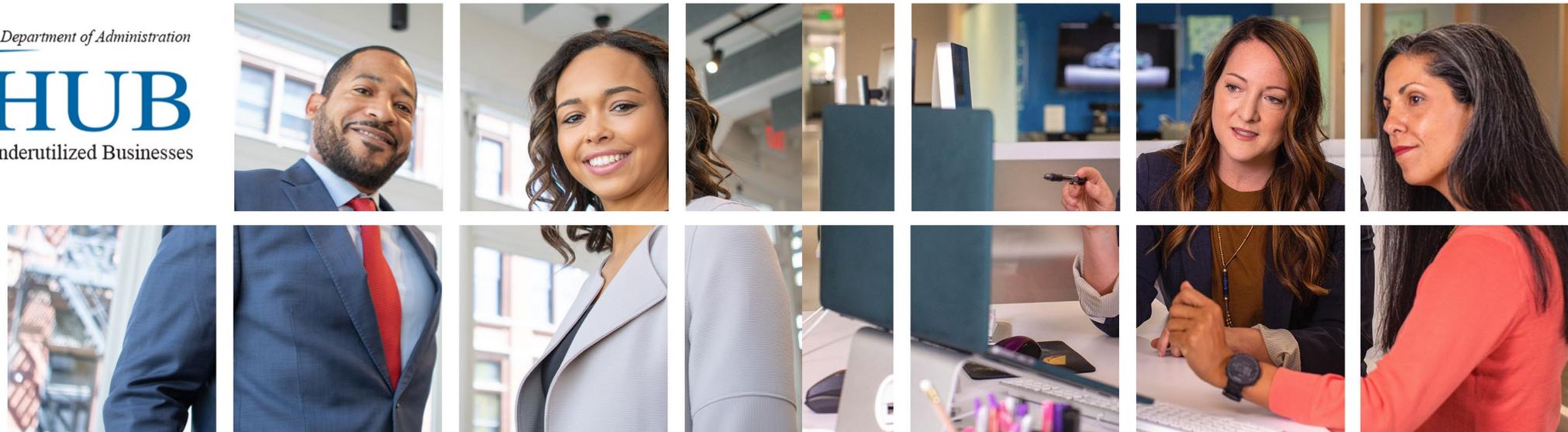


# HUBSCO+ Formal Project Training



# What will I learn from this training?



How to Login to HUBSCO+



Navigating through HUBSCO+



Add a **Formal** Project(s)



Run Quarterly Reports



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

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

# 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 ▶ Hello, phelms!

HUBSCO PLUS Train  
Inbox  
[Show Inbox for Penny Helms](#)



Administration ▶ Projects ▶ Report ▶ Hello, phelms! Log off

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		

**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		
Test	HUBSCO+ Testing	4/24/2023		
Test	HUBSCO+ Testing	4/25/2023		

