



Administration

Entering HUB Data

Interscope+ Training



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Department of Administration

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 be 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.

Entering HUB Data



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.



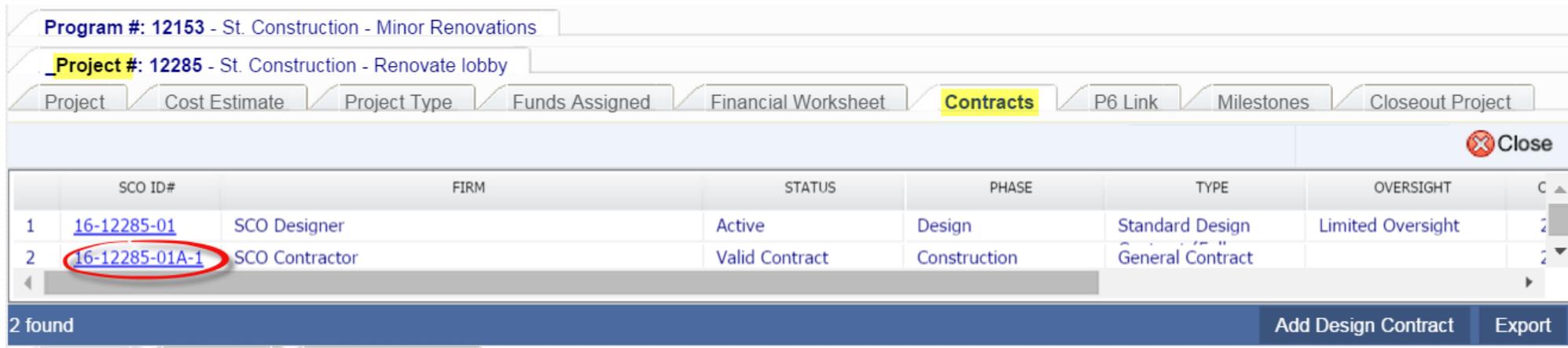
Good Faith Efforts



Entering HUB Data

Good Faith Efforts

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



Program #: 12153 - St. Construction - Minor Renovations

Project #: 12285 - St. Construction - Renovate lobby

Project | Cost Estimate | Project Type | Funds Assigned | Financial Worksheet | **Contracts** | P6 Link | Milestones | Closeout Project

Close

	SCO ID#	FIRM	STATUS	PHASE	TYPE	OVERSIGHT	C
1	16-12285-01	SCO Designer	Active	Design	Standard Design	Limited Oversight	2
2	16-12285-01A-1	SCO Contractor	Valid Contract	Construction	General Contract		2

2 found

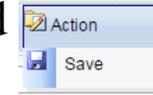
Add Design Contract | Export

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

Entering HUB Data

Good Faith Efforts

Select the 'HUB Good-Faith Efforts' tab, enter the appropriate information, and



Program #: 12153 - St. Construction - Minor Renovations

_Project #: 12285 - St. Construction - Renovate lobby

_Design #: 16-12285-01 - SCO Designer

_Package: 16-12285-01A - Renovate lobby

Construction Contract #: 16-12285-01A-1 - SCO Contractor

Construction Contract Detail | Bid Items | **HUB Good-Faith Efforts** | HUB Participation | Change Orders

Action | Save | Close

Construction Contractor's Good-Faith Effort Affidavit

- 1 - (10 pts) Contacted minority businesses.
- 2 - (10 pts) Made the construction plans, specifications and requirements available.
- 3 - (15 pts) Broken down or combined elements of work.
- 4 - (10 pts) Worked with minority trade, community or contractor organizations.
- 5 - (10 pts) Attended prebid meetings scheduled by the public owner
- 6 - (20 pts) Provided assistance in getting required bonding or insurance
- 7 - (15 pts) Negotiated in good faith with interested minority businesses.
- 8 - (25 pts) Provided assistance to an otherwise qualified minority business.
- 9 - (20 pts) Negotiated joint venture and partnership arrangements.
- 10 - (20 pts) Provided quick pay agreements and policies.

[State Construction Manual: Good-Faith Efforts](#)

Affidavit Execution

* Company Submitting Affidavit:

* Date:

GFE Assessment (50 points required to be considered responsive)

Points Achieved: 0

✗ Not Responsive



Entering HUB Data

Good Faith Efforts

Once saved, the system will calculate the number of points and determine if the contractor is responsive.

Affidavit and Good Faith Efforts updated successfully.

