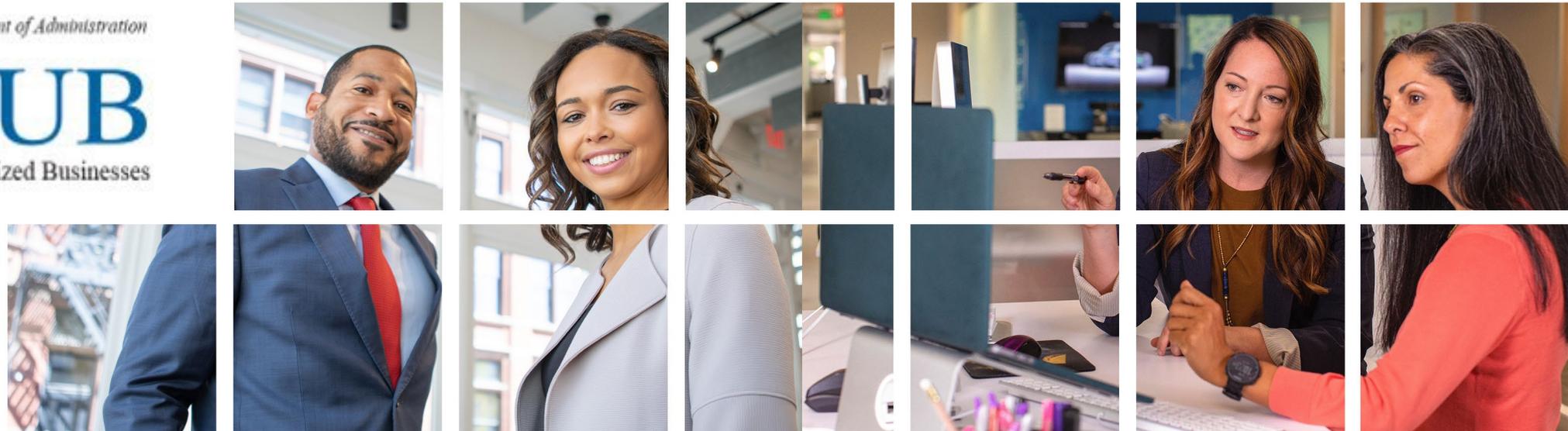


HUBSCO+ Informal Project Training



What will I learn from this training?



How to Login to HUBSCO+



Navigating through HUBSCO+



Add an **Informal** Project(s)



Run Quarterly Reports

NOTE: Use Chrome to gain access to all functions in HUBSCO+



NC DOA
Department of Administration
**Office for Historically
Underutilized Businesses**

HUBSCO+ Login

HRS Login

Login to HUB Reporting System

User Id: *

Password: *

[Forgot/Change Password](#)

Note for previous users:

Your first login to HUBSCO+ will use your previous HUBSCO User ID **both** as **user ID** *and* **password**.

Once logged in, your password **must be** changed.

HUBSCO+ Inbox

Administration ▶ Projects ▶ Report ▶ **HUBSCO PLUS Train**  Hello, phelms!

Inbox

Show Inbox for Union County Public Schools

Informal Projects [Add Informal](#)

Project Number	Project Name	Created Date	Edit	Delete
1-97295092	TECHNOLOGY-ROOF REPLACEMENT	1/6/2022		
1-97316090	FOREST HILLS HIGH SCHOOL-ROOF REPLACEMENT	10/8/2021		
1-97318073	HEMBY BRIDGE ELEM HVAC RENOVATION	10/6/2021		
1-97336018	MONROE HIGH SCHOOL-MEDIA SKYLIGHT	10/6/2021		
2-97318027	HEMBY BRIDGE ELEMENTARY-KITCHEN WASTE	10/6/2022		

Formal Projects [Add Formal](#)

Project Number	Project Name	Created Date	Edit	Delete
1-97336074	MONROE HIGH SCHOOL-HVAC RENOVATION	10/6/2021		
1-97343089	PORTER RIDGE MIDDLE-ROOF REPLACEMENT	10/8/2021		
1-97348008	PIEDMONT HIGH SCHOOL ATHLETICS IMPROVEMENTS	10/6/2021		
2-97000012	FHH & PRO WASTEWATER SYSTEMS UPGRADE	7/8/2022		
2-97000016A	ANTIOCH & KENSINGTON CHILLER REPLACEMENTS 2-97000016	7/8/2022		
2-97346037	PARKWOOD MIDDLE SCHOOL-HVAC REPLACEMENT	10/6/2022		
2-97348011	PIEDMONT HIGH SCHOOL-ROOF REPLACEMENT	10/8/2021		
2-97366009	CATA-ATHLETICS RENOVATION	6/30/2022		
2-97366015	CATA-ROOF REPLACEMENT 1.24	1/7/2022		
2-97384040	WESTERN UNION-HVAC RENOVATIONS	7/8/2022		
9-970960022	TRANSPORTATION CENTER	7/10/2019		
test	test	4/17/2023		

- **Main Menu** view displays all projects in your inbox – both informal and formal.
- Inbox can show **all projects for an entity or just the person who logged in.**

Seeing All Projects For Your Individual Log in

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train
Show Inbox for Penny Helms



Informal Projects Add Informal

Project Number	Project Name	Created Date	Edit	Delete
1-97295092	TECHNOLOGY-ROOF REPLACEMENT	1/6/2022		
1-97316090	FOREST HILLS HIGH SCHOOL-ROOF REPLACEMENT	10/8/2021		
1-97318073	HEMBY BRIDGE ELEM HVAC RENOVATION	10/6/2021		
1-97336018	MONROE HIGH SCHOOL-MEDIA SKYLIGHT	10/6/2021		
2-97318027	HEMBY BRIDGE ELEMENTARY-KITCHEN WASTE	10/6/2022		
Package 34	Fairview & East Elementary School's Storm Drainage	4/7/2004		
SV Tech	Sun Valley High School Technology Update	4/7/2004		
SV/PD MS Cooler	Sun Valley/Piedmont Middle School Freezer/Cooler Replacement	4/7/2004		

Click on **“Show Inbox for (your name)”**

On this screen you can edit or delete any of the projects shown.

HUBSCO+ Navigation

Administration ▶ Projects ▶ Report ▶

Tabs appear above each page.

