

HUBSCO+ Informal Project Entry Checklist

Use this form to help you gather information needed to submit building construction or repair and renovation projects that cost between \$30,000 and \$300,000. While some fields are listed as optional, the HUB Office requests vendors complete all fields.

Project Tab

Field	Required at Entry or Finalization	Entry Complete
Project Number	Required at Entry	
Project Name	Required at Entry	
Project Type	Selected on previous screen.	
Notice to Proceed/Project Start Date	Required at Finalization	
Project Completion Date	Required at Finalization	
Construction Method Used	Required at Entry	
Location of Project	Required at Entry	
Total Square Footage	Required at Entry	
Total Linear Footage	Optional	
Original Project Value	Required at Entry	
Final Design- Related Services Value	Optional	
Final Construction Value	Required at Finalization	
Miscellaneous Cost	Optional	
Final Project Value	Calculated automatically by HUBSCO+	
Project Includes State Appropriations or State Grant Funds	Required at Entry	
Verifiable Percentage Goal	10% is default	

Designer Tab – Prime Designer

Field	Required at Entry or Finalization	Entry Complete
Prime Designer Name	Required at Entry	
Type of Service	Required at Entry	
Discipline	Required at Entry	
Ownership Category	Optional: Auto Populated	
Source of Ownership	Optional: Auto Populated	
Method of Solicitation	Required at Entry	
Original Contract Value	Required at Entry	
Final Contract Value	Optional	

Open-Ended Contract/ Convenience Contract Information (if applicable)

Field	Required at Entry or Finalization	Entry Complete
Number		
Start Date		
End Date		

Designer Tab – Adding a Consultant Prime Designer

Field	Required at Entry or Finalization	Entry Complete
Prime Designer Name	Auto Populates	
Consultant Name	Required at Entry	
Type of Service	Required at Entry	
Discipline	Required at Entry	
Ownership Category	Optional: Auto Populated	
Source of Ownership	Optional: Auto Populated	
Method of Solicitation	Required at Entry	
Original Contract Value	Required at Entry	
Final Contract Value	Optional	

Contract Tab – Adding a Construction Contract Screen

Field	Required at Entry or Finalization	Entry Complete
Contract Description/ID	Required at Entry	
Contract Method of Advertisement	Required at Entry	
Bid Opening Date	Optional	
Contract Date	Required at Entry	
Notice to Proceed/Contract Start Date	Required at Finalization	
Contract Completion Date	Required at Finalization	

Contract Tab – Contractor Solicited Directly

Field	Required at Entry or Finalization	Entry Complete
Contract Description/ID	Optional: Auto Populated	
Firm Name	Required: Auto populates after selection of company.	
Full Address (Line 1, Line 2, City, State, Zip)	Required: Auto populates after selection of company.	
Phone and Extension	Optional: Auto populates after selection of company.	
Ownership Category	Optional: Auto populates after selection of company.	
Source of Ownership	Optional: Auto populates after selection of company.	
Primary Type of Work	Required at Entry	
Date Contacted	Required at Entry	
Method of Contact	Optional	
Response Due Date	Optional	
Specifications Provided	Optional	
Was a Quote Received	Optional	
Amount of Quote Received	Optional	

Contract Tab – Contractors Used

Field	Required at Entry or Finalization	Entry Complete
Contract Description/ID	Optional: Auto Populated	
Firm Name	Required: Auto populates after selection of company.	
City	Optional: Auto populates after selection of company.	
State	Optional: Auto populates after selection of company.	
County	Optional: Auto populates after selection of company.	
Reason for Out of State Selection	Optional	
Primary Type of Work	Required at Finalization	
Ownership Category	Optional: Auto populates after selection of company.	
Source of Ownership	Optional: Auto populates after selection of company.	
Original Contract Value	Required at Entry	
Final Construction Value	Optional	

Contract Tab – Adding a Subcontractor

Field	Required at Entry or Finalization	Entry Complete
Subcontracted to:	Optional: Auto Populated based on Prime Contractor	
Contract Description/ID	Optional: Auto Populated	
Firm Name	Required at Entry	
City	Optional: Auto populates after selection of company.	
State	Optional: Auto populates after selection of company.	
County	Optional: Auto populates after selection of company.	
Reason for Out of State Selection	Optional	
Primary Type of Work	Required at Finalization	
Ownership Category	Optional: Auto populates after selection of company.	
Source of Ownership	Optional: Auto populates after selection of company.	
Original Contract Value	Required at Entry	
Final Construction Value	Optional	
Contractor is a Substitution/Replacement for Contractor Originally Listed on the Bid Affidavit:	Optional	
Contract Date	Required at Entry	
Notice to Proceed/Contract Start Date	Required at Finalization	
Contract Completion Date	Required at Finalization	