



Office for Historically Underutilized Businesses

HUB Purchasing Reporting

Welcome to IPS HUB Reporting Training!

John Guenther
Compliance Officer
HUB Office
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<http://www.doa.state.nc.us/hub/default.aspx>

Housekeeping

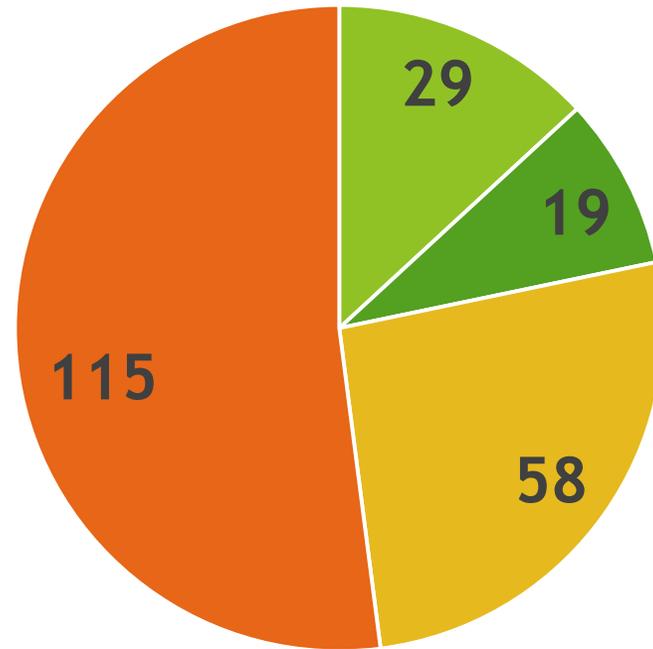
- ▶ A lot to cover
- ▶ PLEASE MUTE YOUR PHONES
- ▶ Ways to ask questions:
 - ▶ Wait until we call for questions and unmute.
 - ▶ Use the WebEx chat feature to type your question.
- ▶ The session will be recorded and it is our intent to post that recording on our website.

Who is participating today?

- ▶ In order to know who is participating today, please note the following in Chat:
 - ▶ Your agency / university / community college / school system.
 - ▶ The names of the people participating.
- ▶ We will send out a survey about the training, so we need to know who participated.

Who Reports on HUB Purchases of Goods and Services

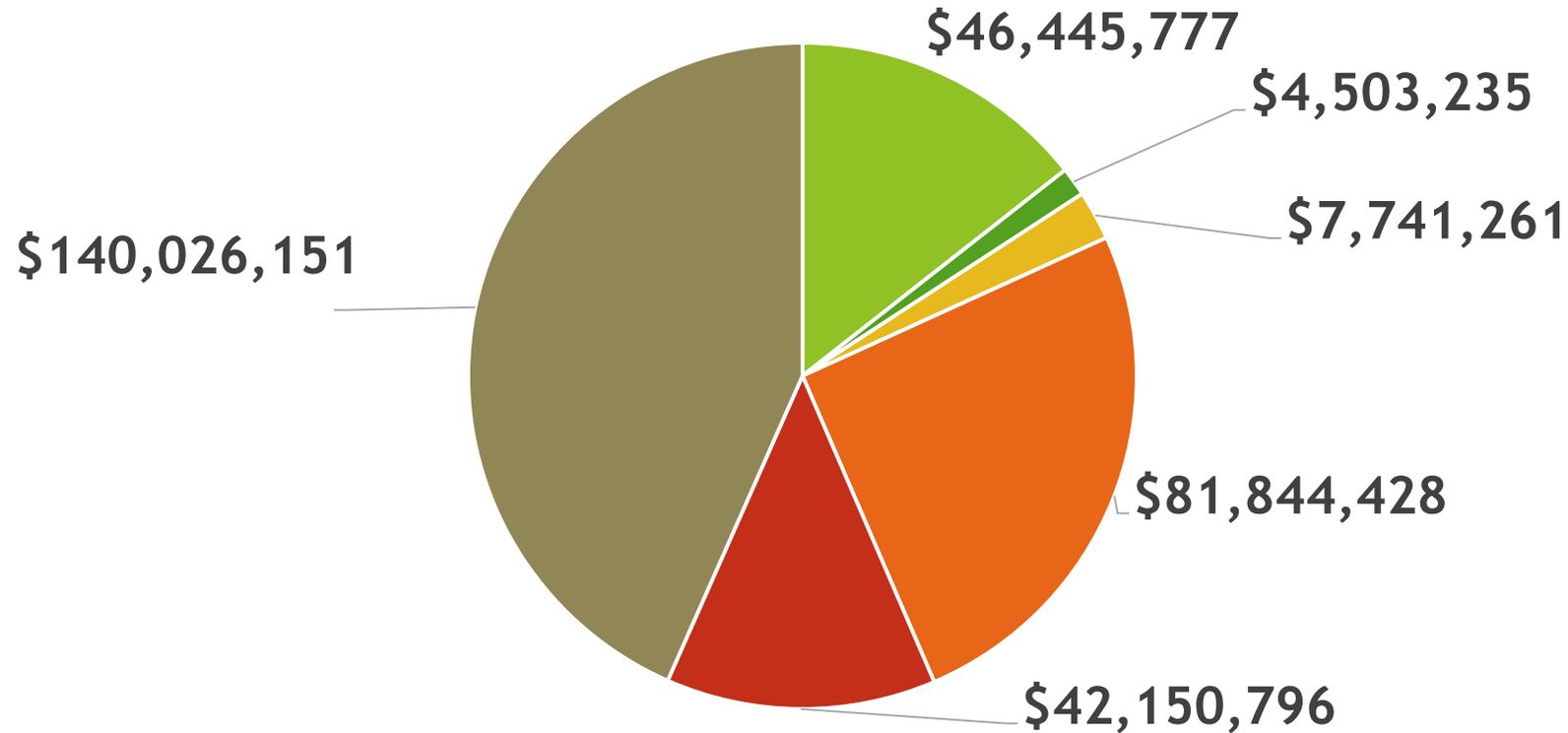
Agencies Reporting on Purchasing of Goods and Services



