Historically Underutilized Businesses
Reporting on HUB Purchases of Goods & Services

John Guenther, Compliance Officer

Please type in your Full Name and Organization Name in the Chat for attendance purposes.

This webinar will be recorded.
Questions we will answer in this training:

1. What is a HUB?
2. Why do we have to look for HUB vendors?
3. Who is required to report and when are reports due?
4. What is reported?
5. How do we report our HUB spend?
6. How do we find or verify HUB vendors?
State Policy encourages the use of Historically Underutilized Businesses in purchases of goods and services.

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

- Purchases from **non-governmental entities** count toward total purchases

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

- Quarterly reports are submitted using the NC Interactive Purchasing System
Two Types

Purchasing of Goods and Services (covered by this webinar)
  Reporting System: Interactive Purchasing System (IPS)

Construction spending (NOT covered in this webinar)
Overview of 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
- NC Small Business Enterprise Certification
- Support the use of Historically Underutilized Businesses and NCSBEs
- Business Development services to HUBs/NCSBEs
- Providing training to HUB vendors and the state and local governments
- Collecting reports on construction spending and goods/services purchases
What is a HUB?
Definition of Historically Underutilized Business

Per NC General Statute 143-128.4 to be a HUB requires:
• 51% ownership and daily management / control by individuals in HUB Certification categories

__________________________________________________________________________

HUB Certification Categories
• Minority
  • Black
  • Hispanic
  • Asian American
  • American Indian
• Female
• Disabled
• Disadvantaged

Self identified categories (not certified) – Goods & Services only:
• Disabled Business Enterprise
• Nonprofit Work Center for the Blind and Severely Disabled

$ captured per NC General Statute 143-48
Statewide Uniform Certification (SWUC) = HUB certification

• Certification lasts for 4 years
• Optional recertification every 4 years
• Takes about 45-90 days to get certified
• There is no fee to be certified
• Reciprocity options exist, making it easier to get HUB certified if a firm is already certified:
  • Georgia, North Carolina, South Carolina, Tennessee, Virginia
  • NC DOT DBE (has its own reciprocity application)
  • US SBA 8(a) or Woman Owned Small Business
  • US Dept of Veteran’s Affairs Service-Disabled Veteran-Owned Small Business
  • National Minority Supplier Development Council (NMSDC)
  • Women’s Business Enterprise National Council (WBENC)
How do HUBs get Certified?

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

2. Submit completed and signed Statewide Uniform Certification Application

3. Submit required documents
Why do HUBs need to be certified?

• According to NC General Statute 143-128.4 (e):
  “Only businesses certified in accordance with this section shall be considered by State departments, agencies, and institutions, and political subdivisions of the State as historically underutilized businesses for minority business participation purposes under this Chapter.”

• Some support programs are only available to certified HUBs.

How do firms get help with HUB certification?

• They can watch the certification training webinar available at: https://www.youtube.com/watch?v=W4U8hbG7bVE

• They can contact the HUB Office
  • Phone: 984-236-0130
  • huboffice.doa@doa.nc.gov
Governor Roy Cooper issued Executive Order 143 to support and address the impacts of COVID-19 on Small Historically Underutilized businesses. The HUB Office was charged with creating a Small Business Enterprise (NCSBE) program. NCSBE is a race / ethnicity / gender neutral program.

Criteria

• For Profit business headquartered in North Carolina.

• The firm has an annual net income of not more than $1,500,000, after cost of Goods Sold is deducted.

• The firm must have 100 or fewer employees.
NCSBE Certification Process


**NON-HUB FIRM:** A firm that is *not* HUB certified can apply for NCSBE certification by submitting…

Vendors in North Carolina

Total HUB Certified Vendors as of January 20, 2021: 5,707
# certified or recertified since July 1, 2021: 1,022
Average of 146 certifications per month.

Total Certified NCSBEs as January 20, 2022: 1,805
# certified or recertified since July 1, 2021: 351

HUB Vendor Search (can look for HUBs that are also NCSBE): https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h

NCSBEs (HUB & non-HUB) can be found using the IPS Search for Vendor Information: https://www.ips.state.nc.us/vendor/searchvendor.aspx
Why do we have to look for HUB vendors?
As stated in Governor Cooper’s Executive Order Number 25 and expressed similarly in Executive Orders by prior Governors:

“it is vital that all North Carolinians have an opportunity to contribute economically by participating in business opportunities existing in government”

And... “the utilization of historically underutilized businesses (“HUBs”) is critical to creating a vibrant, sustainable, and diverse business community in the State of North Carolina”

Per NC General Statute 143-48 “It is the policy of this State to encourage and promote the use of small contractors, minority contractors, physically handicapped contractors and women contractors” for goods and services.
Executive Order 143 is titled “Addressing the Disproportionate Impact of COVID-19 on Communities of Color” and it...