- **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



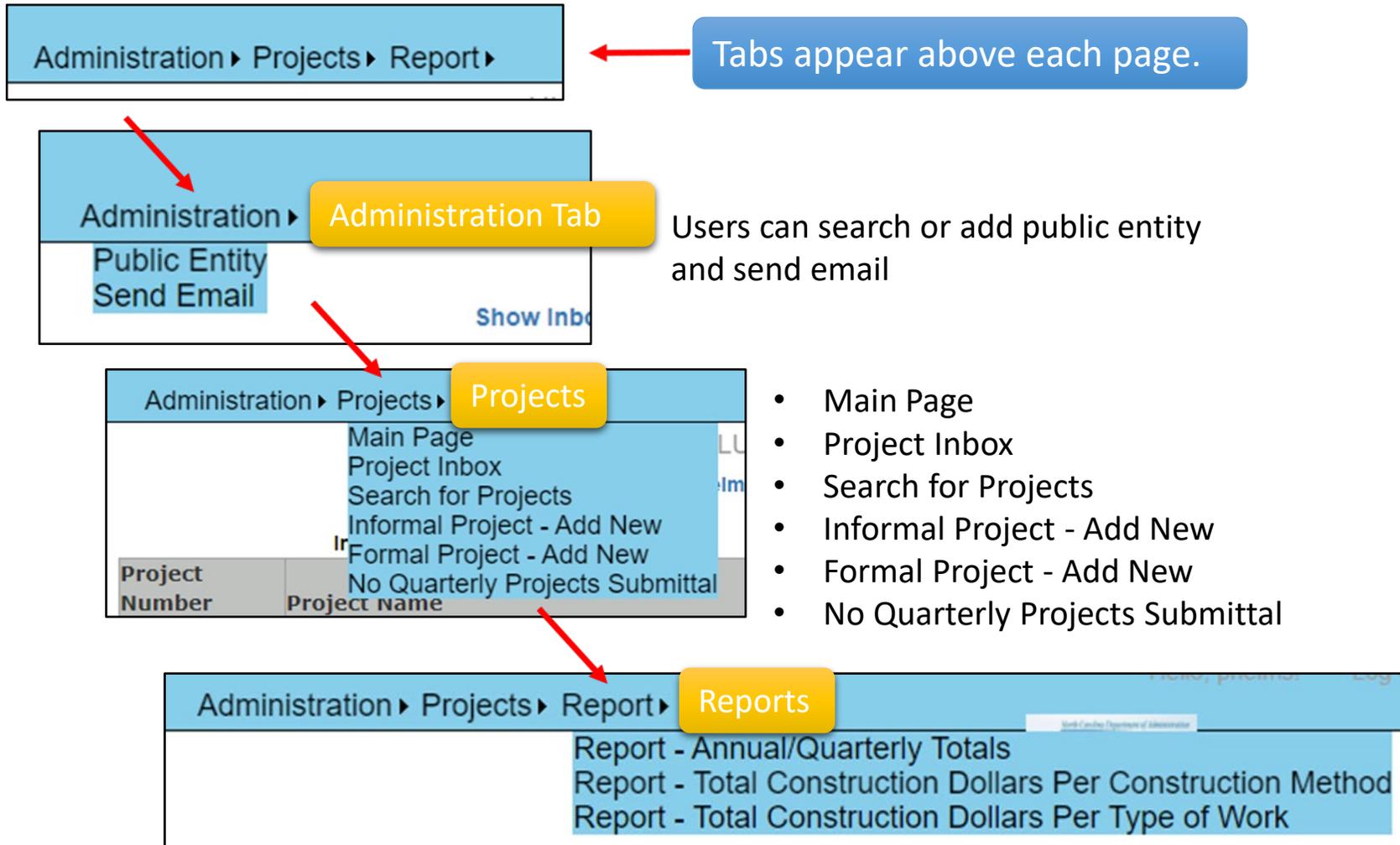
Informal Projects Add Informal

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



Tabs appear above each page.

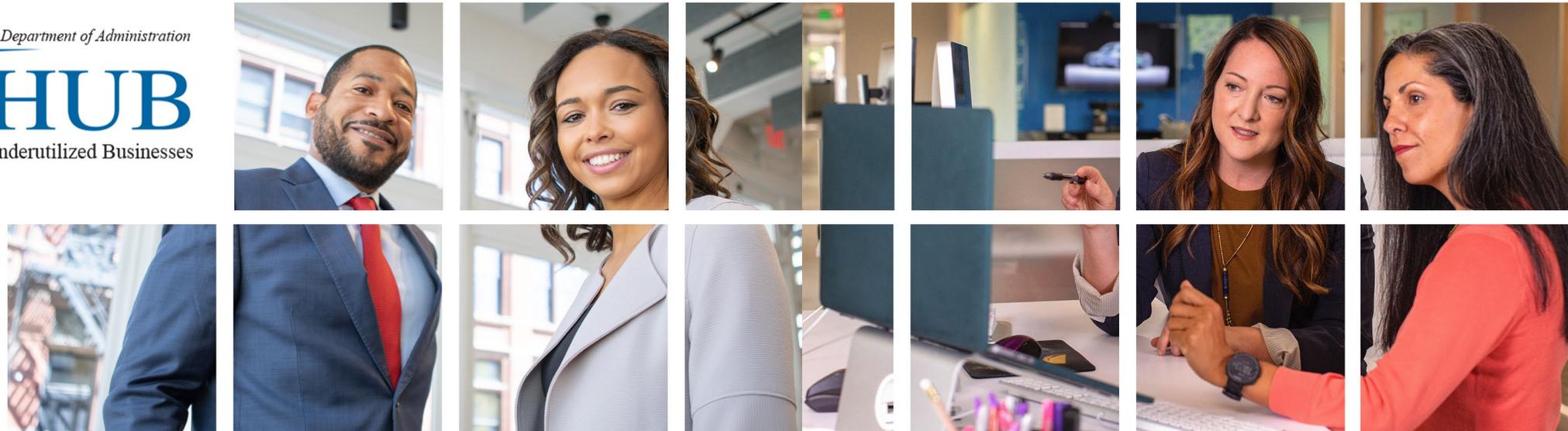
Users can search or add public entity and send email

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

## Hover over tabs:

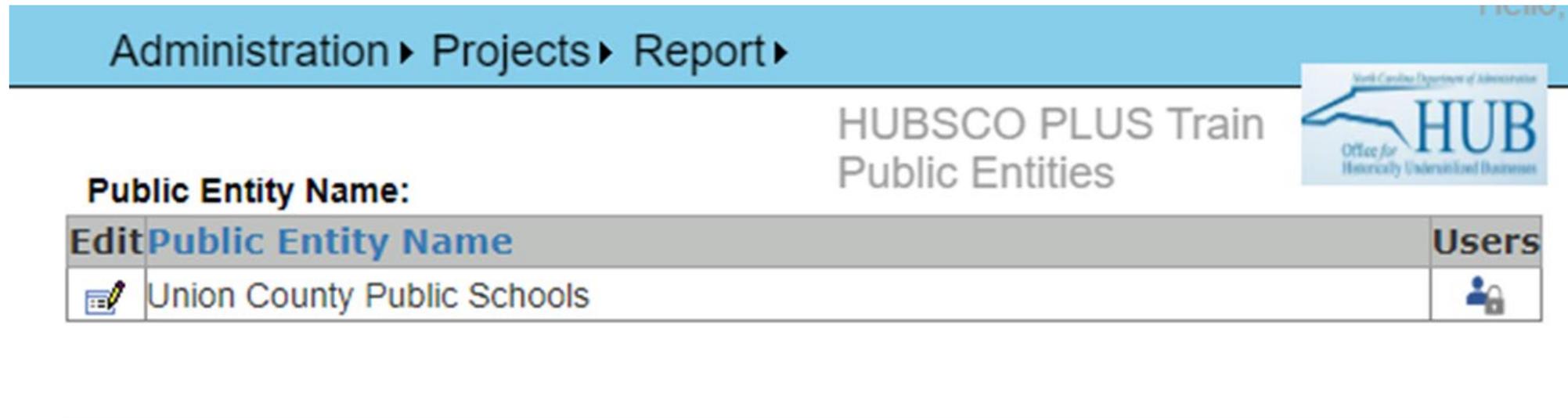
- Administration
  - Projects
  - Report
- 
- **System Administrators have additional options:**
    - System Administration
    - No Quarterly Projects Submittal
  - Report – Annual/Quarterly Totals
  - Report – Total Construction Dollars Per Construction Method
  - Report – Total Construction Dollars Per Type of Work

# HUBSCO+ Administration



# System Administrator Screens

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



The screenshot shows the 'Administration' section of the HUBSCO PLUS interface. At the top, there is a breadcrumb trail: Administration > Projects > Report >. Below this, the text 'HUBSCO PLUS Train Public Entities' is displayed. To the right is the HUB logo, which includes the text 'North Carolina Department of Administration' and 'Office for Historically Underutilized Business'. Below the logo, the text 'Public Entity Name:' is followed by a table with two columns: 'Public Entity Name' and 'Users'. The table contains one row for 'Union County Public Schools' with a user icon and a lock symbol in the 'Users' column.

