Entering HUB Data

Interscope+ Training

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Entering HUB Data

HUB data must be entered as part of a construction contract.

For Standard Projects with designers or SCO code review, HUB data should be entered at the time of contract award, and the data is saved as “At award.” The Good Faith Effort must be entered. For formal contracts awarded by SCO, data “At award” will entered by them. HUB data should be updated as it changes through the life of the contract and verified before the project is closed. Updating/finalizing HUB data will be the responsibility of the owner agency, university, or community college. A beneficial occupancy date must be entered before HUB data can be finalized.
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Non-Code-Item Projects that are construction only (no designer or SCO code review) can be entered as ”HUB Only,” which will allow direct creation of a construction contract. The project must be created as a Non-Code-Item Project AND the HUB Only check box must be checked in order to utilize the abbreviated data entry method.

NOTE: If a project exists in InterscopePlus because of design or code review, the construction contract and HUB data must be entered under that project, regardless of dollar amount of project.
Good Faith Efforts
Entering HUB Data

Good Faith Efforts

Navigate to the desired ‘Project’> ‘Contracts’ tab, and select the construction contract.

Click on the ‘HUB Good Faith Efforts’ tab. The Good Faith Efforts must be documented to determine if the contractor is responsive.
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Good Faith Efforts

Select the ‘HUB Good-Faith Efforts’ tab, enter the appropriate information, and click Save.
Once saved, the system will calculate the number of points and determine if the contractor is responsive.
HUB Entry as part of a Standard Project - Single Prime
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HUB Entry as part of a Standard Project-Single Prime

Navigate to the desired Project Contracts tab, and select the construction contract. Click on the ‘HUB Participation’ tab.
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HUB Entry as part of a Standard Project-Single Prime

If the contractor has submitted an Affidavit C, on the ‘HUB Participation’ tab click on the
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HUB Entry as part of a Standard Project-Single Prime

This will bring up the “Add Subcontractor” search box. Enter information about the desired subcontractor and search.
Select the desired contractor from the pick list. “Link TO IPS” or “SELECT” options are displayed. The difference between these two options is a system parameter involving where address information is stored. Any company that can be “SELECT”ed is in the InterscopePlus database and can be used for Contractors. Companies that can be “LINK TO IPS”ed are in IPS database but not in InterscopePlus.
If the desired company is not listed, click on the additional box for "Not Found - Submit Request" to request the addition.
This will open a screen for entry of contractor information including name, address, and telephone which will be routed to the system administrator for approval/entry.
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HUB Entry as part of a Standard Project-Single Prime

HUB participation information for this company or a “LINK TO IPS” company may not be entered until the contractor is approved and loaded into the system by the System Administrator. An automatic e-mail will be generated back to the requester when this has been done so that HUB entries may be completed.
The selected subcontractor is displayed on the contractor list, as shown below. Now complete entering the *CSI Division*, *Work*, and *Awarded amount*, and .

The HUB participation is automatically calculated and displayed for Certified HUB contractors. Uncertified HUB firms may be listed, but will not be reflected in the displayed calculations. Continue adding subcontractors as necessary.
HUB Entry as part of a Standard Project-CM at Risk
HUB Entry for CM at Risk differs from Single Prime in that participation must be reported for each 1st-tier subcontractor. Therefore there is a Trade/Sub Package for each 1st-tier subcontractor or Package Prime Contractor, and the HUB subcontractors under each Trade/Sub Package are recorded.
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