■ State Agencies ■ Universities ■ Community Colleges ■ Public Schools

How much spending is done?

HUB Purchases of Goods and Services FY 14-15



■ Cabinet Agencies

■ Council Agencies

■ Support Agencies

■ Universities

■ Community Colleges

■ School Systems

The HUB Office

- ▶ Established by Executive Order 150 in 1999. Part of the NC Department of Administration.
- ▶ **Our Vision:** The HUB Office is an organization that advocates actions which increase opportunities for historically underutilized businesses and promotes diversity and inclusion in state government procurement and contracting.
- ▶ **Our Mission:** To promote economic opportunities for historically underutilized businesses in state government contracting and procurement that will foster their growth and profitability
- ▶ We certify HUB vendors, provide technical assistance to HUB vendors, work to identify and eliminate barriers that restrict HUB vendors from doing business with State and local agencies, and collect and analyze data on construction projects as well as purchases of goods and services.

HUB Office Staff / Roles

- ▶ **Director - Dennis English**
- ▶ **Deputy Director - Bradley Hicks**
- ▶ **Business Development Specialist - Carla Daniels**
- ▶ **Compliance Officer - John Guenther**
- ▶ **Supplier Diversity Specialists - Alicia Lyon, Trent Rawley**
- ▶ **Certification Technician - Traci Fleming**

Legislative Background

▶ **NC General Statute 143-48 Purchases and Contracts**

- ▶ Policy: Encourage and promote use of small contractors, minority contractors, physically handicapped contractors and women contractors in State purchasing of goods and services
- ▶ Who reports: Every governmental entity required by statute to use the services of the Department of Administration in the purchase of goods and services, every local school administrative unit, and every private, nonprofit corporation other than an institution of higher education or a hospital that receives an appropriation of five hundred thousand dollars (\$500,000) or more during a fiscal year from the General Assembly shall report to the Department of Administration

▶ **NC General Statute 143-48.4 Statewide uniform certification of historically underutilized businesses**

- ▶ Develop and administer a statewide uniform program for the certification of historically underutilized businesses.
- ▶ 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.

Questions

- ▶ Questions?

Who counts as HUB certified

- ▶ The HUB Office is the only state entity that can grant HUB certification.
- ▶ There is a certification process administered by the HUB Office
 - ▶ Certification is valid for four years, provided that the business continues to meet the eligibility requirements.
 - ▶ How long does it take to get certified? 45 - 90 days from when the HUB Office has received all necessary documentation.
 - ▶ There is no HUB Certification number.

What is a HUB vendor?