Administration ▶ Administration Tab
Public Entity
Send Email
Show Inbo

Users can search or add public entity and send email

Administration ▶ Projects ▶ Projects
Main Page
Project Inbox
Search for Projects
Informal Project - Add New
Formal Project - Add New
No Quarterly Projects Submittal
Project Number Project name

- Main Page
- Project Inbox
- Search for Projects
- Informal Project - Add New
- Formal Project - Add New
- No Quarterly Projects Submittal

Administration ▶ Projects ▶ Report ▶ Reports
Report - Annual/Quarterly Totals
Report - Total Construction Dollars Per Construction Method
Report - Total Construction Dollars Per Type of Work

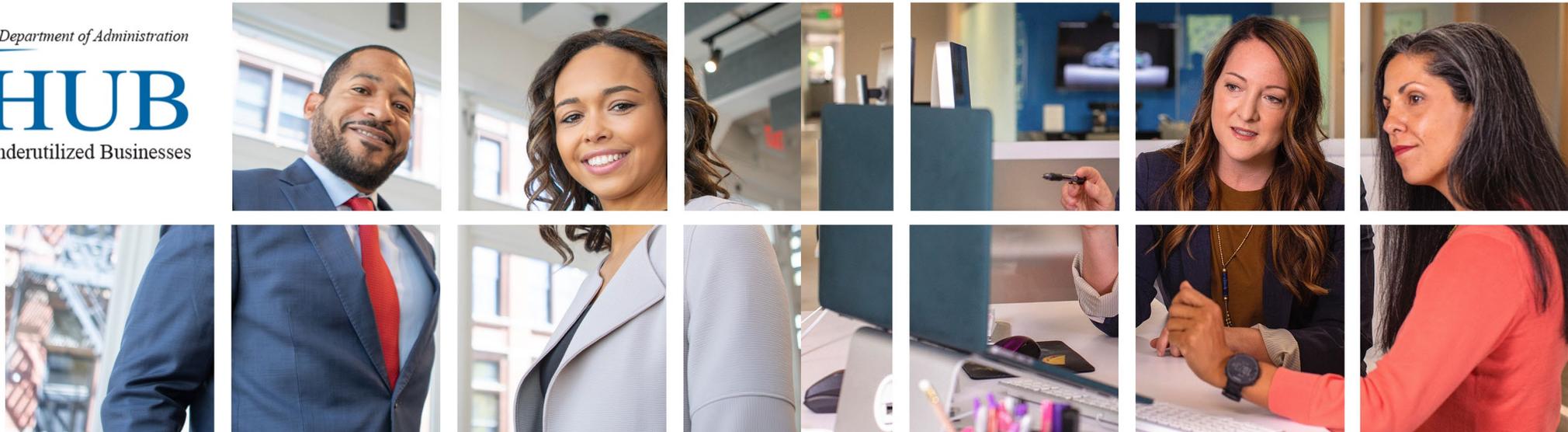
Hover over tabs:

- Administration
- Projects
- Report

- **System Administrators have additional options:**
 - System Administration
 - No Quarterly Projects Submittal

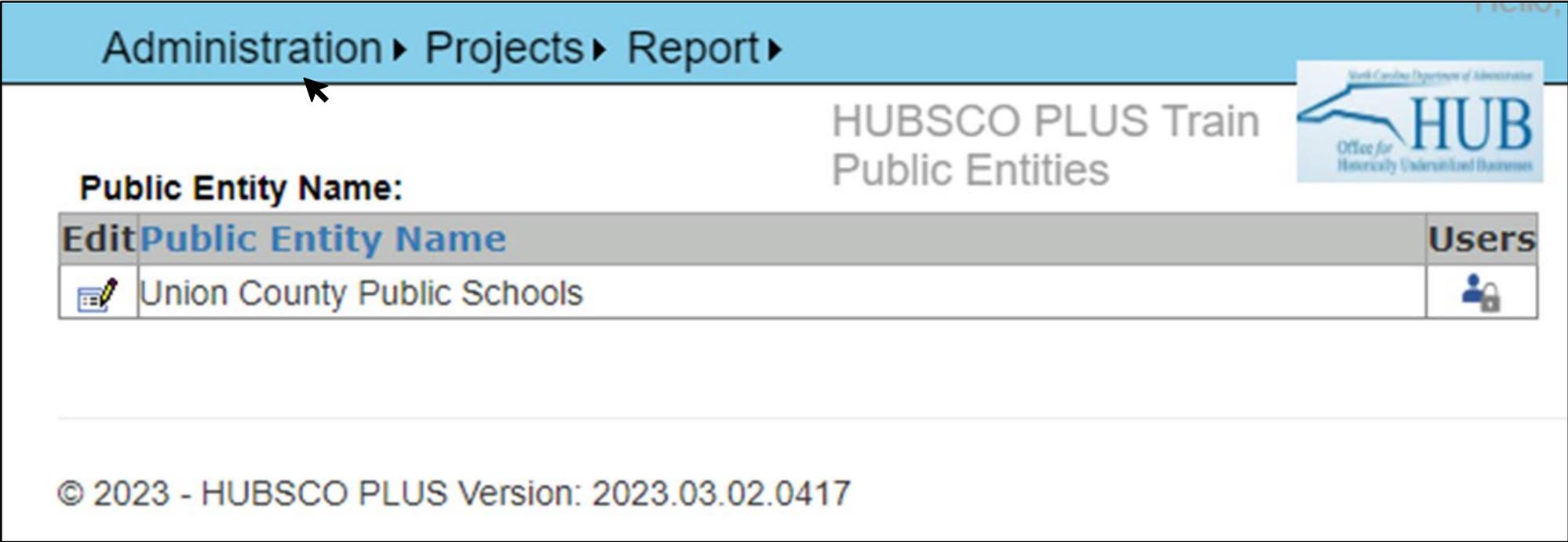
- Report – Annual/Quarterly Totals
- Report – Total Construction Dollars Per Construction Method
- Report – Total Construction Dollars Per Type of Work

HUBSCO+ Administration



System Administrator Screens

- Hover over "**Administration**" on home screen:
 - Select **Public Entity** for basic entity information and contacts.
 - Security will allow changes to be made to who has access to HUBSCO+ for your public entity.



The screenshot shows the 'Administration' menu in the HUBSCO PLUS system. A mouse cursor is hovering over the 'Administration' link in the top navigation bar. Below the navigation bar, the page title is 'HUBSCO PLUS Train Public Entities'. On the right side, there is a logo for the 'HUB Office for Historically Underutilized Business' with the text 'North Carolina Department of Administration' above it. The main content area features a table with the following structure:

Edit	Public Entity Name	Users
	Union County Public Schools	

At the bottom of the screen, the copyright notice reads: © 2023 - HUBSCO PLUS Version: 2023.03.02.0417

Editing Public Entity Information

HUBSCO PLUS Train 
Edit Public Entity
Public Entity Information

* Public Entity Name:

* Type of Public Entity:

* Address:

* City: * State: Zip:

Courier/MSC:

County:

* Main Phone No.: Ext:

HUB Indicator:

Contact Information

* Primary Contact Name:

* Primary Contact Title:

* Phone No.: Ext:

* E-mail:

Responsible Official Contact Name:

* Official Contact Title:

Official Phone No.: Ext:

Official Contact E-mail:

Minority Business Outreach Plan and Verifiable Percent Goal Information

- Change basic information about public entity
- Update primary contact
- Update responsible official

Required Fields

- Public Entity Name
- Type of Public Entity
- Address
- City, State
- Main Phone Number
- Primary Contact Name
- Primary Contact Title
- Primary Contact Title
- Phone Number
- Email
- Official Contact Title

Editing Public Entity Information

Minority Business Outreach Plan and Verifiable Percent Goal Information

Minority Business Outreach Plan and Verifiable Percent Goal Information

MBO Plan Developed and Implemented: Yes No

Date Plan was Implemented: / /

Verifiable Percent Goal: 10 % (Set to Zero if Verifiable Percentage Goals by Ownership Category utilized)

Verifiable Percent Goal by Category:

Ownership Category	Public Entity Goal
Black	0
Hispanic	0
Asian-American	0
American Indian	0
White Female	0
Socially and Economically Disadvantaged	0
Disabled	0
Minority	0

Verifiable Percent Goal Certification Method: TBD

Date Verifiable Percent Goal Established : 01/01/2003

Verifiable Percent Goal Certification Method: TBD

Comments:

Submit Cancel



Note: Information under the Verifiable Percent Goal by Category sub-category is not required.