Public Entity Name	Users
Union County Public Schools	 

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# 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 Security

List of Users for 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

Hello, ph

HUBSCO PLUS Train Add Users

\* Login:

\* User Name:

\* Phone No.:  Ext:

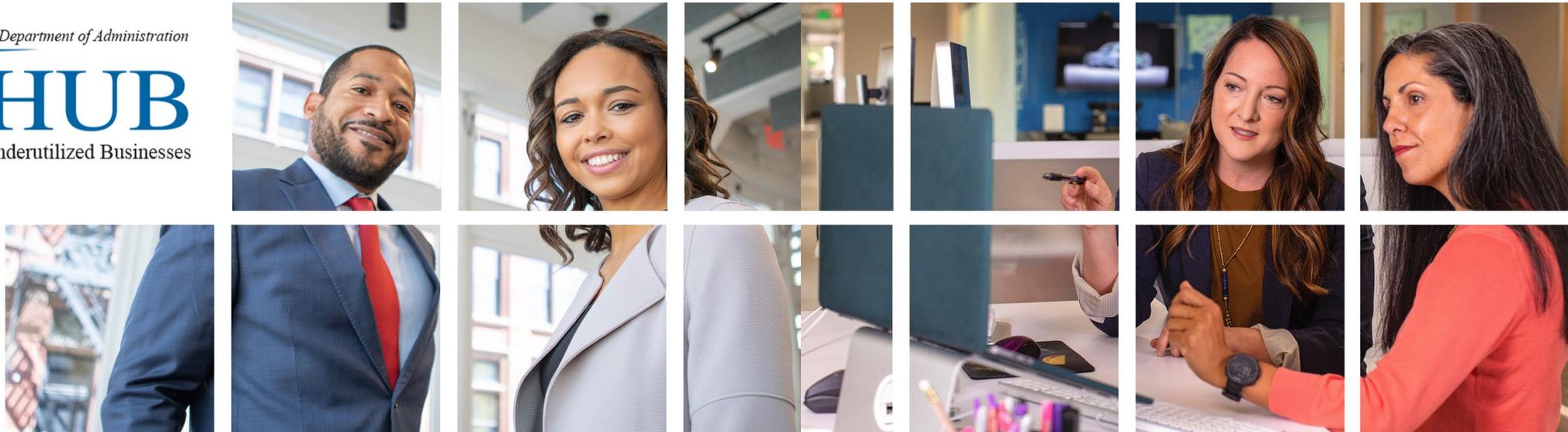
\* E-mail:

\* Security Access:

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

Submit Cancel

# Adding Formal 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.***

# HUBSCO+ Main Menu

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train  
Inbox



Hello, phelms!

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 will display all projects in your Entity.
- View all projects (Informal and Formal).

# How to Add a Formal Project

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

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		

**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		
Test	HUBSCO+ Testing	4/24/2023		
Test	HUBSCO+ Testing	4/25/2023		

- In the **Project Inbox**, select **Add Formal**.

# How to Add a Formal Project

- test
- Select---
- Alternative contracting method
- Construction Manager At Risk
- Design Build
- Design-build bridging
- Dual Bidding
- Force Account
- Other
- Public-private partnership
- Separate Prime
- Single Prime
- test

Project Number:  \*

Project Name:  \*

Project Type: Formal

Notice to Proceed/Project Start Date:  / / 

Project Completion Date:  / / 

Construction Method Used:  ---Select---

Location of Project:  ---Select--- \* 

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:  10 %

• Project Type: FORMAL.

• Use the drop-down menu to select Construction Method Used and Location of Project.

**Required fields include: Project Number, Project Name, Location of Project, Total Square Footage, Original Project Value and State Funds option.**

# How to Add a Formal Project

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train  
Project



Hello, phelms! Log off

Project No.: Test  
Project Type: Formal

Project Name: HUBSCO+ Testing

Project Designers Contracts Project View Finalize Project

Edit Project

Project Number: Test  
Project Name: HUBSCO+ Testing  
Project Created By: Penny Helms  
Project Created On: 4/24/2023 4:46:51 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: 2000 sq. ft.  
Total Linear Footage: 0 LF  
Original Project Value: \$200,000  
Final Design-Related Services Value: \$100,000  
Final Construction Value: \$150,000  
Miscellaneous Costs: \$0  
Final Project Value: \$250,000  
Project Includes State Appropriation or State Grant Funds: No  
Verifiable Percentage Goal: 10%