HUB certification requirements (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)
- ▶ For corporations, 51% of stock must be owned by one or more persons who are members of at least one of the groups in 413-128.4 (b)
- ▶ The management and daily business operations must be controlled by at least one of the groups in 143-128.4 (b)
- ▶ Business must be owned and controlled as in 143-128.4 (b) by one or more citizens or lawful permanent residents of the United States who are members of one or more of the following groups:
 - ▶ Black
 - ▶ Hispanic
 - ▶ Asian American
 - ▶ American Indian
 - ▶ Female
 - ▶ Disabled
 - ▶ Disadvantaged

How do you find HUB Vendors

- ▶ Statewide Uniform Certification, Search for Vendor Information:
<https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>
- ▶ All 3,200+ firms in this search are HUB certified firms.
- ▶ Can search by company name, City, County, Commodities, Construction specialties
- ▶ What if a minority vendor is not listed in the search?
 - ▶ Encourage them to become certified
 - ▶ Have them contact the HUB Office or send their information to us so we can contact them.



State of North Carolina
Office for Historically Underutilized Businesses
Search for Vendor Information

This page allows you to search for vendors by one or more selection criteria. To search for a vendor, enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

City of Durham - To search for businesses to meet participation goals, click http://www.durhamnc.gov/applications/SDBE_public/Index.cfm or call (919) 560-4180.

City of Charlotte - To search for businesses certified as Small Business Enterprise firms with the City of Charlotte, click <http://chameck.org/city/charlotte/CharlotteBusinessInclusion/VendorServices/Pages/default.aspx#vendor> or call (704) 336-2473.

Vendor Number:

Company Name: (type in just the first 3 or 4 letters to expand your results)

Contact Last Name: (type in just the first 3 or 4 letters to expand your results)

Email Address: (type in just the first 3 or 4 letters to expand your results)

HUB Certification: Yes

Small Business: Not Specified

City:

County: Hold down the control(Ctrl) key and click to select multiple counties.

- All---
- ALAMANCE
- ALEXANDER
- ALLEGHANY

HUB Vendor Search Example: New Hanover County

As of November 19, 2015 there were 58 entries for HUB Vendors in New Hanover County.

14 of those HUB Vendors have a construction license.

Click on the Company Name to get more information.

1 2 3 4							
<u>Company Name</u>	<u>Address</u>	<u>City, State</u>	<u>County</u>	<u>Zip</u>	<u>Contact Info</u>	<u>HUB</u>	<u>Small Bus.</u>
A1 Security Services LLC	5101 Dunlea Court Suite # 210	Wilmington, NC	NEW HANOVER	28403	Contact: Babb, Theresa Phone: (910)540-3091 x Email: guardservice1a@yahoo.com	W	Yes
A1 Security Services LLC	4608 Cedar Ave.Suite 111	Wilmington, NC	NEW HANOVER	28403	Contact: Babb, Theresa Phone: (910)540-3091 x Fax: (910)399-7040 Email: guardservice1a@yahoo.com	W	Yes
Access Communication Solutions, Inc	509 Cornelius Harnett Drive Suite A	Wilmington, NC	NEW HANOVER	28401	Contact: Brewington, Tim Phone: (910)343-6981 x Fax: (910)362-9697 Email: accessCsolutions@aol.com	B	Yes
ALL STATE SUPPLY CO., INC.	4844 HWY 421 N	WILMINGTON, NC	NEW HANOVER	28401	Contact: MERRITT, CYNTHIA Phone: 910-343-8282 x Fax: 910-343-1081 Email: allstatesupply@bellsouth.net	W	Yes

HUB Vendor Search

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

[Return to Result List](#)

Wrightsville Beach Plumbing

Detail Information		
Contact:	Kathy Roberts	Added on: 12/23/2009 2:16:57 PM
Address:	PO Box 960 Wrightsville Beach, NC 28480 NEW HANOVER	
Phone:	(910)256-2873	
Fax:	(910)392-1711	
Toll Free:		
Email Address:	wbplumbing@bellsouth.net	

Small Business:	No
HUB Verified:	Yes W
Business Type:	Corporation
Services/License Numbers:	Plumbing/Fire Sprinkler Systems Contractor NC Lic # 9429
Limitation:	
License/Work Classifications:	NONE, P-I

Registered Construction Codes
15400 Plumbing Fixtures and Equipment

Registered Commodities
670 Plumbing Equipment, Fixtures, and Supplies

Questions

- ▶ Questions?