• Directs the HUB Office to create the North Carolina Small Business Enterprise Program (NCSBE) and certify firms that meet size criteria and...

• Requires bids on projects $250,000 or below from certified small HUBs or seek an exception from the Secretary of the Department of Administration.
  • NCSBE = “certified small”
  • Goods and Services Exemption Requests managed by Division of Purchase and Contract
Legislative Background

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

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

- Goal of 10% established in multiple Executive Orders
“The Study was to determine whether the State, either in the past or currently, engages in exclusionary practices in the solicitation and award of contracts to minority and women owned businesses (MWBE).”

Included data from 29 state agencies, 58 community colleges and 21 public universities / institutions for 4 fiscal years.

**Industry Categories: Reviewed included:** Construction, Architectural & Engineering (A&E), Professional Services, Other Services, Goods

A regression analysis found that disparities by race, ethnicity, or gender status of the firm owners remained after controlling for capacity and other race and gender-neutral factors.

12 Recommendations were made to help improve use of HUB vendors by public entities in North Carolina. Recommendations range from strengthening the HUB Program, instituting subcontracting goals, establishing a small business reserve program, supportive services and data reform.

Disparity Study Report can be found at: https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/disparity-study-report
NC Goods & Services Spending

• Goal of 10% set in Executive Order 25
• Spending reported to the HUB Office on a quarterly basis
• State Agencies, Community Colleges, Public Universities, School Systems

FY 20-21 Purchases of Goods and Services*

Total Spending: $9,941,836,415

Spending with HUBs: $638,546,538

% Spending with HUBs: 6.42%

*Only Certified HUBs count toward HUB $ and HUB %

Highest HUB % since FY 10-11.

Highest HUB $ ever reported for Goods and Services spending.
Who is required to report and when are reports due?
Who Reports:

- 10 Cabinet Agencies
- 9 Council of State Agencies
- 9 Support Agencies
- 19 Public Universities / University Institutions
- 58 Community Colleges
- 115 School Systems
- 6 Non-Profits
Due dates can be found on the HUB Office website at: http://ncadmin.nc.gov/hub-purchasing-goods-and-services-expenditure-reporting

Reminders of the reporting due dates are sent by e-mail each quarter.
Purchases of Goods & Services
FY 21-22 as of January 20, 2022

101 of 226 entities have reported so far for FY 21-22 Q2
- 4 state agencies
- 2 Non-Profit
- 32 Community Colleges
- 60 School Systems
- 3 Universities

<table>
<thead>
<tr>
<th>Agency Category</th>
<th>Total($)</th>
<th>HUB($)</th>
<th>HUB(%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet Agencies</td>
<td>$895,428,823</td>
<td>$49,468,623</td>
<td>5.52%</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>$260,801,742</td>
<td>$28,954,800</td>
<td>11.10%</td>
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<tr>
<td>Council of State</td>
<td>$77,534,179</td>
<td>$1,830,476</td>
<td>2.36%</td>
</tr>
<tr>
<td>Public Schools</td>
<td>$1,140,554,319</td>
<td>$118,536,286</td>
<td>10.39%</td>
</tr>
<tr>
<td>State Universities</td>
<td>$917,178,581</td>
<td>$20,436,024</td>
<td>2.23%</td>
</tr>
<tr>
<td>Supporting Agencies</td>
<td>$153,624,018</td>
<td>$27,388,861</td>
<td>17.83%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$3,445,121,654</strong></td>
<td><strong>$246,615,070</strong></td>
<td><strong>7.16%</strong></td>
</tr>
</tbody>
</table>
What is reported?
What is reported:

• Term contracts (State Term Contracts)
• Open market purchases
• Non-governmental entities
• Actual payments

How purchases are made:

• Purchase Order payments
• Direct payments
• P-card payments

State Term Contracts can be found on the NC P&C website: https://ncadmin.nc.gov/government-agencies/procurement/statewide-term-contracts. Vendors that are HUB certified are identified on the list.
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State Term Contracts with HUB vendors include:

- HVAC Air Filters
- Condoms
- Diesel
- Durable Medical Equipment
- Microscopes
- Office Supplies
- Veterinary Supplies & Equipment
- Supplemental Internal Auditing Services
- Pharmaceutical Returned Goods Processing
Example of Included Goods and Services Spending (not Term Contract)

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

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

Do NOT Count:

• Spending with governmental entities as vendors (if any of these show up as vendors in your reports you need to exclude the spending from your totals)
  • Municipalities
  • State universities or community colleges
  • Counties
  • Sheriff Departments / Local Jails
  • Correction Enterprises (part of Department of Public Safety)
  • Vendors mandated by General Assembly or other rule
• Personal Services (salaries, wages, benefits, personal services payments)
• Lottery Prizes
• Aid & Public Assistance
• Reserves
• Intragovernmental Transactions
• HUB Spending Report System (HUB SRS) uses NC Accounting System’s (NCAS) Expenditure Account codes to identify what can be counted and what should be excluded.