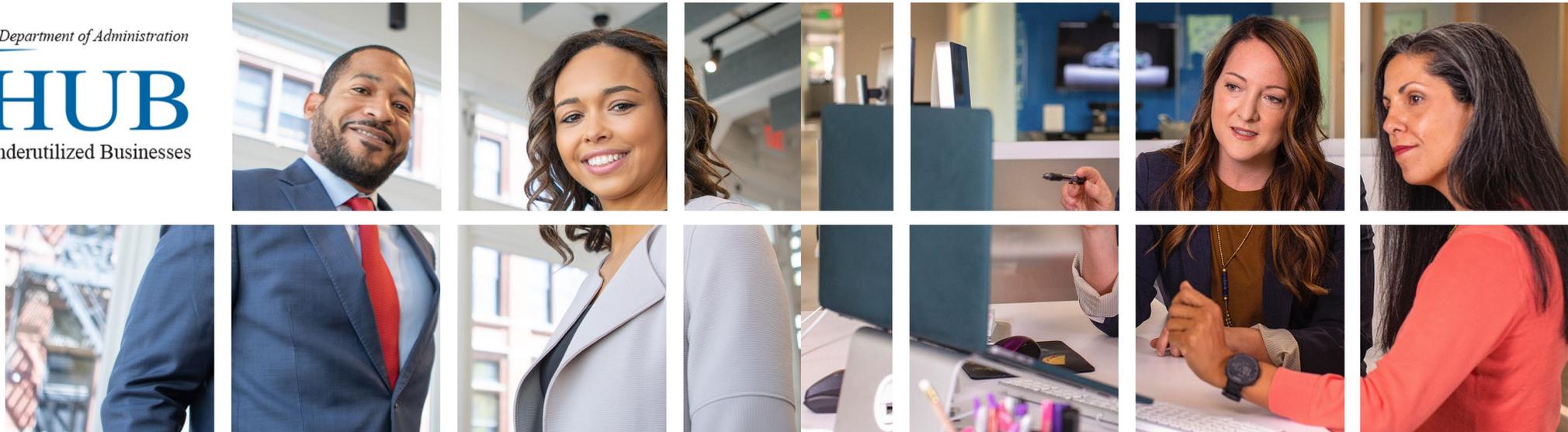
## SUCCESS!!

After saving the project, the next page will allow Designer Search, Contracts, Project View and Finalize Project.

Next step: Search and or add Designer.

***NOTE: Edits to project information can be made on this page.***

# Searching and Adding Designer to Formal Projects



# How to Search/Add Designer to Formal Projects

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Project  Hello, phelms! Log off

Project No.: Test Project Name: HUBSCO+ Testing  
Project Type: Formal

Project Designers Contracts Project View Finalize Project

[Edit Project](#)

**Project Number:** Test  
**Project Name:** HUBSCO+ Testing  
**Project Created By:** Penny Helms  
**Project Created On:** 4/24/2023 4:46:51 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:** 2000 sq. ft.  
**Total Linear Footage:** 0 LF  
**Original Project Value:** \$200,000  
**Final Design-Related Services Value:** \$100,000  
**Final Construction Value:** \$150,000  
**Miscellaneous Costs:** \$0  
**Final Project Value:** \$250,000  
**Project Includes State Appropriation or State Grant Funds:** No  
**Verifiable Percentage Goal:** 10%

Click the **Designers** tab.



After clicking the **Designers** tab, a new window will appear.



Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Designers  Hello, phelms! Log off

[Return](#)  
Project No.: Test Project Name: HUBSCO+ Testing  
Project Type: Formal

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'

# How to Search/Add Designer to Formal Projects

Return  
Project No.: Test Project Name: HUBSCO+ Testing  
Project Type: Formal

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'

Select **Add New Prime Designer**.

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

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Project No.: Test Project Name: HUBSCO+ Testing  
Project Type: Formal

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:

After selecting **Add New Prime Designer**, a new window will appear.

To search or add new designer, after completing the form click Search or Add Designer.

*NOTE: If any criteria do not apply, leave that item blank.*

# How to Search/Add Designer to Formal Projects

If the **Designer** is in HUBSCO+, the designer's information will automatically populate.

*Note: If any criteria do not apply, simply leave item blank.*

Click Search.



Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Designer  Hello, pheims! Log off

Project No.: Test  
Project Type: Formal

Project Name: HUBSCO+ Testing

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:

Search

Add New Designer Cancel

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Designer  Hello, pheims! Log off

Project No.: Test  
Project Type: Formal

Project Name: HUBSCO+ Testing

Search Again

No Designers\Contractors found!

Add New Designer Cancel

If No Designer Found, select **Add New Designer**.



# How to Search/Add Designer to Formal Projects

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train  
Designer



Project No.: Test  
Project Type: Formal

Project Name: HUBSCO+ Testing

## Change Designer

Prime Designer Name: Sarah Smith

Type of Service: Construction Manager Agent

Discipline: Construction Manager

Ownership Category: Non-Minority

Source of Ownership: Not Applicable

Method of Solicitation: Both Verbal and Written

Original Contract Value: \$ 100,000

Final Contract Value: \$ 100,000

Save Reset Cancel

Click Save.

*Note: Original Contract Value is a required field.*

## Type of Service

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

## Discipline

- Acoustical Sound
- Architectural
- Asbestos Consultant
- Civil Engineer
- Construction Manager
- Cost Consultant
- Electrical Engineer
- Food Service
- Landscaping
- Mechanical Engineer
- Parking/Deck
- Plumbing
- Programming/Design
- Radio Tower
- Security
- Site Concepts
- Special Services
- Sprinkler Consultant
- Structural Engineer
- Theater
- Track Layout Services
- Traffic Engineer

## Method of Solicitation

- Both Verbal and Written
- Verbal
- Written (Including Fax, E-Mail, and Letter)
- Other Design-Related Service

# How to Search/Add Designer to Formal Projects

## SUCCESS!!

After clicking Save, this screen will appear to indicate the Designer was added.

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train  
Designers



Hello, phelms!

