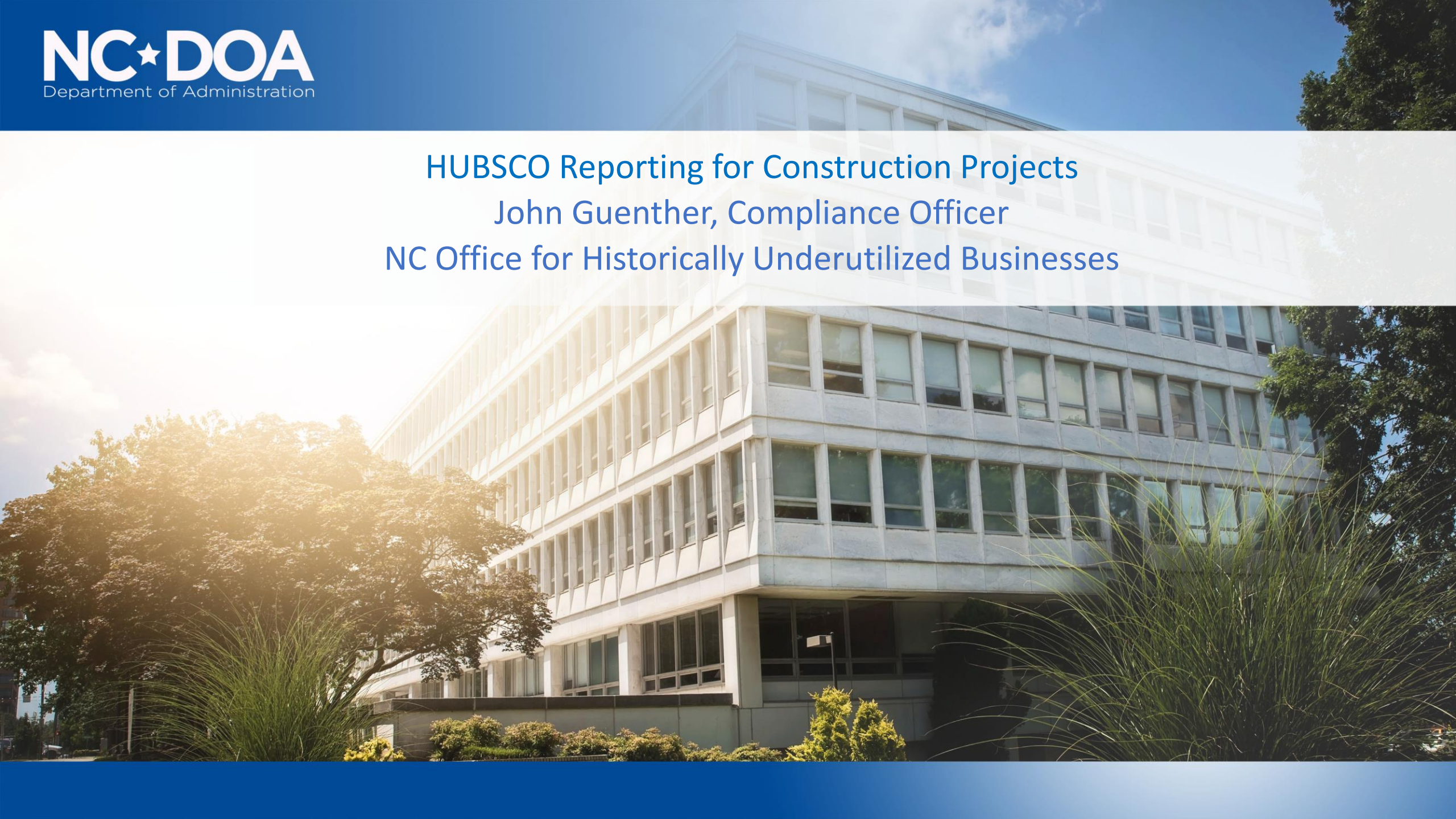


HUBSCO Reporting for Construction Projects  
John Guenther, Compliance Officer  
NC Office for Historically Underutilized Businesses



# What you will know when this training is done:

1. Types of reporting.
2. Recent reported spending.
3. Who needs to report on building construction spending.
4. When to report.
5. How to report in HUBSCO.