Program #: 12153 - St. Construction - Minor Renovations

_Project #: 12285 - St. Construction - Renovate lobby

_Design #: 16-12285-01 - SCO Designer

_Package: 16-12285-01A - Renovate lobby

_Construction Contract #: 16-12285-01A-1 - SCO Contractor

Construction Contract Detail | Bid Items | **HUB Good-Faith Efforts** | HUB Participation | Change Orders

Action | Close

Construction Contractor's Good-Faith Effort Affidavit

- 1 - (10 pts) Contacted minority businesses.
- 2 - (10 pts) Made the construction plans, specifications and requirements available.
- 3 - (15 pts) Broken down or combined elements of work.
- 4 - (10 pts) Worked with minority trade, community or contractor organizations.
- 5 - (10 pts) Attended prebid meetings scheduled by the public owner
- 6 - (20 pts) Provided assistance in getting required bonding or insurance
- 7 - (15 pts) Negotiated in good faith with interested minority businesses.
- 8 - (25 pts) Provided assistance to an otherwise qualified minority business.
- 9 - (20 pts) Negotiated joint venture and partnership arrangements.
- 10 - (20 pts) Provided quick pay agreements and policies.

[State Construction Manual: Good-Faith Efforts](#)

Affidavit Execution

* Company Submitting Affidavit:

* Date:

GFE Assessment (50 points required to be considered responsive)

Points Achieved: **75**

Responsive



HUB Entry as part of a Standard Project-Single Prime



Entering HUB Data

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.

Program #: 12153 - St. Construction - Minor Renovations
_Project #: 12285 - St. Construction - Renovate lobby
_Design #: 16-12285-01 - SCO Designer
__Package: 16-12285-01A - Renovate lobby
___Construction Contract #: 16-12285-01A-1 - SCO Contractor

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | **HUB Participation** | Change Orders

Action Close

Construction Contract HUB Participation

General Contractor: **SCO Contractor**
GC HUB Type: **Unknown**

HUB Data is FINAL as of:

Show HUB Details/Status as of: **Award**

Source of Information:
 Affidavit B
 Affidavit (GFEs req'd)
 C
 Affidavit (GFEs req'd)
 D

HUB Participation Summary (Certified Only)

	Awarded	Current
Construction Contract Amount:	\$98,500.00	\$98,500.00
Total HUB Participation:	\$0.00	\$0.00
HUB %:	0.00 %	0.00 %

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final Payment?
0 found								

Add Subcontractor



Entering HUB Data

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

[Add Subcontractor](#)

Program #: 12153 - St. Construction - Minor Renovations
_Project #: 12285 - St. Construction - Renovate lobby
_Design #: 16-12285-01 - SCO Designer
_Package: 16-12285-01A - Renovate lobby
_Construction Contract #: 16-12285-01A-1 - SCO Contractor

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | **HUB Participation** | Change Orders

Action Close

Construction Contract HUB Participation

General Contractor: **SCO Contractor**
GC HUB Type: **Unknown**

HUB Data is FINAL as of:

Show HUB Details/Status as of: **Award** ▼

Source of Information:
 Affidavit B
 Affidavit (GFEs req'd)
 C
 Affidavit (GFEs req'd)
 D

HUB Participation Summary (Certified Only)

	Awarded	Current
Construction Contract Amount:	\$98,500.00	\$98,500.00
Total HUB Participation:	\$0.00	\$0.00
HUB %:	0.00 %	0.00 %

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final Payment?
0 found								

[Add Subcontractor](#)



Entering HUB Data

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 .

Add Subcontractor...

Name: Email:

HUB Certified? Contact Person:

City: Address:

Zip: State:

Phone: (999-999-9999)

	Company	City, State	Voice	Contact	Email
LINK TO IPS	Martinez's Painting Co.	Wilmington, NC	(910)231-7515	Martinez, Joseph	DOA.MIS.Developers@
LINK TO IPS	MECKLENBURG PAINT CO INC	Charlotte, NC	(704)588-3113	ETHEREDGE, LIZ	DOA.MIS.Developers@
LINK TO IPS	Meticulous painting and drywall	Knighdale, NC	(919)638-0332	Withrow, Leroy	DOA.MIS.Developers@
LINK TO IPS	Morrison ElectroStatic Painting, Inc.	Terrell, NC	828-851-4779	Crowder, Susan	DOA.MIS.Developers@
SELECT	Paint Master	Sanford, NC	(919)776-9251	Harris, Larrry	DOA.MIS.Developers@
LINK TO IPS	Painting the Carolinas, LLC	Mount Holly, NC	(704)827-0210	Goolsby, Charleen	DOA.MIS.Developers@
LINK TO IPS	Painting the Carolinas, LLC	Mount Holly, NC	(704)827-0210	Goolsby, Charleen	DOA.MIS.Developers@
SELECT	Paintmaster LLC	Wendell, NC	(919)365-3201	Eberhardt, Debra	DOA.MIS.Developers@

5 page(s): [1](#) [2](#) [\[3\]](#) [4](#) [5](#)



Entering HUB Data

HUB Entry as part of a Standard Project-Single Prime

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.

Add Subcontractor...

