Disqualified, Better Quality Workmanship, Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Applicable, Lowest Bid, Lowest Bid Disqualified, Better Quality Workmanship, Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ownership Category</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Construction, Non-Minority</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ownership is Minority Female</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source of Ownership Category Certification/Verification</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Applicable, General Construction</td>
</tr>
</tbody>
</table>

| Original Contract Value | $3,000,000 |
| Final Contract Value    | $3,750,000 |

<table>
<thead>
<tr>
<th>Self Performing</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent Proposed Minority Utilization</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>
Construction Contractor screen (Part 2)

• Minimum of 50 points must be achieved in order to have achieved “good faith efforts”
Prime Construction
Contractor Options

Options:
- Edit Contractor
- Add Subcontractor

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Location and County or Reason for Out-of-State</th>
<th>Substitution / Replacement</th>
<th>Primary Type of Work Performed</th>
<th>Ownership Category</th>
<th>Source of Ownership Category Certification / Verification</th>
<th>Contract Dates</th>
<th>Contract Value</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th Colony Builders</td>
<td>Charlotte, NC Mecklenburg County</td>
<td>N/A</td>
<td>General Construction</td>
<td>Non-Minority</td>
<td>Not Applicable</td>
<td>Contract: 3/3/2017</td>
<td>Orig: $3,000,000</td>
<td>Edit Contractor</td>
</tr>
</tbody>
</table>
Add Subcontractor

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

**Add/Edit Formal Project**
**Project DPS01: DPS Formal Test**

<table>
<thead>
<tr>
<th>Location and County or Reason for Out-of-State</th>
<th>Substitution / Replacement</th>
<th>Primary Type of Work Performed</th>
<th>Ownership Category</th>
<th>Source of Ownership Category Certification / Verification</th>
<th>Contract Dates</th>
<th>Contract Value</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th Colony Builders, Charlotte, NC Mecklenburg County</td>
<td>N/A</td>
<td>General Construction</td>
<td>Non-Minority</td>
<td>Not Applicable</td>
<td>Contract: 3/3/2017  Proceed: 3/6/2017  Complete: 12/1/2018</td>
<td>Orig: $3,000,000  Final: $3,750,000</td>
<td>Edit Contractor  Add Subcontractor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Location and County or Reason for Out-of-State</th>
<th>Substitution / Replacement</th>
<th>Primary Type of Work Performed</th>
<th>Ownership Category</th>
<th>Source of Ownership Category Certification / Verification</th>
<th>Contract Dates</th>
<th>Contract Value</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Mechanical Contractors, Inc.</td>
<td>Wilmington, NC New Hanover County</td>
<td>No</td>
<td>Mechanical</td>
<td>White Female</td>
<td>State of North Carolina HUB</td>
<td>Contract: 5/1/2017  Proceed: 5/15/2017  Complete: 10/30/2018</td>
<td>Orig: $1,000,000  Final: $1,750,000</td>
<td>Edit Subcontractor  Delete Subcontractor  Add Subcontractor</td>
</tr>
</tbody>
</table>

**Return to the Contracts View**

- Multiple Sub-Contractors are possible.
- It is possible to have Subs to Sub-Contractors.
### Add/Edit Formal Project

**Project DPS01: DPS Formal Test**

**Construction Contracts**

[Image of the interface showing project details]

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

### Awaiting Award Information

<table>
<thead>
<tr>
<th>Contract Description / ID</th>
<th>Contract Method of Advertisement</th>
<th>Bid Opening Date</th>
<th>Contract Dates</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPS Formal Test</td>
<td>Both Published and Electronic</td>
<td>2/10/2017</td>
<td>Contract: 3/3/2017 Proceed: 3/6/2017 Complete: 12/1/2018</td>
<td>Edit Contract Go to Contractors Contacted Directly Go to Contractors Used Delete Contract Submit Award Information</td>
</tr>
</tbody>
</table>

* Not Required on Formal Projects

- Need to Submit Award Information to count Construction dollar values. Cannot edit once submitted.
Project View – Shows all data entered (Part 1)
### Construction Subcontractors Used

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Location and County or Reason for Out-of-State</th>
<th>Substitution / Replacement</th>
<th>Primary Type of Work Performed</th>
<th>Ownership Category</th>
<th>Source or Ownership Certification / Verification</th>
<th>Contract Dates</th>
<th>Contract Value</th>
<th>% Of Minority Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Mechanical Contractors, Inc.</td>
<td>Wilmington, NC New Hanover County</td>
<td>No</td>
<td>Mechanical</td>
<td>White Female</td>
<td>State of North Carolina HUB</td>
<td>Contract: 5/1/2017 Proceed: 5/15/2017 Complete: 10/30/2018</td>
<td>Orig: $1,000,000 Final: $1,750,000 Min: 48.7%</td>
<td></td>
</tr>
</tbody>
</table>

Total Contract Minority Business Participation: $1,750,000 46.7%

### Minority Business Participation and Contract Values

<table>
<thead>
<tr>
<th>Total Contracts</th>
<th>Minority Business Participation</th>
<th>B</th>
<th>H</th>
<th>AA</th>
<th>AI</th>
<th>WF</th>
<th>SE</th>
<th>D</th>
<th>Total MBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design-Related</td>
<td>$625,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$625,000</td>
</tr>
<tr>
<td>Construction</td>
<td>$3,750,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,750,000</td>
</tr>
<tr>
<td>Project Totals</td>
<td>$4,375,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,375,000</td>
</tr>
</tbody>
</table>

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

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:

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

<table>
<thead>
<tr>
<th>Fiscal Year End: 2019</th>
</tr>
</thead>
</table>

**Project:** ☐ Informal ☐ Formal ☐ Both

---

**Summary**

Cabinet Agencies

(Includes FORMAL and INFORMAL Projects)

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
</tr>
<tr>
<td>Cabinet Agencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC Department of Public Safety</td>
<td>0.00%</td>
<td>30.43%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>$0,000,000</td>
<td>$0,000,000</td>
<td>$0,000,000</td>
<td>$0,000,000</td>
<td>$0,000,000</td>
</tr>
<tr>
<td>TOTALS</td>
<td>0.00%</td>
<td>30.43%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**Year-to-Date (FY 2018-2019)**

(As of June 30, 2019)

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$0,000,000</td>
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<tr>
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</tr>
</tbody>
</table>

**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](https://ncadmin.nc.gov/hub-annual-reports)
COVID-19 Related Information


- 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

What you now know:

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.
Resources

• UNC School Of Government
• 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/hubsco-construction-reporting-system-access-form
HUBSCO log in: http://www.hubsco.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 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
huboffice.doa@doa.nc.gov
984-236-0130