Reporting – Previous System

- ▶ **Manual** spreadsheets from eProcurement (for state agencies)
- ▶ **Manual** data entry into HUB Purchasing Report form by over **200 agencies / schools / reporting entities** four times a year
- ▶ Reports submitted by e-mail, fax and/or mail
- ▶ **Manual data entry by HUB Office of over 200 reports** four times a year
- ▶ Combine 6 spreadsheets to get consolidated info

NC DEPARTMENT OF ADMINISTRATION Office for Historically Underutilized Businesses Quarterly HUB Purchasing Report (does NOT include construction \$)			
Entity Name: <input type="text"/>		Reporting Quarter: <input type="text"/>	
Please use dollar figures obtained from the purchasing process for goods and services. This includes all purchases that are subject to North Carolina General Statutes 143-48 thru 143-64. ONLY GREEN CELLS CAN BE FILLED!			
CLICK HERE TO EMAIL THE REPORT (after completing and saving) Attach a copy of the saved file to the email before sending.			TOTAL \$ SPENT
			%
I. TOTAL ENTITY PURCHASES FOR THE QUARTER (HUB and Non-HUB)			
			\$ -
II. TOTAL TERM CONTRACT PURCHASES (HUB and Non-HUB)			
			\$ -
1. Minority - Owned:		System will calculate total of a) thru d) and enter in this box:	
a) Black (B)	\$ -	2. Women - Owned (WBE)	\$ -
b) Hispanic (H)	\$ -	3. Disabled - Owned (DBE-C)	\$ -
c) Asian American (AA)	\$ -	4. Disabled Business Enterprise (DBE)	\$ -
d) American Indian (AI)	\$ -	5. Non-Profit Work Center for Blind & Severely Disabled	\$ -
Please enter values for a) thru d) in green boxes above		6. Socially and Economically Disadvantaged (SED)	\$ -
		A. HUB subcontractor (not included in above information)	\$ -
TOTAL TERM CONTRACT HUB PURCHASES:			\$ -
III. TOTAL COMMODITY PURCHASES (HUB and Non-HUB)			
			\$ -
1. Minority - Owned:		System will calculate total of a) thru d) and enter in this box:	
a) Black (B)	\$ -	2. Women - Owned (WBE)	\$ -
b) Hispanic (H)	\$ -	3. Disabled - Owned (DBE-C)	\$ -
c) Asian American (AA)	\$ -	4. Disabled Business Enterprise (DBE)	\$ -
d) American Indian (AI)	\$ -	5. Non-Profit Work Center for Blind & Severely Disabled	\$ -
Please enter values for a) thru d) in green boxes above		6. Socially and Economically Disadvantaged (SED)	\$ -
		A. HUB subcontractor (not included in above information)	\$ -
TOTAL COMMODITY HUB PURCHASES:			\$ -
IV. TOTAL SERVICE CONTRACT PURCHASES (HUB and Non-HUB)			
			\$ -
1. Minority - Owned:		System will calculate total of a) thru d) and enter in this box:	
a) Black (B)	\$ -	2. Women - Owned (WBE)	\$ -
b) Hispanic (H)	\$ -	3. Disabled - Owned (DBE-C)	\$ -
c) Asian American (AA)	\$ -	4. Disabled Business Enterprise (DBE)	\$ -
d) American Indian (AI)	\$ -	5. Non-Profit Work Center for Blind & Severely Disabled	\$ -
Please enter values for a) thru d) in green boxes above		6. Socially and Economically Disadvantaged (SED)	\$ -
		A. HUB subcontractor (not included in above information)	\$ -
TOTAL SERVICE CONTRACT HUB PURCHASES:			\$ -
★ TOTAL HUB PARTICIPATION			
			\$ -
1. Minority - Owned:		System will calculate total of a) thru d) and enter in this box:	
a) Black (B)	\$ -	2. Women - Owned (WBE)	\$ -
b) Hispanic (H)	\$ -	3. Disabled - Owned (DBE-C)	\$ -
c) Asian American (AA)	\$ -	4. Disabled Business Enterprise (DBE)	\$ -
d) American Indian (AI)	\$ -	5. Non-Profit Work Center for Blind & Severely Disabled	\$ -
White boxes will fill-in based on totals entered in green boxes above		6. Socially and Economically Disadvantaged (SED)	\$ -
		A. HUB subcontractor (not included in above information)	\$ -
TOTAL HUB PARTICIPATION:			\$ -
Date:	<input type="text"/>	Date:	<input type="text"/>
Purchasing Agent:	<input type="text"/>	Director:	<input type="text"/>
Telephone Number:	<input type="text"/>	Phone:	<input type="text"/>
E-mail Address:	<input type="text"/>	E-mail:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>