Note: A new Microsoft Form for Public Entity information will soon be available for entities that do not ALREADY have an account.

Click Security for List of Users

- Can **Add** new users
- Can **Edit** Existing Users
- Can **Delete** Existing Users

• Edit and Add screens are the same, Add is just blank.

• Password is **not** visible.

• Security: Choose between **Public Entity User** and **Public Entity System Administrator**

Administration > Projects > Report >

HUBSCO PLUS Train
List of Users for Security

Union County Public Schools

<-- Back to Public Entity

Add User

Create Excel Spreadsheet

User Name	Role Name	EditDelete
Helms, Penny	Public Entity System Admin	

Administration > Projects > Report >

HUBSCO PLUS Train
Add Users

Hello, ph

* Login:

* User Name:

* Phone No.: Ext:

* E-mail:

* Security Access:

Date Added:
Added By:
Date Updated:
Updated By:

Submit Cancel

No Projects to Report?

- When a Public Entity does not have any completed projects within a particular quarter, the Entity needs to submit a “No Quarterly Projects Submittal” form in the system.
- Only accessible by users with “Public Entity System Administrator” security access.
 - Hover over the "Projects" tab and select "No Projects Quarterly Submittal".
 - In the No Quarterly Projects Submittal page click the **No Projects This Fiscal Quarter** button at the bottom of the page

Administration > Projects > Report >

HUBSCO PLUS Train
No Projects Quarterly Submittal

For Fiscal 3 2022-2023

By clicking on the button below, you are reporting to the North Carolina Office for Historically Underutilized Businesses (HUB) that **Union County Public Schools** does not have ANY projects, formal or informal, that have been completed within **Fiscal Q3 2022-2023**

No Projects This Fiscal Quarter **Cancel**

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- Submittal will identify which Fiscal Quarter does not have **ANY** projects completed.
- You **cannot** change the Quarter.
- Be careful of when you submit No Projects.

HUBSCO+ Flow When Adding Projects

Inbox – Add Formal or Informal



Project Main data entry screen



Primary Designer screen



Construction Contract screen



Construction Contract Contacted Directly screen



Construction Contractor screen (Contractor and Subcontractor)



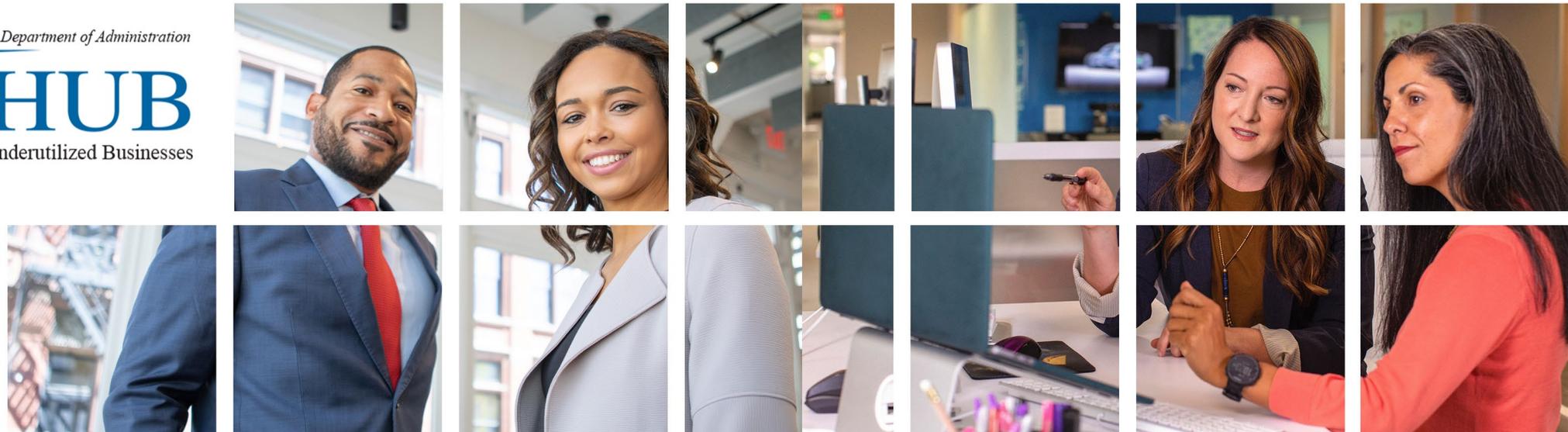
Project View



Finalize Project

***NOTE: Follow this order
when adding projects.***

Adding Informal Projects



How to Add an Informal Project

HUBSCO PLUS Train
Inbox
Show Inbox for Union County Public Schools



Informal Projects Add Informal

Project Number	Project Name	Created Date	Edit	Delete
----------------	--------------	--------------	------	--------

Formal Projects Add Formal

Project Number	Project Name	Created Date	Edit	Delete
----------------	--------------	--------------	------	--------

Two red arrows point to the 'Add Informal' and 'Add Formal' buttons respectively.

- Hover over the "**Projects**" tab and select "**Project Inbox**".
- If you click the wrong type of project you can switch project types, but it is best to select the right option from the start.

Project Main Data Entry Screen

Project Number:

Project Name:

Project Type: Informal

Notice to Proceed/Project Start Date: / /

Project Completion Date: / /

Construction Method Used:

Location of Project:

Total Square Footage: Sq. Ft.

Total Linear Footage: LF

Original Project Value: \$

Final Design-Related Services Value: \$

Final Construction Value: \$

Miscellaneous Costs: \$

Final Project Value: \$

Project Includes State Appropriation or State Grant Funds: Yes No

Verifiable Percentage Goal: %

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Before project details are entered.

[Return](#)

Project No.: 0000000
Project Type: InFormal

Project **Designers** **Contracts** **Project View** **Finalize Project**

Project Number: 0000000
Project Name: HUBSCO+
Project Created By: Penny Helms
Project Created On: 4/24/2023 4:54:56 PM
Notice to Proceed/Project Start Date: 04/03/2023
Project Completion Date : 04/24/2023
Duration of Project: 21 days
Construction Method Used: test
Location of Project: Wake
Total Square Footage: 0 sq. ft.
Total Linear Footage: 2000 LF
Original Project Value: \$25,000
Final Design-Related Services Value: \$0
Final Construction Value: \$0
Miscellaneous Costs: \$0
Final Project Value: \$0
Project Includes State Appropriation or State Grant Funds: No
Verifiable Percentage Goal: 10%

After project details are entered and saved.

Project Main Data Entry Screen

Required Fields:

- Project Number
- Project Name
- Location of Project
- Total Square Footage
- Original Project Value
- State Funds

Options: Save Project, Reset, Cancel, or Change Project Type.