• Disparity Study group consulted on additional codes to exclude.
  • 225 codes were identified for exclusion (they are already being excluded from HUB SRS Q2 data)
  • Exclusions include workshop / conference expenses and registration fees, some hospital provided services, rent/lease agreements, electrical services / water & sewer, internet service provider charges, cable TV, inmate tuition, prescription drugs, legal settlements, court costs, pension fund payments, amortization, debt service payments

• See list sent with this presentation

• HUB Office will provide list of codes to count and exclude so non-HUB SRS using agencies can use it to guide what they report.
Tracking Subcontractor Spending for Goods & Services

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

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

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Total Spend</th>
<th>HUB $</th>
<th>HUB %</th>
<th>AA $</th>
<th>AI $</th>
<th>B $</th>
<th>HA $</th>
<th>W $</th>
<th># of times HUB Vendors used</th>
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</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$59,963</td>
<td>$62,885</td>
<td>62.90%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$52,885</td>
<td>1</td>
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<tr>
<td>Administrative Office of the Courts</td>
<td>$1,539,856</td>
<td>$300,097</td>
<td>19.49%</td>
<td>$45,247</td>
<td>$0</td>
<td>$14,958</td>
<td>$0</td>
<td>$239,891</td>
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<tr>
<td>Agriculture &amp; Consumer Services</td>
<td>$90,820</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>City of Raleigh</td>
<td>$47,494</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Commerce</td>
<td>$573,454</td>
<td>$29,026</td>
<td>5.06%</td>
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<td>Community College System Office</td>
<td>$117,699</td>
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<td>21.95%</td>
<td>$0</td>
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<tr>
<td>Controller</td>
<td>$1,029,925</td>
<td>$602,978</td>
<td>58.56%</td>
<td>$64,361</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$538,617</td>
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<td>Elections</td>
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<td>$41,750</td>
<td>25.51%</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Environmental Quality</td>
<td>$282,597</td>
<td>$89,622</td>
<td>31.71%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$30,544</td>
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<td>Fayetteville Technical Community College</td>
<td>$43,800</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Governor's Office</td>
<td>$58,909</td>
<td>$34,688</td>
<td>58.89%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$34,688</td>
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</tr>
<tr>
<td>Guilford Technical Community College</td>
<td>$2,666</td>
<td>$2,666</td>
<td>100.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$2,666</td>
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<tr>
<td>Health &amp; Human Services</td>
<td>$15,396,535</td>
<td>$3,086,342</td>
<td>20.05%</td>
<td>$1,598,895</td>
<td>$0</td>
<td>$52,999</td>
<td>$0</td>
<td>$1,434,447</td>
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<td>Information Technology</td>
<td>$1,113,718</td>
<td>$119,606</td>
<td>10.74%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$119,606</td>
<td>3</td>
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<tr>
<td>Insurance</td>
<td>$50,718</td>
<td>$15,810</td>
<td>31.17%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td>Justice</td>
<td>$108,133</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Public Instruction</td>
<td>$38,528</td>
<td>$3,019</td>
<td>7.84%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$3,019</td>
<td>1</td>
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<tr>
<td>Public Safety</td>
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<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Revenue</td>
<td>$116,195</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Transportation</td>
<td>$6,572,349</td>
<td>$1,865,208</td>
<td>28.38%</td>
<td>$640,142</td>
<td>$0</td>
<td>$57,625</td>
<td>$0</td>
<td>$1,167,441</td>
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<tr>
<td>Treasurer</td>
<td>$247,546</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Wake Tech Community College</td>
<td>$19,834</td>
<td>$8,803</td>
<td>49.93%</td>
<td>$9,803</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>1</td>
</tr>
<tr>
<td>Wildlife Resource Commission</td>
<td>$27,257</td>
<td>$20,393</td>
<td>74.82%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$20,393</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>$28,004,120</td>
<td>$6,299,731</td>
<td>22.50%</td>
<td>$2,509,779</td>
<td>$0</td>
<td>$128,248</td>
<td>$0</td>
<td>$3,665,707</td>
<td>219</td>
</tr>
</tbody>
</table>

- If you have more than $0 in HUB spending you can add those dollars in the appropriate HUB categories on your IPS HUB Goods and Services Report.
- Please list any HUB Dollars under SERVICES (Not Term Contract).
What can be reported and what cannot be reported:

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

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

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

• If uncertain what the HUB Category for a vendor is check the HUB vendor search page at: https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h.
How do we report our HUB spend?
Interactive Purchasing System (IPS) HUB reporting system

- Quarterly reports are submitted to the HUB Office using the IPS HUB reporting system.
- IPS Log ID required.