Reporting – New System

- Spreadsheets from eProcurement (for state agencies)
- Quarterly Reporting - Manual data entry into online HUB Procurement Reporting system through IPS
- Online submissions only
- No opportunity for lost reports
- No manual data entry by HUB Office
- Automated reports, decreased time between data entry and availability of consolidated reports

The screenshot displays the 'State of North Carolina Interactive Purchasing System Quarterly HUB Procurement Reporting' interface. It includes the IPS logo, agency information (DEPARTMENT - Administration), and fiscal year details (Beginning Fiscal Year 2014, Quarter 3rd - Jan 1 - Mar 31). The form is divided into three main sections: Term Contract Purchases, Commodity Purchases, and Service Purchases. Each section has a total value field and a list of demographic categories with corresponding input fields. The 'Next ->' and 'Cancel' buttons are visible at the bottom.

Category	Value
Term Contract Purchases(HUB & Non-HUB)	100000.00
Term Contract Purchases(HUB)	
Black	100.00
Hispanic	200.00
Asian American	300.00
American Indian	400.00
Female	500.00
Disabled Owned	700.00
Disabled Business Enterprise	800.00
Non-Profit Work Center	900.00
Socially and Economically Disadvantaged	1000.00
Commodity Purchases(HUB & Non-HUB)	200000.00
Commodity Purchases(HUB)	
Black	200.00
Hispanic	300.00
Asian American	400.00
American Indian	500.00
Female	600.00
Disabled Owned	700.00
Disabled Business Enterprise	800.00
Non-Profit Work Center	900.00
Socially and Economically Disadvantaged	1000.00
Service Purchases(HUB & Non-HUB)	300000.00
Service Purchases(HUB)	
Black	300.00
Hispanic	400.00
Asian American	500.00
American Indian	600.00
Female	700.00
Disabled Owned	800.00
Disabled Business Enterprise	900.00
Non-Profit Work Center	1000.00
Socially and Economically Disadvantaged	1100.00

Reporting on Purchases of Goods and Services

- ▶ NC Interactive Purchasing System (IPS) HUB Procurement Reporting: <https://www.ips.state.nc.us/ips/Agency/Logon.aspx>
- ▶ Requires IPS User Id to log in

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

Where you get the information from

- ▶ Different entities get their HUB values from different systems
 - ▶ State Agencies use e-Procurement (e-mailed quarterly, may come from Barry Grauel, Q1's were sent October 7th)
 - ▶ Universities - systems vary
 - ▶ Community Colleges use Colleague
 - ▶ School Systems mostly use:
 - ▶ SunPac by K12 Enterprise, LLC
 - ▶ ISIS by Education Management Systems, Inc.

School System Codes

- ▶ There is currently no standard list of codes associated with the HUB Certification categories in either SunPac or ISIS.
 - ▶ BUT - we might be able to come up with our own code list
- ▶ SunPac and ISIS both allow users to assign their own codes to vendors.
- ▶ Pulling HUB Categories / status from IPS (it's a possibility, but requires some agreements and support from IT on both sides, takes time to arrange)

How do you get an IPS User Id?

- ▶ Contact John Guenther and ask for one.
 - ▶ E-mail: john.Guenther@doa.nc.gov
 - ▶ Phone: 919-807-2436
- ▶ What information do I need:
 - ▶ Name
 - ▶ Reporting Entity
 - ▶ Phone number
 - ▶ E-mail address
- ▶ How long does it take to get an ID?
 - ▶ Usually 1-2 days
 - ▶ User ID and Password will come in separate e-mails.
- ▶ IDs allow for data entry AND approval

Questions

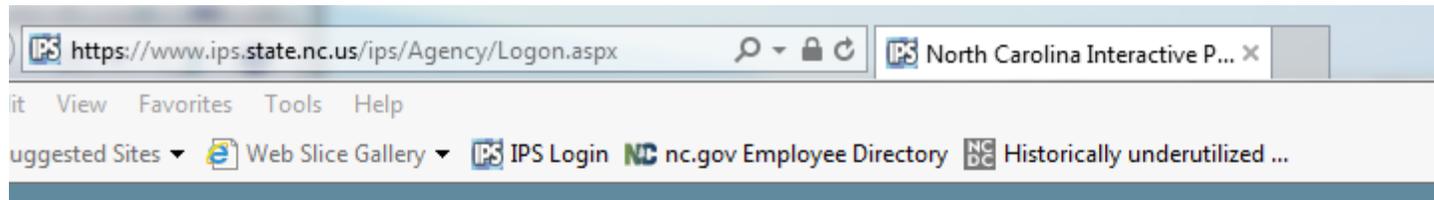
- ▶ Questions?