Log off

[Return](#)

**Project No.:** Test

**Project Name:** HUBSCO+ Testing

**Project Type:** Formal

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

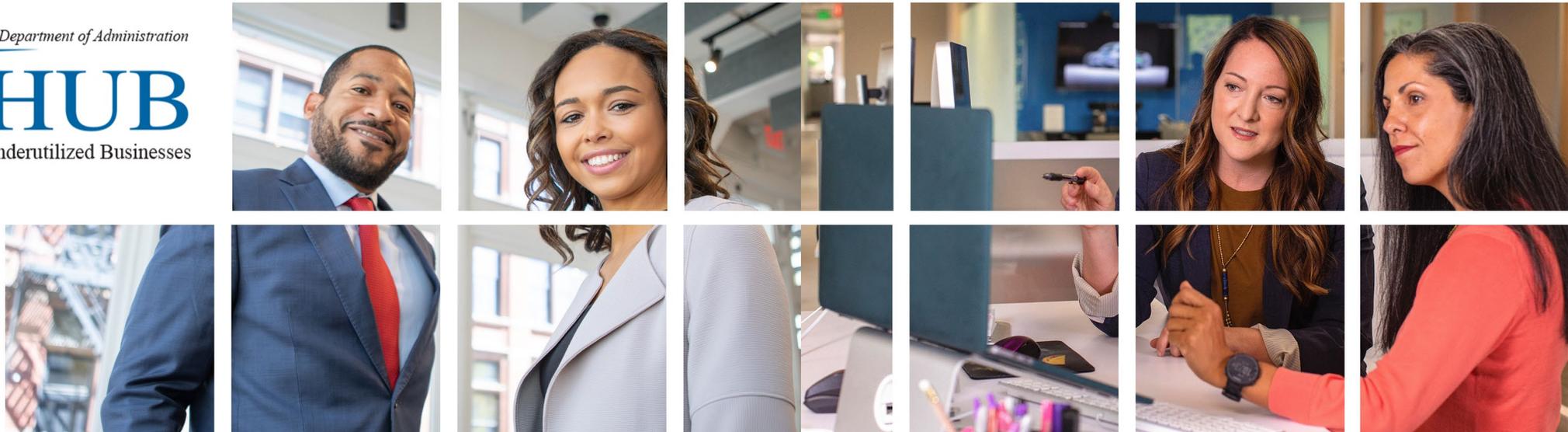
**Add New Prime Designer**

*\*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	Sarah Smith	Construction Manager Agent	Construction Manager	Non-Minority	Not Applicable	Both Verbal and Written	Number: Start Date: End Date:	Orig: \$100,000 Final: \$100,000	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add Consultant</a>

The **Action** column allows you to: edit, delete and add consultants.

# Searching and Adding Construction Contracts to Formal Projects



# How to Search/Add Contracts to Formal Projects

Project No.: Test Project Name: HUBSCO+ Testing  
Project Type: Formal

Project Designers Contracts Project View Finalize Project

Edit Project

**Project Number:** Test  
**Project Name:** HUBSCO+ Testing  
**Project Created By:** Penny Helms  
**Project Created On:** 4/24/2023 4:46:51 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:** 2000 sq. ft.  
**Total Linear Footage:** 0 LF  
**Original Project Value:** \$200,000  
**Final Design-Related Services Value:** \$100,000  
**Final Construction Value:** \$150,000  
**Miscellaneous Costs:** \$0  
**Final Project Value:** \$250,000  
**Project Includes State Appropriation or State Grant Funds:** No  
**Verifiable Percentage Goal:** 10%

1. Click **Contracts** tab.

2. New window will open:  
**Add New Construction Contract**

Return

Project No.: Test Project Name: HUBSCO+ Testing  
Project Type: Formal

Project Designers Contracts Project View Finalize Project

Add New Construction Contract

*\*Not required on Formal Projects\**

\* No Construction Contracts have been defined for this Project \*

# How to Search/Add Contracts to Formal Projects



Project No.: Test  
Project Type: Formal

Project Name: HUBSCO+ Testing

## Required Fields

Contract Description



Contract Description / ID:

HUBSCO+ Testing

Contract Method of Advertisement



Contract Method of Advertisement:

Both Published and Electronic ▾

Bid Opening Date:

04/03/2023

Contract Date

Contract Date:

04/27/2023

Notice to Proceed / Contract Start Date

/ /

Contract Completion Date

/ /

(AcceptanceDate)

Save Reset Cancel

- Select---
- Select---
- Both Published and Electronic
- Electronic
- Not Applicable
- Published



After completing the form, click Save.

# How to Search/Add Contracts to Formal Projects

## SUCCESS!!

After clicking Save, this screen will appear to indicate the **Contract** was added.

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Contract View

North Carolina Department of Administration  
Office for Historically Underutilized Business  
HUB

Hello, phelms! Log off

Return  
Project No.: Test  
Project Type: Formal  
Project Name: HUBSCO+ Testing

Project Designers Contracts Project View Finalize Project

Add New Construction Contract

*\*Not required on Formal Projects\**

Contract Description/ID	Contract Method of Advertisement	Bid Opening Date	Contract Dates	Action
HUBSCO+ Testing	Both Published and Electronic	4/3/2023 12:00:00 AM	Contract: 4/27/2023 Proceed: Complete:	<a href="#">Edit Contract</a> <a href="#">Go to Contractors Solicited Directly *</a> <a href="#">Go to Contractors Used</a> <a href="#">Delete Contract</a>

The **Action** column allows you to:

- edit contracts
- go to contractors solicited directly
- go to contractors used
- delete contracts

# How to Add Construction Contractors Solicited Directly

1. Select **Contracts** from projects tab.
2. Select **Go To Contractors Solicited Directly** from actions tab.
3. Click **Add New Contractor Solicited Directly**.

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Contract View  Hello, pheims! Log off

[Return](#)

Project No.: Test  
Project Type: Formal

Project Name: HUBSCO+ Testing

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

Add New Construction Contract

*\*Not required on Formal Projects\**

Contract Description/ID	Contract Method of Advertisement	Bid Opening Date	Contract Dates	Action
HUBSCO+ Testing	Both Published and Electronic	4/3/2023 12:00:00 AM	Contract: 4/27/2023 Proceed: Complete:	Edit Contract Go to Contractors Solicited Directly * Go to Contractors Used Delete Contract

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Contractors Solicited Directly View  Hello, pheims! Log off

[Return](#)

Project No.: Test  
Project Type: Formal

Project Name: HUBSCO+ Testing

Project Designers **Contracts** Project View Finalize Project

Add New Contractor Solicited Directly

\* No Contractors Contacted Found \*

Return to Contracts

# How to Search Contractors Solicited Directly

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Contractor Solicited Directly  Hello, phelms! Log off

**Project No.:** Test **Project Name:** HUBSCO+ Testing  
**Project Type:** Formal

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:**

1. Enter your search criteria in the form below and click the “**Search**” button.
2. If no contractor solicited is found, select “**Add New Contractor Solicited**” from the search page under **Construction Contractor Solicited Directly** option..