Name: Email:

HUB Certified? Contact Person:

City: Address:

Zip: State:

Phone: (999-999-9999)

	Company	City, State	Voice	Contact	Email
LINK TO IPS	Martinez's Painting Co.	Wilmington, NC	(910)231-7515	Martinez, Joseph	DOA.MIS.Developers@
LINK TO IPS	MECKLENBURG PAINT CO INC	Charlotte, NC	(704)588-3113	ETHEREDGE, LIZ	DOA.MIS.Developers@
LINK TO IPS	Meticulous painting and drywall	Knighdale, NC	(919)638-0332	Withrow, Leroy	DOA.MIS.Developers@
LINK TO IPS	Morrison ElectroStatic Painting, Inc.	Terrell, NC	828-851-4779	Crowder, Susan	DOA.MIS.Developers@
SELECT	Paint Master	Sanford, NC	(919)776-9251	Harris, Larry	DOA.MIS.Developers@
LINK TO IPS	Painting the Carolinas, LLC	Mount Holly, NC	(704)827-0210	Goolsby, Charleen	DOA.MIS.Developers@
LINK TO IPS	Painting the Carolinas, LLC	Mount Holly, NC	(704)827-0210	Goolsby, Charleen	DOA.MIS.Developers@
SELECT	Paintmaster LLC	Wendell, NC	(919)365-3201	Eberhardt, Debra	DOA.MIS.Developers@

5 page(s): [1](#) [2](#) [\[3\]](#) [4](#) [5](#)



Entering HUB Data

HUB Entry as part of a Standard Project-Single Prime



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.

Request Contractor: **Profile** Close

Fill out the form below as completely as possible and click "Request Contractor." An Administrator will review your request, and you will be notified once a decision has been made.

[Request Contractor](#)

<p>* Name: Required *</p> <p>Status: Pending</p> <p>* Email: Required *</p> <p>* Contact Person: Required *</p> <p>* Line 1: Required *</p> <p>Line 2:</p> <p>* City: Required *</p> <p>* State: ▼</p> <p>* Zip: Required *</p> <p>County: UNKNOWN ▼</p> <p>Voice#: _____</p> <p>Fax#: _____</p>	<p>Website URL: _____</p> <p>Parent: _____</p> <p>Former Name: _____</p> <p>Firm ID#: (Auto)</p> <p>Last Update:</p>	<p>IPS Vendor:</p> <p>Address:</p> <p>Contact:</p> <p>Email:</p> <p>IPS Location:</p> <p>IPS Sequence:</p>
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Entering HUB Data

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.

Add SubContractor...

Name:	<input type="text" value="paint"/>	Email:	<input type="text"/>
HUB Certified?	<input type="text" value="Y"/> ▼	Contact Person:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text"/>	Zip:	<input type="text"/>
Phone:	<input type="text"/> (999-999-9999)		

Search

Done

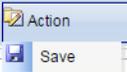
Reset

	Int	IPS	Company	City, State	Voice	Contact
REQUEST		×	Maze Custom Painting, LLC	Charlotte, NC	(704)778-6288	Felisbret, Jason
REQUEST		×	MECKLENBURG PAINT CO INC	Charlotte, NC	(704)588-3113	ETHEREDGE, LIZ
REQUEST		×	Meticulous painting and drywall	Knighdale, NC	(919)638-0332	Withrow, Leroy
SELECT	×	×	Paint Master	Sanford, NC	(919)776-9251	Harris, Larry
REQUEST		×	Painting & Drywall By Villanueva Inc	Raleigh, NC	(919)349-0204	Villanueva, Patrick
REQUEST		×	Painting the Carolinas, LLC	Mount Holly, NC	(704)827-0210	Goolsby, Charleen
REQUEST		×	Painting the Carolinas, LLC	Mount Holly, NC	(704)827-0210	Goolsby, Charleen
REQUEST		×	Paintmaster LLC	Wendell, NC	(919)365-3201	Eberhardt, Debra



Entering HUB Data

HUB Entry as part of a Standard Project-Single Prime

The selected subcontractor is displayed on the contractor list, as shown below. Now complete entering the *CSI Division*, *Work*, and *Awarded* amount, and .

HUB Participation data saved.

Program #: 10114 - St. Construction - Minor Renovations
Project #: 11026 - St. Construction - Enlarge conference room
Design #: 15-11026-01 - SCO Designer
Package: 15-11026-01A - Enlarge conference room
Construction Contract #: 15-11026-01A-1 - SCO Contractor

Construction Contract Detail | Bid Items | **HUB Participation** | HUB Good-Faith Efforts | Change Orders

Action Close

Construction Contract HUB Participation

General
Contractor: **SCO Contractor**
GC HUB Type: **Not a HUB**
 HUB Data is FINAL

Show HUB Details/Status as of **Award** Source of Information:
 Affidavit B
 Affidavit C
 Affidavit D
(MUST first enter [Good-Faith Efforts](#))

HUB Participation Summary (Certified Only)

	Awarded	Current
Construction Contract Amount:	\$135,000.00	\$135,000.00
Total HUB Participation:	\$15,000.00	\$0.00
HUB %:	11.11 %	0.00 %

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final Payment?
Paint Master	B	Y	09700 - Wall F	Vinyl Wall Covering	\$ 15,000.00	\$ 0.00	\$ 0.00	<input type="checkbox"/>

1 found Add Subcontractor

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



Enter HUB Data

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.



For More Training Presentations

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