Steps for entering purchasing data

- ▶ Log in at <https://www.ips.state.nc.us/ips/Agency/Logon.aspx>
- ▶ Click on “Quarterly HUB Information”
- ▶ Click on the Notepad /pencil icon of the report you want to work on.
- ▶ Enter all purchase totals for:
 - ▶ Term contract purchases (HUB & Non HUB)
 - ▶ Commodity Purchases (HUB & Non HUB)
 - ▶ Service Purchases (HUB & Non HUB)
- ▶ Enter all HUB purchases by HUB category (rounding to the nearest dollar)
- ▶ Make sure there are no dollar signs or periods.
- ▶ Click **Next**→, at the bottom of the screen.
- ▶ Review dollar values on Review/Approve screen and click Back, Approve or Cancel.

What the IPS HUB reporting system looks like:

► IPS Login Screen



State of North Carolina
Interactive Purchasing System

IPS Logon

IPS Login

Enter UserId and Password to continue...

UserId:

Password:

[Forgot/Change Password](#)

What the IPS HUB reporting system looks like (continued)

- ▶ Once you log in look for this:

HUB Procurement Reporting
Quarterly HUB Information

- ▶ If you use IPS for other purposes you will see this:
- ▶ Click on “Quarterly HUB Information”

IPS
interactive purchasing system

State of North Carolina
Interactive Purchasing System

Inbox for Michele Goff

Your Inbox Is Empty

- Choose Location
- Inbox
- Search Options
- Search QA Inspections
- Search for Registered Vendor
- Search for Agency Bid
- Enter Requisitions
- Reuse Requisition
- Cancel Requisition
- Post Bid
- Post Design/Construction
- Post Addenda
- Bids Under Review
- Search for Bids
- Edit Bid
- Edit Addenda
- Enter Price Match Award
- Search for Price Match Award
- Create Report/Excel Spreadsheet
- Security
 - Department Information
 - User Information
- HUB Procurement Reporting
 - Quarterly HUB Information

What the IPS HUB reporting system looks like (continued)

- ▶ Clicking on “Quarterly HUB Information” will direct you to a screen that looks like this:
- ▶ Each Quarter will have its own row and link.
- ▶ The current reporting quarter will be at the top
- ▶ Click on the notepad and pencil icon to access the appropriate report.



IPS
interactive purchasing system

State of North Carolina
Interactive Purchasing System

Quarterly HUB Procurement Reporting

Choose Location

- Inbox
- Search Options
- Search QA Inspections
- Search for Registered Vendor
- Search for Agency Bid

Enter Requisitions

- Reuse Requisition
- Cancel Requisition

Post Bid

- Post Design/Construction
- Post Addenda
- Bids Under Review
- Search for Bids
- Edit Bid
- Edit Addenda
- Enter Price Match Award
- Search for Price Match Award
- Create Report/Excel Spreadsheet

Security

- Department Information
- User Information

HUB Procurement Reporting

- Quarterly HUB Information

	Agency	Begin Fiscal Year	Quarter	Status
	DEPARTMENT - Administration	2014	4th - Apr 1 - June 30	Pending

What the IPS HUB reporting system looks like (continued)

- ▶ Here is what the data entry screen will look like:
- ▶ Three Sections:
 - ▶ Term Contracts
 - ▶ Commodity Contracts
 - ▶ Service Contracts
- ▶ Enter HUB purchases by HUB Certification ownership category within each contract type (if no HUB spending occurred in a quarter leave these values as their default of \$0):
 - ▶ Black
 - ▶ Hispanic
 - ▶ Asian American
 - ▶ American Indian
 - ▶ Female
 - ▶ Disabled Owned
 - ▶ Disabled Business Enterprise
 - ▶ Not-Profit Work Center
 - ▶ Socially and Economically Disadvantaged

The screenshot shows the data entry interface for the State of North Carolina's Interactive Purchasing System. The header includes the IPS logo and the text 'State of North Carolina Interactive Purchasing System Quarterly HUB Procurement Reporting'. The user is reporting for 'Agency DEPARTMENT - Administration', 'Beginning Fiscal Year 2014', and 'Quarter 4th - Apr 1 - June 30'. The form is divided into three main sections: Term Contract Purchases, Commodity Purchases, and Service Purchases. Each section has a total value field and a list of HUB certification categories with input fields for their respective values. The 'Term Contract Purchases' section shows a total of 1500 and values for various categories, with 'Black' being 50 and others at 0. The 'Commodity Purchases' and 'Service Purchases' sections both show a total of 0 and all category values at 0. At the bottom right, there are 'Next ->' and 'Cancel' buttons.