# 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

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

**FY 21-22 Construction Spending (as of  
December 22, 2021)**

- Total Spending: **\$440,051,854**
- Spending with HUBs: **\$92,441,966**
- % Spending with HUBs: **21.01%**

**FY 21-22 Purchases of Goods and  
Services (as of December 22, 2021)**

- Total Spending: **\$2,866,418,453**
- Spending with HUBs: **\$205,068,647**
- % Spending with HUBs: **7.15%**

**Only Certified HUBs count toward HUB \$ and HUB %**

# Local Government contributions to HUB participation FY 21-22

Year-to-Date												
STATE REPORTING ENTITIES	Total Dept. (\$)	B(\$)	H(\$)	AA(\$)	AI(\$)	WF(\$)	SE(\$)	D(\$)	Total HUB (\$)	Total HUB (%)	# Reporting	# achieving 10%
Counties	\$4,158,827	\$0	\$30,840	\$0	\$0	\$342,790	\$0	\$0	\$373,630	8.98%	13	1
Municipalities	\$35,630,096	\$2,228,485	\$1,398,609	\$353,397	\$0	\$1,521,616	\$0	\$0	\$5,502,107	15.44%	28	3
Public Schools	\$33,549,648	\$614,136	\$878,157	\$0	\$0	\$4,881,662	\$0	\$0	\$6,373,955	19.00%	37	6
<b>TOTALS</b>	\$73,338,571	\$2,842,621	\$2,307,606	\$353,397	\$0	\$6,746,068	\$0	\$0	\$12,249,692	16.70%		

## Reporting Periods

Period	Dates	Due Date
1 <sup>st</sup> Quarter	July 1 to September 30	October 10
2 <sup>nd</sup> Quarter	October 1 to December 31	January 10
3 <sup>rd</sup> Quarter	January 1 to March 31	April 10
4 <sup>th</sup> Quarter	April 1 to June 30	July 10

- Reminders are e-mailed quarterly to all HUBSCO users.
- Dates are always available on the HUB Office website: [NC DOA : HUB Construction Expenditure Reporting](#)

# 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:  
Includes wastewater treatment systems, wastewater collection systems, water supply systems and water conservation projects (dependent on grant fund / loan requirements).
- 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.

# 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](mailto:john.guenther@doa.nc.gov)
- Emanuel McGirt: [emanuel.mcgirt@doa.nc.gov](mailto:emanuel.mcgirt@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)

# Formal and Informal Project Information Forms



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)

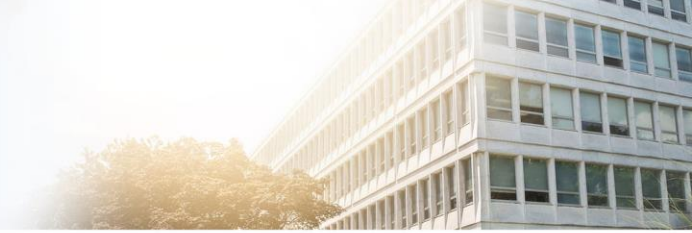
Informal Projects \$30,000 to \$300,000

<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

# Inbox – what you see upon Log in

Take Me To:   [Logout](#)



## HUBSCO Reporting System

### Inbox for Guenther, John

[Show Inbox for HUBSCO Training Entity](#)



#### Informal Projects

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

#### Formal Projects

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



## 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	<u>Edit...</u> <u>Security...</u>



# Public Entity Information Screen

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


**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/MS:	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
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

# List of Users

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

User Name	Action...
	 <a href="#">Add...</a>
Guenther (training), John	<a href="#">Edit...</a> <a href="#">Delete...</a>

- 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**

<b>*Login ID:</b>	<input type="text"/>
<b>*Password:</b>	<input type="password"/>
<b>*Confirm Password:</b>	<input type="password"/>
<b>*Users Name:</b>	<input type="text"/> <input type="text"/>
<b>*Phone No.:</b>	<input type="text"/> Ext.: <input type="text"/>
<b>*Email:</b>	<input type="text"/>
<b>*Security Access:</b>	-----Select----- ▼


Submit Cancel

# 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 ----- ▼ Go

 **HUBSCO**  
**Reporting System**

**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.**

[Logout](#)

No Projects This Fiscal Quarter Cancel Submittal

- 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
			<a href="#">Add</a>
676-852	Test pave	6/29/2015	<a href="#">Edit</a> - <a href="#">Delete</a>
PO 791059	Grounds Storage Shed #3	6/12/2015	<a href="#">Edit</a> - <a href="#">Delete</a>

### Formal Projects

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

- 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

**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.<sup>2</sup>

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

Final Design-Related Services Value: (Including any Change Orders) \*Do not enter when Construction Method Used is 'Design-Build'

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: 10 % (Change to Local Goal if other than 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

Go

 **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. <sup>2</sup>
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%

[Edit Project Main Data](#)