To get access to the IPS HUB reporting system the HUB Office will need to know a person’s:

- First and Last Name
- Title
- Phone Number
- E-mail address

IPS login IDs are set up by the NC Division of Purchase & Contract (P&C), HUB Office has to authorize access. An e-mail with log in ID and temporary password will come from P&C once log in is set up.
Data Sources

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

Public Universities – systems vary
• Argos / Banner, PeopleSoft, WebFocus

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

Community Colleges use e-Procurement and Colleague

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

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

- Can be downloaded by public entities (not available to non-profits) after submitting signed Statement of Compliance

- Contains Federal Tax Ids and HUB categories of all HUB certified businesses

- Some Tax Ids are Social Security Numbers so the information needs to be maintained in a secure manner

- Downloadable (after permission granted) from a secure website, comma delimited

- Can import into LINQ and SunPac to update HUB vendor status
• Captures actual spend from NC Accounting System direct payments and eProcurement purchase orders

• Summaries available by Quarter and Month, PO spend and direct payments

• Detail data by PO line item available (including vendor and HUB status)

• Data available 10 days after month or quarter ends
- **Commodity codes matter**: XHUR report depends on them to put purchases in the right categories (Term Contract, Commodity, Service Contract)

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Spent</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Department Purchases</td>
<td>$34,503,355.27</td>
<td></td>
</tr>
<tr>
<td>Total Term Contract Purchases</td>
<td>$2,020,940.54</td>
<td></td>
</tr>
<tr>
<td><strong>Minority Owned</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>$227.71</td>
<td>0.02%</td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian American</td>
<td>$7,000.00</td>
<td>0.05%</td>
</tr>
<tr>
<td>American Indian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woman Owned</td>
<td>$33,508.89</td>
<td>0.25%</td>
</tr>
<tr>
<td>Disabled Owned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled-Owned Business Enterprise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Profit Work Center for the Blind</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socially and Economically Disadvantaged</td>
<td></td>
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<tr>
<td>HUB Subcontractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Term Contract Hub Purchases</strong></td>
<td>$184,918.71</td>
<td>9.12%</td>
</tr>
<tr>
<td>Total Service Contract Purchases</td>
<td>$1,273,320.77</td>
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</tr>
<tr>
<td>Minority Owned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>$227.71</td>
<td>0.02%</td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian American</td>
<td>$7,000.00</td>
<td>0.05%</td>
</tr>
<tr>
<td>American Indian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woman Owned</td>
<td>$33,508.89</td>
<td>0.25%</td>
</tr>
<tr>
<td>Disabled Owned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled-Owned Business Enterprise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Profit Work Center for the Blind</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socially and Economically Disadvantaged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUB Subcontractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Service Contract Hub Purchases</strong></td>
<td>$32,013.35</td>
<td>2.52%</td>
</tr>
</tbody>
</table>

### Detailed list of vouchers by HUB Category:

<table>
<thead>
<tr>
<th>Vouchers</th>
<th>Qty</th>
<th>Comm Code</th>
<th>Item Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Minority Term Contract Purchase:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Black Term Contract Purchase:</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Hispanic Term Contract Purchase:</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Asian American Term Contract Purchase:</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total American Indian Term Contract Purchase:</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Minority Service Contract Purchase:</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Black Service Contract Purchase:</td>
<td></td>
<td></td>
<td></td>
<td>$227.71</td>
</tr>
<tr>
<td>Vouchers</td>
<td>Qty</td>
<td>Comm Code</td>
<td>Item Description</td>
<td>Total Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$9236</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>shipping</td>
<td>$227.71</td>
</tr>
<tr>
<td>Total Black Service Contract Purchase:</td>
<td></td>
<td></td>
<td></td>
<td>$227.71</td>
</tr>
</tbody>
</table>
LINQ – Purchasing Category Report

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

LINQ requires upload of HUB Tax ID info to update HUB Status and Ethnic Code.
LINQ does not automatically break out by Term Contract, Commodity or Service.
• SunPac – HUB Report instruction document is available.
• Recommend reporting based on Invoices rather than Purchases.