IPS
State of North Carolina Interactive Purchasing System

State of North Carolina
Interactive Purchasing System
Quarterly HUB Procurement Reporting

Agency DEPARTMENT - Administration
Beginning Fiscal Year 2014
Quarter 4th - Apr 1 - June 30

Term Contract Purchases(HUB & Non-HUB) 1500

Term Contract Purchases(HUB)

- Black 50
- Hispanic 0
- Asian American 0
- American Indian 0
- Female 0
- Disabled Owned 0
- Disabled Business Enterprise 0
- Non-Profit Work Center 0
- Socially and Economically Disadvantaged 0

Commodity Purchases(HUB & Non-HUB) 0

Commodity Purchases(HUB)

- Black 0
- Hispanic 0
- Asian American 0
- American Indian 0
- Female 0
- Disabled Owned 0
- Disabled Business Enterprise 0
- Non-Profit Work Center 0
- Socially and Economically Disadvantaged 0

Service Purchases(HUB & Non-HUB) 0

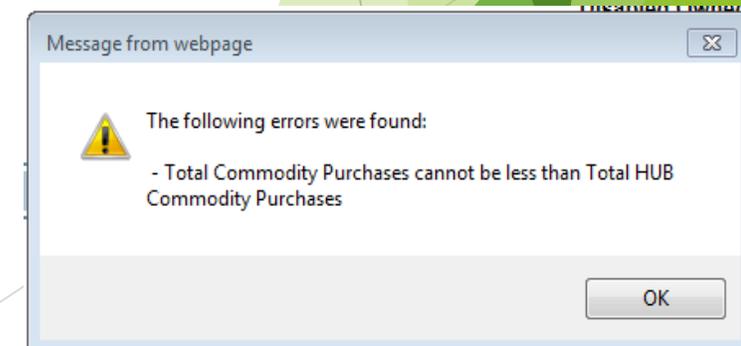
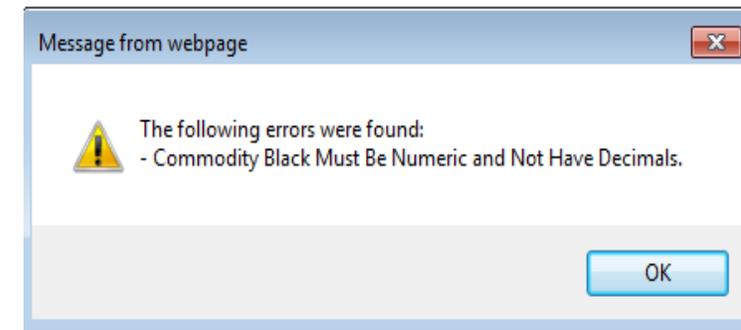
Service Purchases(HUB)

- Black 0
- Hispanic 0
- Asian American 0
- American Indian 0
- Female 0
- Disabled Owned 0
- Disabled Business Enterprise 0
- Non-Profit Work Center 0
- Socially and Economically Disadvantaged 0

Next -> Cancel

Data entry: keep in mind...

- ▶ 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.
- ▶ It is possible to enter negative numbers in all fields to reflect when change orders decrease the value of a contract.
- ▶ Do not enter a \$ symbol or period with your entries, if you do you will get an error.
- ▶ Data fields will accept whole dollar values only (55). Round the values you enter to the nearest dollar.
- ▶ If you enter values in a HUB Category without also including a contract category value you will get an error.



What can be reported and what cannot be reported

- ▶ Vendors that are HUB Certified can be counted toward HUB spending.
- ▶ If a vendor is not HUB Certified, spending with that vendor cannot be counted toward HUB spending.
- ▶ Data entered can include purchase orders, direct pay and p-card spending.
- ▶ There is no category for Minority-Owned without a specific ethnicity category,
- ▶ There is no HUB Subcontractor option.
- ▶ If you are uncertain what the HUB Category is for a vendor check the HUB vendor search page at:
<https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>.

What the IPS HUB reporting system looks like (continued)

- ▶ Once you have entered your data click “Next”, your data will be saved
- ▶ The next screen shows values you have entered and % of spending
- ▶ There are 3 buttons at the bottom of this screen
 - ▶ Back (goes back to data entry screen)
 - ▶ Approve (submits report to HUB Office)
 - ▶ Cancel (goes to main menu)
- ▶ We will be adding a message about complete and accurate information and an audit notice with the Q2 reports.