Construction Method Used Options include:

- Construction Manager At Risk
- Separate Prime
- Single Prime
- Other
- Alternate Contacting Method
- Design-build Bridging
- Public-private Partnership

The screenshot shows a data entry form with the following fields and options:

- * Project Number:**
- * Project Name:**
- Project Type: Informal
- Notice to Proceed/Project Start Date: / /
- Project Completion Date: / /
- Construction Method Used:
- * Location of Project:**
- * Total Square Footage:** Sq. Ft.
- Total Linear Footage: LF
- * Original Project Value:** \$
- Final Design-Related Services Value: \$
- Final Construction Value: \$
- Miscellaneous Costs: \$
- Final Project Value: \$
- * Project Includes State Appropriation or State Grant Funds:** Yes No
- Verifiable Percentage Goal: %

Buttons: Save Project, Reset, Cancel

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Red arrows in the original image point from the 'Required Fields' list to the corresponding fields in the form: Project Number, Project Name, Location of Project, Total Square Footage, and Original Project Value.

Project Main View

Project "Tabs"

- Project Main
- Designers
- Contracts
- Project View
- Finalize Project

Project Main

- Review Main Project Data
- Edit Project Main Data

Administration ▶ Projects ▶ Report ▶ **HUBSCO PLUS Train Project** 

[Return](#)

Project No.: 0000001 **Project Name:** HUBSCO+ Project 2
Project Type: InFormal

Project Designers Contracts Project View Finalize Project

[Edit Project](#)

Project Number: 0000001
Project Name: HUBSCO+ Project 2
Project Created By: Penny Helms
Project Created On: 4/27/2023 4:18:42 PM
Notice to Proceed/Project Start Date: 04/03/2023
Project Completion Date : 04/26/2023
Duration of Project: 23 days
Construction Method Used: Other
Location of Project: Cumberland
Total Square Footage: 0 sq. ft.
Total Linear Footage: 70 LF
Original Project Value: \$20,000
Final Design-Related Services Value: \$0
Final Construction Value: \$0
Miscellaneous Costs: \$0
Final Project Value: \$0
Project Includes State Appropriation or State Grant Funds: No
Verifiable Percentage Goal: 10%

Edit Project Here

Designers "Tab"

1. Select "**Designer**" from the **Project tab**.

Administration > Projects > Report > HUBSCO PLUS Train Designers

Return
Project No.: 0000001
Project Type: InFormal

Project Name: HUBSCO+ Project 2

2. Select "**Add a New Prime Designer**" under the "**Designers**" tab.

Project Designers Contracts Project View Finalize Project

Add New Prime Designer

**Do not add any Prime Designers when the Construction Method Used is 'Design Build'*

Note: No Prime Designers for Design Build.

Add Prime Designer Screen

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Designer 

Project No.: 0000001 Project Name: HUBSCO+ Project 2
Project Type: InFormal

Change Designer

Prime Designer Name:

Type of Service:

Discipline:

Ownership Category: Non-Minority
Source of Ownership: Not Applicable
Method of Solicitation:

Original Contract Value: \$
Final Contract Value: \$

Open-Ended Contract / Convenience Contract Information (If Applicable):
Number:
Start Date:
End Date:

Required Fields:

- Prime Designer Name
- Type of Service
- Discipline
- Method of Solicitation
- Original Contract

Type of Service:

- Architectural
- Construction Manager Agent
- Engineering
- Other Design-Related Service

Discipline Options:

- Acoustical/Sound
- Architectural
- Asbestos Consultant
- Civil Engineer
- Construction Manager
- Cost Consultant
- Electrical Engineer
- Environmental Engineer
- Food Service
- Landscaping
- Mechanical Engineer
- Museum Consultant
- Parking/Deck
- Plumbing
- Programming/Design
- Radio Tower
- Security
- Site Concepts
- Special Services

Design-Related Services Designers/Consultants

Return

HUBSCO PLUS Train  HUB
Designers

Project No.: 1-97295092 Project Name: TECHNOLOGY-ROOF REPLACEMENT
Project Type: InFormal

Project Designers Contracts Project View Finalize Project

Add New Prime Designer
*Do not add any Prime Designers when the Construction Method Used is 'Design Build'

Contract Type	Name	Type of Service	Discipline	Ownership Category	Source of Ownership Category	Method of Solicitation	Contract Dates	Contract Value	Action
Designer	BUTE PLLC	Architectural	Architectural	Non-Minority	Not Applicable	Verbal	Number: Start Date: End Date:	Orig: \$15,500 Final: \$0	Edit Delete Add Consultant

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HUBSCO PLUS Train  HUB
Designer

Project No.: 1-97295092 Project Name: TECHNOLOGY-ROOF REPLACEMENT
Project Type: InFormal

Change Designer

Prime Designer Name: BUTE PLLC

Consultant Name:

Type of Service: ---Select ---

Discipline: ---Select ---

Ownership Category: Non-Minority

Source of Ownership: Not Applicable

Method of Solicitation: ---Select ---

Original Contract Value: \$

Final Contract Value: \$

Save Reset Cancel

Once **Prime Designer** is **saved** you can:

- [Edit](#)
- [Delete](#)
- [Add Consultant](#)

Looks the same as the **Add Primary Designer** Screen **except** that the Prime Designer is already listed.

Add a New Construction Contract

1. Select "**Contracts**" from the **Project** tab.

The screenshot shows a web application interface with a blue header bar. The header contains navigation links: "Administration", "Projects", "Report", and "Contract View". It also displays "HUBSCO PLUS Train" and the "HUB Office for Historically Underutilized Business" logo. On the right side of the header, it says "Hello, phelms!" and "Log off". Below the header, there is a "Return" link. The main content area shows project details: "Project No.: 0000000" and "Project Type: InFormal" on the left, and "Project Name: HUBSCO+" on the right. A horizontal tab bar contains five tabs: "Project", "Designers", "Contracts", "Project View", and "Finalize Project". The "Contracts" tab is highlighted. Below the tabs, there is a button labeled "Add New Construction Contract". At the bottom of the main content area, there is a message: "* No Construction Contracts have been defined for this Project *".

2. Select "**Add New Construction Contract**" under the "**Contracts**" tab.

Add a New Construction Contract

Project No.: 0000000
Project Type: InFormal

Project Name: HUBSCO+

→ Contract Description / ID:

→ Contract Method of Advertisement:

→ Contract Date: 

Notice to Proceed / Contract Start Date 

Contract Completion Date 
(AcceptanceDate)

Required:

- Contract Description/ID
- Contract Method of Advertisement
- Contract Date

Published 

---Select ---

Both Published and Electronic

Electronic

Not Applicable

Published

Construction Contracts Screen

Return

Project No.: 0000000 Project Name: HUBSCO+

Project Type: InFormal

Project Designers **Contracts** Project View Finalize Project

[Add New Construction Contract](#)

Contract Description/ID	Contract Method of Advertisement	Contract Dates	Action
HUB Office	Both Published and Electronic	Contract: 4/3/2023 Proceed: Complete: 4/24/2023	Edit Contract Go to Contractors Solicited Directly Go to Contractors Used Delete Contract



Actions:

- Edit Contract
- Go to Contractors Solicited Directly
- Go to Contractors Used
- Delete Contract

Construction Contractor Solicited Directly

How to Add Construction Contactor Solicited Directly

- Select **Contracts** from your projects tab.
- Select **Go To Contractors Solicited Directly** from your actions tab.
- Click Add New Contractor Solicited Directly.