*Note: If criteria does not apply, leave blank.*

# Adding Construction Contractors Solicited Directly

## 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)

Administration > Projects > Report > HUBSCO PLUS Train Contractor Solicited Directly

North Carolina Department of Administration  
Office for University Underutilized Business  
HUB

Hello, phelms! Log off

Project No.: Test Project Name: HUBSCO+ Testing  
Project Type: Formal

**Change Contacted Directly**

Contract Description / ID: HUBSCO+ Testing

Firm Name:

Address:

City:  State:  Zip:

Phone:  999-999-9999 Ext:

Ownership Category: Non-Minority

Source of Ownership: Not Applicable

Primary Type of Work:

Date Contacted:

Method of Contact:

Was a Quote Received:  Yes  No

Amount of Quote Received: \$

# Adding Construction Contractors Solicited Directly

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**".

Project No.: Test  
Project Type: Formal

Project Name: HUBSCO+ Testing

---

**Change Contacted Directly**

Contract Description / ID: HUBSCO+ Testing

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:

Was a Quote Received:  Yes  No

Amount of Quote Received: \$

## Required fields:

- Firm Name
- City
- State
- Original Contract Value

# Prime Construction Contractor Options

After adding **Contractor** to the project, in the **Action** column, the options are to **Edit Contractor** and **Add Subcontractor**.

[Return](#)

**Project No.:** Test

**Project Name:** HUBSCO+ Testing

**Project Type:** Formal

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	S&J Construction	Durham, NC Durham		Non-Minority	Not Applicable	Contract: 4/27/2023 Proceed: Complete:	Orig: \$8,000 Final: \$0	<a href="#">Edit Contractor</a> <a href="#">Add Subcontractor</a>



Click **Add Subcontractor**.

# Adding Subcontractors

## 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.

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Contractor 

**Change Contractor**

**Subcontracted To:** S&J Construction  
**Contract Description/ID:** HUBSCO+ Testing

**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:** \$

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)  

**Save** **Reset** **Cancel**

# Adding Subcontractors

## SUCCESS!!

After clicking Save, this screen will appear to indicate the **Subcontractor** was added.

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Contractor View  Hello, phelms! Log off

[Return](#)

**Project No.:** Test

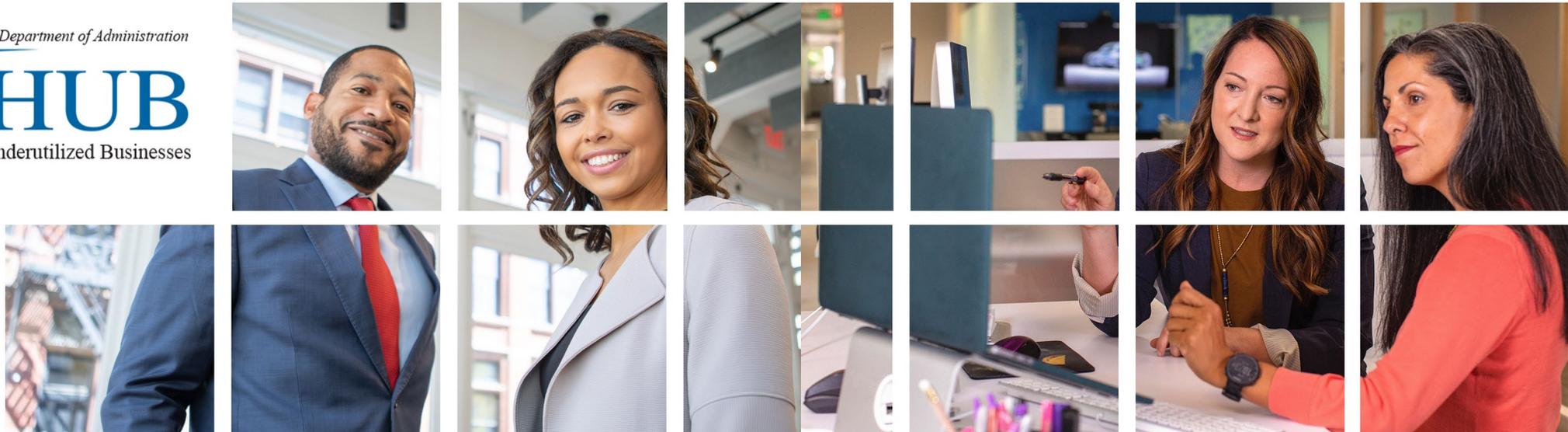
**Project Name:** HUBSCO+ Testing

**Project Type:** Formal

- 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	S&J Construction	Durham, NC Durham		Non-Minority	Not Applicable	Contract: 4/27/2023 Proceed: Complete:	Orig: \$8,000 Final: \$0	<a href="#">Edit Contractor</a> <a href="#">Add Subcontractor</a>
1	↳ Melissa's Construction	Durham, NC Durham Better Quality Workmanship	Doors and Windows	Non-Minority	Not Applicable	Contract: 4/26/2023 Proceed: 4/28/2023 Complete:	Orig: \$8,000 Final: \$0	<a href="#">Edit Subcontractor</a> <a href="#">Delete Subcontractor</a> <a href="#">Add Subcontractor</a>

# Project View for Formal Projects



# Project View for Formal Project

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

**Project No.:** Test **Project Name:** HUBSCO+ Testing  
**Project Type:** Formal

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

**Project Number:** Test  
**Project Name:** HUBSCO+ Testing  
**Project Created By:** Penny Helms  
**Project Created On:** 4/24/2023 4:46:51 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:** 2000 sq. ft.  
**Total Linear Footage:** 0 LF  
**Original Project Value:** \$200,000  
**Final Design-Related Services Value:** \$100,000  
**Final Construction Value:** \$150,000  
**Miscellaneous Costs:** \$0  
**Final Project Value:** \$250,000  
**Project Includes State Appropriation or State Grant Funds:** No  
**Verifiable Percentage Goal:** 10%

After Adding Project,  
Adding Designer and  
Contract, next topic  
Project View.