State of North Carolina
Interactive Purchasing System
Quarterly HUB Procurement Reporting

Agency	DEPARTMENT - Administration	
Beginning Fiscal Year	2014	
Quarter	4th - Apr 1 - June 30	
Total All Purchases(HUB & Non-HUB)	\$17,500	%
Term Contract Purchases(HUB & Non-HUB)	\$1,500	8.57%
Black	50	0.29%
Hispanic	0	0.00%
Asian American	0	0.00%
American Indian	0	0.00%
Female	600	3.43%
Disabled Owned	0	0.00%
Disabled Business Enterprise	0	0.00%
Non-Profit Work Center	0	0.00%
Socially and Economically Disadvantaged	0	0.00%
Term Contract Purchases(HUB)	\$650	3.71%
Commodity Purchases(HUB & Non-HUB)	\$16,000	91.43%
Black	0	0.00%
Hispanic	65	0.37%
Asian American	0	0.00%
American Indian	0	0.00%
Female	0	0.00%
Disabled Owned	8900	50.86%
Disabled Business Enterprise	0	0.00%
Non-Profit Work Center	0	0.00%
Socially and Economically Disadvantaged	0	0.00%
Commodity Purchases(HUB)	\$8,965	51.23%
Service Purchases(HUB & Non-HUB)	\$0	0.00%
Black	0	0.00%
Hispanic	0	0.00%
Asian American	0	0.00%
American Indian	0	0.00%
Female	0	0.00%
Disabled Owned	0	0.00%
Disabled Business Enterprise	0	0.00%
Non-Profit Work Center	0	0.00%
Socially and Economically Disadvantaged	0	0.00%
Service Purchases(HUB)	\$0	0.00%
<-- Back	Approve	Cancel

How do you know if your report has been received by the HUB Office?

- ▶ If the Status of your report shows as “Submitted” the HUB Office has “received” the report.
- ▶ If the Status is “Pending” then the HUB Office has not “received” the report.
 - ▶ This usually means one of three things:
 - ▶ 1) No data has been entered for that quarter’s report.
 - ▶ 2) Data has been entered but the “Approve” button has not been clicked
 - ▶ 3) You had previously clicked “Approve” but went back in, clicked “Next” but didn’t approve it again.
 - ▶ We are working on a way for you to be able to view your reports without editing them or switching the Status unintentionally (this would probably not be available until Q2 reporting time)

A few more items

▶ Logging Out

- ▶ There is no logout button, but IPS times out after about 20 minutes.

▶ Problem Reporting

- ▶ If you encounter an error or have a problem please contact the HUB Office Compliance Officer, John Guenther, at 919-807-2436 or by e-mail at john.guenther@doa.nc.gov.
- ▶ E-mailing a screenshot of the problem would be helpful in determining a solution.

▶ Audit Notice

- ▶ All reported information submitted to the Office for Historically Underutilized Businesses is subject to audit and review.

Ways the HUB Office can help

- ▶ Getting Access to IPS
- ▶ Finding HUB certified vendors
- ▶ Encouraging non-certified minority/woman owned business to certify
- ▶ Outreach and Training
- ▶ Technical Support (plan, outreach, what to report, using reporting systems)

Resources

- ▶ HUB Office Legislation and Executive Orders web page:
<http://www.doa.nc.gov/hub/legislation.aspx>
- ▶
- ▶ HUB Office Reporting Forms and Instructions Page (includes due dates):
<http://www.doa.nc.gov/hub/Reporting.aspx>
- ▶ NC IPS Login page: <https://www.ips.state.nc.us/ips/Agency/Logon.aspx>
- ▶ Instructions for using IPS HUB Procurement reporting system:
<http://www.doa.nc.gov/hub/documents/HUBProcurementReportInstructions2015.pdf>

Questions

- ▶ Questions?

Future Training Opportunities

- ▶ We hope to increase the frequency of our training webinars, possibly doing them quarterly.
- ▶ Topics covered may change over time.
- ▶ Trainings at conferences, including the NC Association of School Business Officials (NCASBO)
- ▶ Other opportunities???

Rate your trainer

- ▶ We will be sending out an e-mail to everyone with a link to an assessment of this training.
- ▶ We want your honest feedback so that we can try to improve the trainings and meet your needs.

THANK YOU

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect against the white background.