How To Search for Designers/Contractors

Project No.: 0000000 Project Name: HUBSCO+

Project Type: InFormal

Search for designers/contractors by one or more selection criteria. Enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Company Name:

Contact Last Name:

Address:

City:

State:

Zip:

E-mail:

Phone No.:

HUB Certified:

NCSBE Certified:

Enter your search criteria in the form below and click the “**Search**” button.

Note: If criteria does not apply, leave blank.

How To Add New Contractor Solicited

Select “**Add New Contractor Solicited**” from the search page under **Construction Contractor Solicited Directly** option.

Phone No.:

HUB Certified:

NCSBE Certified:

Project No.: 0000000
Project Type: InFormal

Change Contacted Directly

Contract Description / ID: HUB Office

Firm Name: *

Address: *

* City: * State: * Zip: *

Phone: Ext:

Ownership Category: Non-Minority

Source of Ownership: Not Applicable

Primary Type of Work: *

Date Contacted: *

Method of Contact:

Response Due Date:

Specifications Provided:

Was a Quote Received: Yes No *

Amount of Quote Received: \$

Required fields:

- Firm Name
- Address Line 1
- City
- State
- Zip Code
- Primary Type of Work
- Date Contacted
- Was a Quote Received (Option will default too No)

Optional for **Formal Projects** but encouraged.
Required for **Informal Projects**.

Add the Construction Prime Contractor

Contracts	Project View	Finalize Project	
Add New Construction Contract			
ID	Contract Method of Advertisement	Contract Dates	Action
	Both Published and Electronic	Contract: 4/3/2023 Proceed: 4/5/2023 Complete: 4/24/2023	Edit Contract Go to Contractors Solicited Directly Go to Contractors Used Delete Contract

Return to **Contracts Tab** and select "**Go to Contractors Used**".

Select "**Add New Contractor**".
You will be returned to the **search menu** for Designers/Contractors.

Option: Provide at least one option to complete search and click "**search**" or select "**Add New Contractor**".

Contracts	Project View	Finalize Project
Add New Contractor		
Return to Contracts		

Project No.: 0000000	Project Name:
Project Type: InFormal	
Change Contractor	
Contract Description/ID: HUB Office	
Firm Name:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
County:	---Select ---
Reason for Out of State Selection:	---Select ---
Primary Type of Work:	---Select ---
Ownership Category:	Non-Minority
Source of Ownership:	Not Applicable
Original Contract Value: \$	<input type="text"/>
Final Construction Value: \$	<input type="text" value="0"/>
Save Reset Cancel	

Required fields:

- Firm Name
- City
- State
- Original Contract Value

Construction Contractor Screen

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Contractor 

Project No.: 0000000 Project Name: HUBSCO+
Project Type: InFormal

Change Contractor

Contract Description/ID: HUB Office

Firm Name:

City:

State:

County:

Reason for Out of State Selection:

Primary Type of Work:

Ownership Category: Non-Minority

Source of Ownership: Not Applicable

Original Contract Value: \$

Final Construction Value: \$

Reason for Out-of-State Selection Options:

- Select---
- Better Quality Workmanship**
- Lowest Bid
- Lowest Bid Disqualified
- Not Applicable
- Other

Primary Type of Work Performed Options:

- Specialties
- Select---
- Concrete
- Conveying Systems
- Doors and Windows
- Electrical
- Equipment
- Finishes
- Furnishings
- General Construction
- Masonry
- Mechanical
- Metals
- Plumbing
- Site Construction
- Special Construction
- Specialties**
- Thermal and Moisture Protection
- Wood and Plastics

Prime Construction Contractor Options

Actions:

Edit Contractor

Add Subcontractor

Administration ▶ Projects ▶ Report ▶ **HUBSCO PLUS Train Contractor View**  Hello, phelms! [Log off](#)

[Return](#) **Project No.:** 0000000 **Project Name:** HUBSCO+
Project Type: InFormal

[Project](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

Tier	Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work	Ownership Category	Source of Ownership	Contract Dates	Contract Value	Action
0	Test Contractor 2	Raleigh, NC Wake Lowest Bid	General Construction	Non-Minority	Not Applicable	Contract: 4/3/2023 Proceed: 4/5/2023 Complete: 4/24/2023	Orig: \$17,000 Final: \$0	Edit Contractor Add Subcontractor

[Return to Contracts](#)

Add Subcontractor

Change Contractor

Subcontracted To: Test Contractor 1
Contract Description/ID: HUB Office

Firm Name:

City:

State:

County: ---Select ---

Reason for Out of State Selection: ---Select ---

Primary Type of Work: ---Select ---

Ownership Category: Non-Minority

Source of Ownership: Not Applicable

Original Contract Value: \$

Final Construction Value: \$

Contractor is a Substitution/Replacement for Contractor Originally Listed on the Bid Affidavit: Yes No

Contract Date:

Notice to Proceed / Contract Start Date:

Contract Completion Date (AcceptanceDate):

Required fields:

- Firm Name
- City
- State
- Original Contract Value
- Contract Date

Prime Contractor and Contract Description added by HUBSCO+.

Additional fields very similar to Prime Contractor

Good faith efforts not required for Sub-Contractors.

Construction Contractors View

[Return](#)

Project No.: 0000000

Project Type: InFormal

Project Name: HUBSCO+

- Project
- Designers
- Contracts
- Project View
- Finalize Project

Tier	Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work	Ownership Category	Source of Ownership	Contract Dates	Contract Value	Action
0	Test Contractor 1	Raleigh, NC Wake Lowest Bid	General Construction	Non-Minority	Not Applicable	Contract: 4/3/2023 Proceed: 4/5/2023 Complete: 4/24/2023	Orig: \$17,000 Final: \$0	Edit Contractor Add Subcontractor
1	↳ Test Contractor 2	Greensboro, NC Guilford Better Quality Workmanship	Electrical	Non-Minority	Not Applicable	Contract: 4/10/2023 Proceed: 4/12/2023 Complete: 4/24/2023	Orig: \$10,000 Final: \$0	Edit Subcontractor Delete Subcontractor Add Subcontractor

[Return to Contracts](#)

Multiple **Sub-Contractors** are possible.

It is possible to have Subs to Sub-Contractors.