# Project View for Formal Project

The **Project View** screen displays all the information entered in the system. If there are any corrections after reviewing the **Project View** page, click the corresponding tab that needs updating. Remember to Save all edits.

Administration > Projects > Report > HUBSCO PLUS Train Project View

Project No.: Test Project Name: HUBSCO+ Testing

Project Type: Formal

Project Designers Contracts Project View Finalize Project

Main Project Data

Project Number: Test  
 Project Name: HUBSCO+ Testing  
 Project Created By: Penny Helms  
 Project Created On: 4/24/2023 4:46:51 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: 2000 sq. ft.  
 Total Linear Footage: 0 LF  
 Original Project Value: \$200,000  
 Final Design-Related Services Value: \$100,000  
 Final Construction Value: \$150,000  
 Miscellaneous Costs: \$0  
 Final Project Value: \$250,000  
 Project Includes State Appropriation or State Grant Funds: No

Design-Related Services Used Data

Contract Type	Name	Type of Service	Discipline	Ownership Category	Source of Ownership Category	Method of Solicitation	Contract Value	% Of HUB Participation
Designer	Sarah Smith	Construction Manager Agent	Construction Manager	Non-Minority	Not Applicable	Both Verbal and Written	Orig: \$100,000.00 Final: \$100,000.00 HUB%: 0.0%	0.0%
<b>Total Contract HUB Participation</b>							<b>\$0</b>	<b>0.0%</b>

Construction Contracts Data

Construction Contract Specific Data

Contract Description/ID	Contract Method of Advertisement	Bid Opening Date	Contract Dates
HUBSCO+ Testing	Both Published and Electronic	3/1/2023	Contract: 4/7/2023 Proceed: 4/17/2023 Complete: 4/27/2023

Construction Contractors Solicited

Firm Name	Address/Telephone	Ownership Category	Source of Ownership	Primary Type of Work	Date Contacted & Method of Contact	Amount of Bid
ABC Construction	567 Construction Lane Durham, NC 27707	Non-Minority	Not Applicable	Site Construction	4/27/2023 Both Verbal and Written	\$100,000
<b>Total Number of Construction Contractors Solicited Directly: 1</b>						

Administration > Projects > Report > HUBSCO PLUS Train Project View

Construction Contractors Solicited

Firm Name	Address/Telephone	Ownership Category	Source of Ownership	Primary Type of Work	Date Contacted & Method of Contact	Amount of Bid
ABC Construction	567 Construction Lane Durham, NC 27707	Non-Minority	Not Applicable	Site Construction	4/27/2023 Both Verbal and Written	\$100,000
<b>Total Number of Construction Contractors Solicited Directly: 1</b>						

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	ABC Construction	Durham, NC Durham County	Site Construction	Non-Minority	Not Applicable	Contract: 4/7/2023 Proceed: 4/17/2023 Complete: 4/27/2023	Orig: \$100,000 Final: \$0 HUB%: 0.0%	0.0%
<b>Total Contract HUB Participation</b>							<b>\$0</b>	<b>0.0%</b>

Self Performing: No  
 Percent Proposed Minority Utilization: 10%  
 Bidder's Submitted Good Faith Efforts: 2 - (10 points) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.

Administration > Projects > Report > HUBSCO PLUS Train Project View

Participation

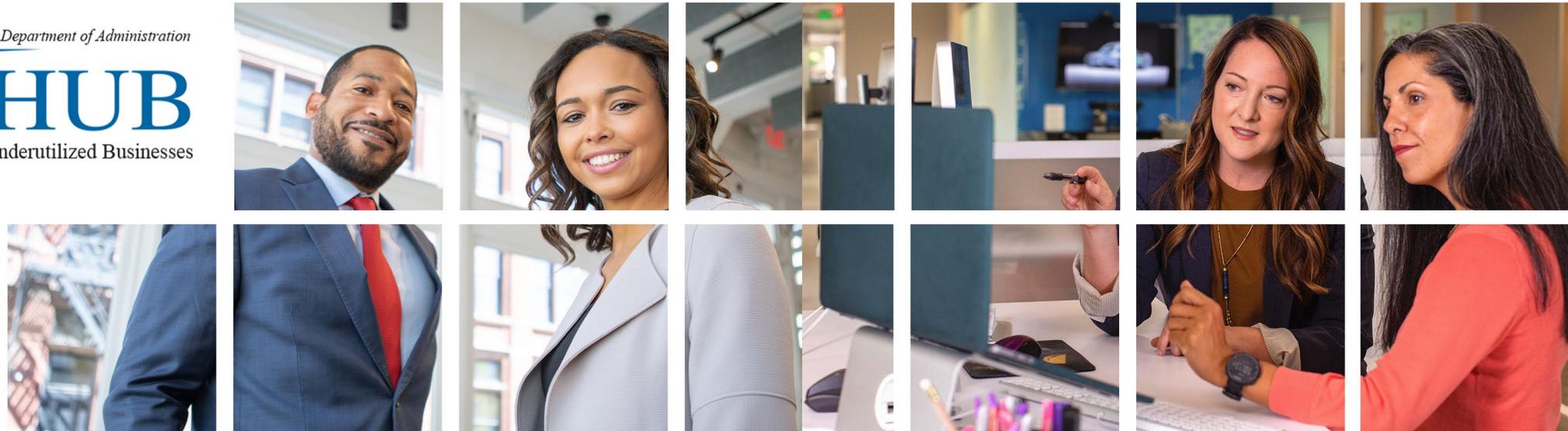
Self Performing: No  
 Percent Proposed Minority Utilization: 10%  
 Bidder's Submitted Good Faith Efforts: 2 - (10 points) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.  
 Bidder Complied With Any Good Faith Efforts Required By Owner: No