## 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: ☐ Yes ☒ No

\*Source of Ownership Category Certification/Verification: State of North Carolina HUB ▼

\*Original Contract Value: \$570,000

Final Contract Value: \$625,000  
(Including any Change Orders)

\*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

## 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	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Submit Award Information</a> <a href="#">Add Consultant</a>

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 >>

# Submit Award Information



**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



# Construction Contracts Screen

**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	<a href="#">Edit Contract</a> <a href="#">Go to Contractors Contacted Directly</a> <a href="#">Go to Contractors Used</a> <a href="#">Delete Contract</a>

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:	<input type="text"/>
*Address:	<input type="text"/>
	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Zip Code:	<input type="text"/>
Telephone #:	<input type="text"/>
Extension:	<input type="text"/>
*Ownership Category:	-----Select----- ▼
*Ownership is Minority Female:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Source of Ownership Category Certification/Verification:	-----Select----- ▼
*Primary Type of Work:	-----Select----- ▼
*Date Contacted:	<input type="text"/>
*Method of Contact:	-----Select----- ▼
*Was a Bid Received:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Amount of Bid Received:	\$ <input type="text"/>

<< Cancel Addition    Reset Form    Save Contacted Info >>

## 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**

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

**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.

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

☒ Yes ☐ No

<< 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	<a href="#">Edit Contractor</a> <a href="#">Add Subcontractor</a>

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

<< Cancel Addition    Reset Form    Save 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**  
**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	<a href="#">Edit Contractor</a> <a href="#">Add Subcontractor</a>
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	<a href="#">Edit Subcontractor</a> <a href="#">Delete Subcontractor</a> <a href="#">Add Subcontractor</a>

[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	<a href="#">Edit Contract</a> <a href="#">Go to Contractors Contacted Directly*</a> <a href="#">Go to Contractors Used</a> <a href="#">Delete Contract</a> <a href="#">Submit Award Information</a>

**\* Not Required on Formal Projects**

- Options:
- Edit Contract
- Go to Contractors Contacted Directly
- Go 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:	12/01/2018
(Acceptance Date)	
Duration of Project:	635 Days
(From Notice to Proceed Date to Completion Date)	
Construction Method Used:	
Type of Project:	Formal Projects
Location of Project:	Wake County
Total Square Footage:	10000 ft. <sup>2</sup>
Original Project Value:	\$5,000,000
Final Design-Related Services Value:	\$0
(Including all Change Orders)	
Final Construction Value:	\$0
(Including all Change Orders)	
Miscellaneous Costs:	\$0
Final Project Value:	\$0
(Including all Change Orders)	
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 Category 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 Category 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><b>1 - (10 points)</b> 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><b>2 - (10 points)</b> 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><b>3 - (15 points)</b> Breaking down or combining elements of work into economically feasible units to facilitate minority participation.</p> <p><b>5 - (10 points)</b> Attending any prebid meetings scheduled by the public owner.</p> <p><b>10 - (20 points)</b> 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%	\$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%	\$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%	\$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

# Project Finalization Check

**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
<a href="#">Main Project Page</a>	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 (\$625,000)
	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)
<a href="#">Design-Related Services Used</a>	N/A	N/A	All Design-Related Services Contracts must be awarded before Project Finalization
<a href="#">Construction Contracts</a>	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**

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- ◆ [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

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- ◆ [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

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

# Annual Report

## 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)													
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year-to-Date								
Cabinet Agencies	Total HUB (%)	Total HUB (%)	Total HUB (%)	Total HUB (%)	Total Dept. (\$)	B(\$)	H(\$)	AA(\$)	AI(\$)	WF(\$)	SE(\$)	D(\$)	Total HUB (\$)
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
<b>TOTALS</b>	0.00%	30.43%	0.00%	0.00%	\$5,750,000	\$0	\$0	\$0	\$0	\$1,750,000	\$0	\$0	\$1,750,000
						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



# Key Tips Revisited

- 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

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### 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](#)
-

- HUBSCO Access Form: <http://ncadmin.nc.gov/document/hubsco-construction-reporting-system-access-form>
- HUBSCO Manual: <http://www.doa.nc.gov/hub/documents/HUBSCOmanual.pdf>
- HUBSCO log in: <http://www.hubsco.com/HUBSCO/Logon.asp>
- HUB Annual and Detailed reports: <https://ncadmin.nc.gov/hub-annual-reports>

# What you now know:



1. Types of reporting.
2. Recent reported spending.
3. Who needs to report on building construction spending.
4. When to report.
5. How to report in HUBSCO.

NC Office for Historically Underutilized Businesses

[huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov)

984-236-0130