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

• Non-Profit reports are assigned to the Support Agencies category
• Non-Profits will only report on General Assembly appropriation amount
• Report on Commodities and Services, but not State Term Contracts
• If no funds carried over from prior fiscal year and no allocation for this fiscal year, please enter $0 for totals in IPS and submit report.
IPS Data Entry Basic Steps

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

Instructions for Reporting using the HUB Procurement Report
IPS login:
https://www.ips.state.nc.us/ips/Agency/Logon.aspx
Click on Quarterly HUB Information
Each Quarter will have its own row and link. FY 20-21 reports should be on Page 2.

Current reporting quarter will be at the bottom:
- Status will be “Pending” until you Approve the report
- Status will be “Submitted” once report is Approved

Click on the notepad and pencil icon to EDIT the appropriate report.

View only option is available as well (use this if you do not need to make changes).
IPS HUB Procurement Reporting Screen

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

- Term Contract Purchases (can be commodities or services)
- Commodity Purchases (not on state term contract)
- Service Purchases (not state term contract)

Enter $ for each HUB category by type of purchase:

- Black
- Hispanic
- Asian American
- American Indian
- Female
- Disabled
- Disabled Business Enterprise
- Non-Profit Work Center
- Socially & Economically Disadvantaged
Tips

• Whole numbers only

• Do NOT enter $ symbol, commas or periods

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

• Edits: Quarters already submitted can be edited if additional information is available (Do NOT edit Quarter 4 data once submitted UNLESS YOU GET APPROVAL FROM THE HUB OFFICE).
Click Back to go back to edit
Click Approve to submit report
Click Cancel to save data and leave report
Caution

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

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

• If you select the Edit option (pencil and paper icon) after hitting Approve, the report status switches back to “Pending”
  • IPS thinks you are changing numbers and will not count the values entered until you hit Approve again.
DBE = Disabled Business Enterprise*
NPWC = Nonprofit Work Center for the Blind and Severely Disabled

NC General Statute 143-48 directs that spending with these organizations be captured but it has been determined that they should NOT count toward the HUB participation percentages. These categories are self-identified business characteristics in the eVP registration system. HUB does not certify them.

We will continue to capture the spending the same way we have been in IPS, but IPS will be revised so that DBE and NPWC percentages are determined separately against Total spend.

This change is already in place in the HUB Spending Report System.

*Not to be confused with the Department of Transportation’s Disadvantaged Business Enterprise certification.
How to find 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. You can opt to search for NCSBE 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).
HUB Vendor Search Example:

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

• Search Criteria are shown for each search.

• Click on the Company Name to get more information.

• If no results:
HUB Vendor Search Example:

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

### Advanced concepts of southport inc

<table>
<thead>
<tr>
<th>Detail Information</th>
<th>Added on: 8/13/2020 3:00:34 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong> jwantana frink</td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong> Advanced Concepts of Southport INC 516 lord street southpoint, NC 28461 BRUNSWICK United States</td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong> 910-352-8025</td>
<td></td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Toll Free:</strong> 910-713-0030</td>
<td></td>
</tr>
<tr>
<td><strong>Email Address:</strong> <a href="mailto:jgfrink@att.net">jgfrink@att.net</a></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

### Registered Commodities
- 7210 Building & facility maintenance & repair services
- 7211 Residential building construction services
NC Interactive Purchasing System (IPS)

- Available for use by public entities (account may need to be set up if not already in place).
- Certain IPS users can log in and post RFPs.
- IPS public site: [https://www.ips.state.nc.us/ips/](https://www.ips.state.nc.us/ips/)
- E-mails sent to vendors that selected codes indicated in the IPS posting (HUB & Non-HUB).
Posting Bid Opportunities on HUB Office website

- Anyone can submit a bid opportunity.
- Minimum of 12 days before bids due (2 business days for posting, 10 calendar days before bids due).
- Bid Submission address: https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/submit-contractor-bid-opportunity-hub
Other Ways to Look for HUBs

• Minority Print Media / Websites:
  https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/business-resources/minority-print-media
  • List shows publisher, location, contact information, coverage area and circulation frequency.
  • Ads can be placed for a cost.
What you learned today:

Overview of NC HUB Office

Definition of a Historically Underutilized Business

Who is required to report on purchases of goods & services

When reports are due

How to report in IPS

How to find HUBs
Contact Information

NC Office for Historically Underutilized Businesses

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

John Guenther, Compliance Officer

john.guenther@doa.nc.gov
984-236-0141