Project View - Shows All Data Entered

[Return](#)

Project No.: 0000000
Project Type: InFormal

Project Name: HUBSCO+

[Project](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

Main Project Data

Project Number: 0000000
Project Name: HUBSCO+
Project Created By: Penny Helms
Project Created On: 4/24/2023 4:54:56 PM
Notice to Proceed/Project Start Date: 04/03/2023
Project Completion Date : 04/24/2023
Duration of Project: 21 days
Construction Method Used: test
Location of Project: Wake
Total Square Footage: 0 sq. ft.
Total Linear Footage: 2000 LF
Original Project Value: \$25,000
Final Design-Related Services Value: \$0
Final Construction Value: \$0
Miscellaneous Costs: \$0
Final Project Value: \$0
Project Includes State Appropriation or State Grant Funds: No
Verifiable Percentage Goal: 10%

Design-Related Services Used Data

Construction Contracts Data

Construction Contract Specific Data

Contract Description/ID	Contract Method of Advertisement	Contract Dates
HUB Office	Both Published and Electronic	Contract: 4/3/2023 Proceed: 4/5/2023 Complete: 4/24/2023

Construction Contractors Solicited

Firm Name	Address/Telephone	Ownership Category	Source of Ownership	Primary Type of Work	Date Contacted & Method of Contact	Response Due Date	Specifications Provided	Amount of Bid
Test Contractor	123 Contractor Ln Raleigh, NC 00000-0000	Non-Minority	Not Applicable	General Construction	4/3/2023 Written (including Fax, E-Mail, and Letter)		Written (including Fax, E-Mail, and Letter)	\$20,000
Total Number of Construction Contractors Solicited Directly: 1								

Project View - Shows All Data Entered

Construction Contractors Used									
Tier	Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work	Ownership Category	Source of Ownership	Contract Dates	Contract Value	% Of HUB Participation	
0	Test Contractor 1	Raleigh, NC Wake County Lowest Bid	General Construction	Non-Minority	Not Applicable	Contract: 4/3/2023 Proceed: 4/5/2023 Complete: 4/24/2023	Orig: \$17,000 Final: \$0 HUB%: 0.0%	0.0%	
Total Contract HUB Participation							\$0	0.0%	
Construction Sub-Contractors Used									
Tier	Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work	Ownership Category	Source of Ownership	Contract Dates	Contract Value	% Of HUB Participation	
1	↳ Test Contractor 2	Greensboro, NC Guilford County Better Quality Workmanship	Electrical	Non-Minority	Not Applicable	Contract: 4/10/2023 Proceed: 4/12/2023 Complete: 4/24/2023	Orig: \$10,000 Final: \$0 HUB%: 0.0%	0.0%	
Total Contract HUB Participation							\$0	0.0%	
Historically Underutilized Businesses Participation and Contract Values									
	Total Contracts	B	HA	AA	AI	WF	SE	D	Total HUB
Design Related		\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%
Construction	\$0	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%
Project Totals	\$0	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%
Key: B=Black HA=Hispanic AA=Asian-American AI=American Indian WF=White Female SE=Socially and Economically Disadvantaged D=Disabled									

Project Finalization Check

[Return](#)
Project No.: 0000000 Project Name: HUBSCO+
Project Type: InFormal

Project Designers Contracts Project View Finalize Project

Error Page	Field	Field Value	Error
Main Project Page	Final Construction Value	\$0	This field must be greater than \$0 for Project Finalization

Any **errors** detected will be displayed with:

- Page where error was found
- Field where the error was found
- What the error was

These fields will be **required** to **finalize the project**.

Final Project Value Calculated by HUBSCO+.

Errors **must be corrected before** being able to finalize the project (this may include filling out non-required fields)

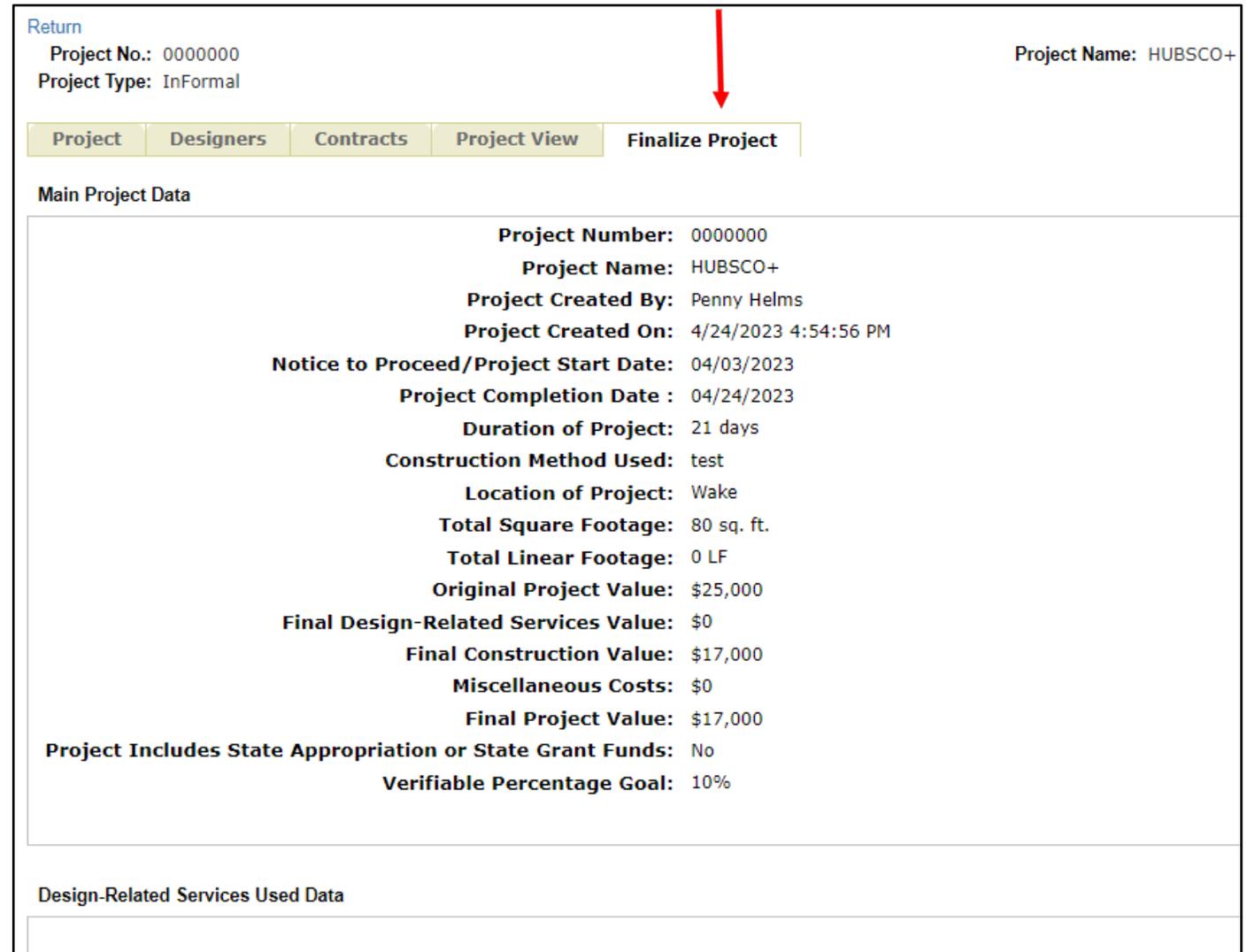
Finalizing the Project

To finalize project, select "**Finalize Project**" from the project tab associated with the project selected from your **Inbox**.

A **project review** will appear including all previously entered data.

If information appears correct, please select the "**Finalize Project**" option at the bottom of the page.

NOTE: Keep your documentation for 3 years.



The screenshot displays a web application interface for project management. At the top left, there is a 'Return' link. Below it, the project details are listed: 'Project No.: 0000000' and 'Project Type: InFormal'. On the top right, the 'Project Name: HUBSCO+' is displayed. A navigation bar contains five tabs: 'Project', 'Designers', 'Contracts', 'Project View', and 'Finalize Project'. A red arrow points to the 'Finalize Project' tab. Below the navigation bar, the 'Main Project Data' section is visible, containing the following information:

Project Number:	0000000
Project Name:	HUBSCO+
Project Created By:	Penny Helms
Project Created On:	4/24/2023 4:54:56 PM
Notice to Proceed/Project Start Date:	04/03/2023
Project Completion Date :	04/24/2023
Duration of Project:	21 days
Construction Method Used:	test
Location of Project:	Wake
Total Square Footage:	80 sq. ft.
Total Linear Footage:	0 LF
Original Project Value:	\$25,000
Final Design-Related Services Value:	\$0
Final Construction Value:	\$17,000
Miscellaneous Costs:	\$0
Final Project Value:	\$17,000
Project Includes State Appropriation or State Grant Funds:	No
Verifiable Percentage Goal:	10%

Below the 'Main Project Data' section, the 'Design-Related Services Used Data' section is visible but currently empty.

Finalizing the Project

Construction Contracts Data

Construction Contract Specific Data

Contract Description/ID	Contract Method of Advertisement	Contract Dates
HUB Office	Both Published and Electronic	Contract: 4/3/2023 Proceed: 4/5/2023 Complete: 4/24/2023

Construction Contractors Solicited

Firm Name	Address/Telephone	Ownership Category	Source of Ownership	Primary Type of Work	Date Contacted & Method of Contact	Response Due Date	Specifications Provided	Amount of Bid
Test Contractor	123 Contractor Ln Raleigh, NC 00000-0000	Non-Minority	Not Applicable	General Construction	4/3/2023 Written (including Fax, E-Mail, and Letter)		Written (including Fax, E-Mail, and Letter)	\$20,000
Total Number of Construction Contractors Solicited Directly: 1								

Construction Contractors Used

Tier	Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work	Ownership Category	Source of Ownership	Contract Dates	Contract Value	% Of HUB Participation
0	Test Contractor 1	Raleigh, NC Wake County Lowest Bid	General Construction	Non-Minority	Not Applicable	Contract: 4/3/2023 Proceed: 4/5/2023 Complete: 4/24/2023	Orig: \$17,000 Final: \$17,000 HUB%: 0.0%	0.0%
Total Contract HUB Participation							\$0	0.0%

Construction Sub-Contractors Used

Tier	Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work	Ownership Category	Source of Ownership	Contract Dates	Contract Value	% Of HUB Participation
1	↳ Test Contractor 2	Greensboro, NC Guilford County Better Quality Workmanship	Electrical	Non-Minority	Not Applicable	Contract: 4/10/2023 Proceed: 4/12/2023 Complete: 4/24/2023	Orig: \$8,000 Final: \$0 HUB%: 0.0%	0.0%
Total Contract HUB Participation							\$0	0.0%

Historically Underutilized Businesses Participation and Contract Values

	Total Contracts	B	HA	AA	AI	WF	SE	D	Total HUB
Design Related		\$0 0.0%							
Construction	\$17,000	\$0 0.0%							
Project Totals	\$17,000	\$0 0.0%							

Key: B=Black HA=Hispanic AA=Asian-American AI=American Indian WF=White Female SE=Socially and Economically Disadvantaged D=Disabled

[Finalize Project](#)

Finalizing the Project

[Return](#)

Project No.: 0000000

Project Type: InFormal

Project Name: HUBSCO+

Project

Designers

Contracts

Project View

Finalize Project

The Project Data was successfully submitted.

Project Submitted by Penny Helms on 4/27/2023 for Union County Public Schools

Documentation of the public entity's efforts to comply with G.S. 143-131(b), recruitment of minority business participation must be maintained at your site and made readily available to HUB for auditing and compliance reviews for a minimum period of 3 years and shall include, but is not limited to the following:

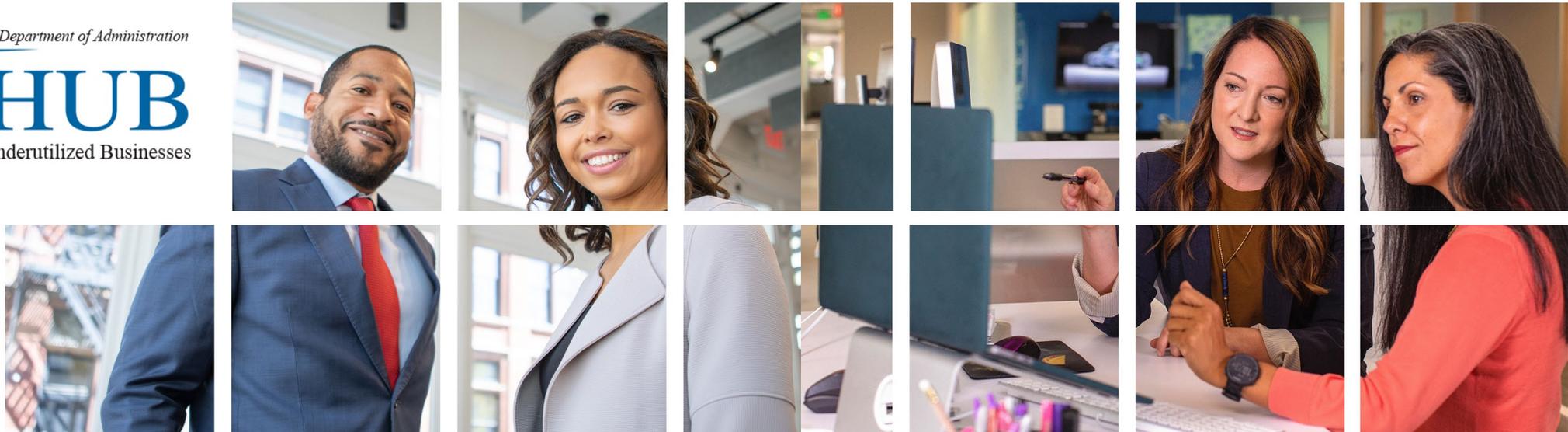
- A. Copies of solicitations and/or telephone logs used to solicit quotes to minority business firms available on State, local government, or other organization maintained lists. Each solicitation shall contain a specific description of the work to be performed, location where bid documents or specifications can be reviewed, representative of the public entity (Owner) to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation, if applicable.
- D. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to solicit minority business firms.
- E. Any additional documentation which supports efforts to comply with G.S. 143-131(b).

Once "**Finalize Project**" is selected, the submission screen will read "**The Project Data was successfully submitted**".

Once "**Finalize Project**" is selected, you **cannot** return to the project to complete any edits.

Please **remember** to take a screenshot or snippet of the submission screen for your records.

Reporting



Reporting in HUBSCO+

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train 

Public Entity: Union County Public Schools

Quarter: All ▼

Contract Type: Construction ▼

Fiscal Year:

Type of Project: All ▼

Create Reset

Fiscal Year:

- Enter the ending year of the **Fiscal Year** for the report (For FY 22-23 enter 2023)

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train  Hello, phelms! Log off

Public Entity: Union County Public Schools

Quarter: All ▼

Contract Type: Construction ▼

Fiscal Year: 2023

Type of Project: Informal ▼

Create Reset Create Excel Spreadsheet

Agency Name	Contract Type	Total HUB(\$)	Total Dept (\$)	Total HUB(%)	B(\$)	H(\$)	AA(\$)	AI(\$)	WF (\$)	Disabled (\$)	SED (\$)
Union County Public Schools	Construction	\$28,000	\$244,776	11.44%	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$28,000	\$244,776	11.44%	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0

There are three reports that **HUBSCO+** can generate:

- Report ▶ Construction Methods 
- Report - Annual/Quarterly Totals
 - Report - Total Construction Dollars Per Construction Method
 - Report - Total Construction Dollars Per Type of Work

Reporting in HUBSCO+

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Construction Methods 

Public Entity: ←

Project Type: ←

Begin Date: End Date:

Total Construction Dollars Per Construction Method

Select a **Public Entity** from the drop down menu or a Project type from its drop-down menu and click "**Create**".

Search Criteria:

Public Entity: Union County Public Schools

Construction Methods	Tier	B(\$)	H(\$)	AA(\$)	AI(\$)	WF (\$)	Disabled (\$)	SED (\$)	Non-Minority (\$)
Alternative contracting method	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Manager At Risk	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,227,834
Construction Manager At Risk	1st	\$3,613,939	\$1,485,532	\$0	\$927,132	\$2,048,410	\$819,690	\$0	\$21,074,978
Design Build	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design-build bridging	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dual Bidding	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Force Account	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$254,704
Public-private partnership	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Separate Prime	Prime	\$0	\$0	\$0	\$0	\$457,603	\$0	\$0	\$6,669,643
Separate Prime	1st	\$86,104	\$0	\$0	\$0	\$0	\$0	\$0	\$1,029,509
Single Prime	Prime	\$66,596	\$4,574,366	\$0	\$0	\$5,298,681	\$0	\$0	\$478,004,080
Single Prime	1st	\$2,861,146	\$2,368,445	\$0	\$251,202	\$23,725,045	\$0	\$4,997	\$11,395,778
test	Prime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This data table will appear after selecting your criteria and clicking the **create** function.

Total Const. Dollars Per Type of Work Report

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Construction Methods 

Public Entity: ←

Project Type: ←

Begin Date: End Date:

Select a **Public Entity** from the drop-down menu or a Project Type from its drop-down menu and click **"Create"**.

The **Prime Contractor** and additional related Contractors appear by **Tier (1, 2, 3, etc.)** after selecting your criteria and clicking the **create** function.

Search Criteria:
Public Entity: Union County Public Schools

Prime Contractor

Type of Work	B(\$)	H(\$)	AA(\$)	AI(\$)	WF (\$)	Disabled (\$)	SED (\$)	Non-Minority (\$)	Total(\$)
Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$449,476	\$449,476
Conveying Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Doors and Windows	\$0	\$0	\$0	\$0	\$787,402	\$0	\$0	\$949,781	\$1,737,184
Electrical	\$38,596	\$0	\$0	\$0	\$914,426	\$0	\$0	\$1,962,278	\$2,915,299
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$254,124	\$254,124
Finishes	\$0	\$93,340	\$0	\$0	\$0	\$0	\$0	\$2,092,744	\$2,186,084
Furnishings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Construction	\$0	\$4,481,026	\$0	\$0	\$177,829	\$0	\$0	\$464,054,098	\$468,712,952
General Requirements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$93,200	\$93,200
Masonry	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$142,564	\$142,564
Mechanical	\$0	\$0	\$0	\$0	\$2,233,629	\$0	\$0	\$7,728,642	\$9,962,270
Metals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Plumbing	\$0	\$0	\$0	\$0	\$78,332	\$0	\$0	\$635,996	\$714,328
Site Construction	\$0	\$0	\$0	\$0	\$248,170	\$0	\$0	\$575,370	\$823,540
Special Construction	\$28,000	\$0	\$0	\$0	\$48,750	\$0	\$0	\$1,916,764	\$1,993,514
Specialties	\$0	\$0	\$0	\$0	\$331,202	\$0	\$0	\$4,905,051	\$5,236,253
Thermal and Moisture Protection	\$0	\$0	\$0	\$0	\$936,544	\$0	\$0	\$30,396,173	\$31,332,717
Wood and Plastics	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Prime Contractor Data Table

1st Tier Sub-Contractor

Type of Work	B(\$)	H(\$)	AA(\$)	AI(\$)	WF (\$)	Disabled (\$)	SED (\$)	Non-Minority (\$)	Total(\$)
Concrete	\$42,376	\$255,697	\$0	\$0	\$2,610,201	\$0	\$0	\$2,448,057	\$5,356,331
Conveying Systems	\$0	\$0	\$0	\$0	\$0	\$20,208	\$0	\$0	\$20,208
Doors and Windows	\$7,200	\$0	\$0	\$12,235	\$55,528	\$0	\$0	\$99,937	\$174,899
Electrical	\$539,697	\$1,919,230	\$0	\$0	\$369,551	\$0	\$0	\$8,844,330	\$11,672,808
Equipment	\$267,444	\$0	\$0	\$0	\$0	\$0	\$0	\$4,130	\$271,574
Finishes	\$44,879	\$1,415,070	\$0	\$68	\$1,124,427	\$0	\$0	\$1,130,072	\$3,714,516
Furnishings	\$30,990	\$0	\$0	\$0	\$1,292,529	\$0	\$0	\$0	\$1,323,519
General Construction	\$185,003	\$22,000	\$0	\$0	\$4,568,145	\$0	\$0	\$127,858	\$4,903,006
General Requirements	\$75,606	\$241,980	\$0	\$31,924	\$1,161,882	\$0	\$0	\$42,337	\$1,553,729
Masonry	\$355,527	\$0	\$0	\$0	\$74,709	\$0	\$0	\$2,161,570	\$2,591,806
Mechanical	\$4,018,297	\$0	\$0	\$0	\$10,636,278	\$0	\$0	\$5,089,199	\$19,743,774
Metals	\$44,156	\$0	\$0	\$0	\$558,169	\$0	\$0	\$924,163	\$1,526,488
Plumbing	\$0	\$0	\$0	\$0	\$221,881	\$0	\$0	\$1,563,520	\$1,785,401
Site Construction	\$0	\$0	\$0	\$0	\$192,023	\$0	\$0	\$4,917,393	\$5,109,416
Special Construction	\$0	\$0	\$0	\$0	\$146,000	\$0	\$0	\$744,716	\$890,716
Specialties	\$780,765	\$0	\$0	\$196,430	\$1,933,468	\$0	\$4,997	\$4,416,593	\$7,332,253
Thermal and Moisture Protection	\$169,250	\$0	\$0	\$937,677	\$587,744	\$799,482	\$0	\$986,390	\$3,480,543
Wood and Plastics	\$0	\$0	\$0	\$0	\$240,921	\$0	\$0	\$0	\$240,921

1st Tier Sub-Contractor Data Table

Links & Forms

[HUBSCO+ Login](#)

[HUBSCO+ Access Request Form](#)

[HUB Annual and Detailed Reports](#)