Historically Underutilized Businesses Participation and Contract Values

	Total Contracts	B	HA	AA	AI	WF	SE	D	Total HUB
Design Related	\$100,000	\$0 0.0%							
Construction	\$0	\$0 0.0%							
Project Totals	\$100,000	\$0 0.0%							

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

# Finalizing Formal Projects



# Finalizing Formal Projects

## Error(s) Found

**Note: If there are any error(s), including missing information, the system will display an alert with the error (s). The error(s) will need to be corrected before finalizing the project. The error screen will display where the error(s) occur, the field with the error(s), field value (if applicable) and the exact error(s). Simply click on the noted error and the system will go directly to the error.**

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

[Return](#)

**Project No.:** Test  
**Project Type:** Formal

**Project Name:** HUBSCO+ Testing

### Noted Errors

Project	Designers	Contracts	Project View	Finalize Project
Error Page	Field	Field Value	Error	
<a href="#">Main Project Page</a>	Final Construction Value	\$0	This field must be greater than \$0 for Project Finalization	
<a href="#">Construction Contracts: HUBSCO+ Testing</a>	Bid Opening Date		This field is required for Project Finalization	
	Notice to Proceed / Contract Start Date		This field is required for Project Finalization	
<a href="#">Construction Contracts:HUBSCO+ Testing</a>	Contract Completion Date		This field is required for Project Finalization	
<a href="#">Construction Contractors for Contract: HUBSCO+ Testing</a>	N/A	N/A	The Primary Construction Contractor must be entered for each Construction Contract	
<a href="#">Construction Contracts: HUBSCO+TESTING</a>	Bid Opening Date		This field is required for Project Finalization	
	Notice to Proceed / Contract Start Date		This field is required for Project Finalization	
<a href="#">Construction Contracts:HUBSCO+TESTING</a>	Contract Completion Date		This field is required for Project Finalization	
<a href="#">Construction Contractors for Contract: HUBSCO+TESTING</a>	N/A	N/A	The Primary Construction Contractor must be entered for each Construction Contract	

# Finalizing Formal Projects

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Project  Hello, phelms! Log off

Project No.: Test Project Name: HUBSCO+ Testing  
Project Type: Formal

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

[Edit Project](#)

**Project Number:** Test  
**Project Name:** HUBSCO+ Testing  
**Project Created By:** Penny Helms  
**Project Created On:** 4/24/2023 4:46:51 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:** 2000 sq. ft.  
**Total Linear Footage:** 0 LF  
**Original Project Value:** \$200,000  
**Final Design-Related Services Value:** \$100,000  
**Final Construction Value:** \$150,000  
**Miscellaneous Costs:** \$0  
**Final Project Value:** \$250,000  
**Project Includes State Appropriation or State Grant Funds:** No  
**Verifiable Percentage Goal:** 10%

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.***

# Finalizing Formal Projects

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Project Review Hello, phelms! Log off

Self-Performing: No

Percent Proposed Minority Utilization: 10%

Bidder's Submitted Good Faith Efforts: 2 - (10 points) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.

Bidder Complied With Any Good Faith Efforts Required By Owner: No

**Historically Underutilized Businesses Participation and Contract Values**

	Total Contracts	B	HA	AA	AI	WF	SE	D	Total HUB
Design Related	\$100,000	\$0 0.0%							
Construction	\$150,000	\$0 0.0%							
Project Totals	\$250,000	\$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**

On the Finalize Project page, review all information.

After reviewing information, Click Finalize Project.

*Note: After selecting Finalize Project, there is no option to return to edit the project.*

# Formal Project Submitted

## SUCCESS!!

*Congratulations! Formal Project was successfully submitted.*

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train  
Project Review



Hello, phelms!

Log off

[Return](#)

**Project No.:** Test

**Project Name:** HUBSCO+ Testing

**Project Type:** Formal

Project

Designers

Contracts

Project View

Finalize Project

***Note: Take a screenshot or snippet of the submission screen for your records.***

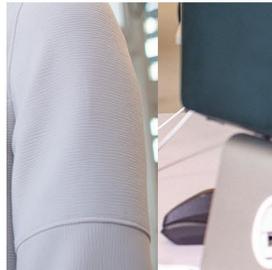
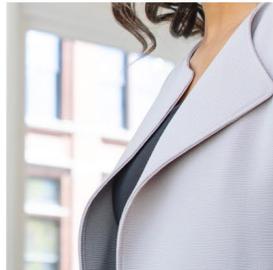
The Project Data was successfully submitted.

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).

# Reporting



# No Project Quarterly Submittal

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train  Hello, phelms! Log off  
Main Menu

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

## Main Menu

Function	Description
<a href="#">Public Entity</a>	Allows you to modify your Public Entity information and set up and maintain Users.
<a href="#">Send Email</a>	Allows you to Send Email to users of the system.
<a href="#">Main Page</a>	A list of all items that can be done.
<a href="#">Project Inbox</a>	A list of all currently incomplete formal and informal projects. You can add a new project, modify an existing incomplete one, or delete an incomplete one.
<a href="#">Search for Projects</a>	Allows you to search for complete and incomplete projects. You can go from the search results directly to the projects that are returned.

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train  Hello, phelms! Log off  
**No Projects Quarterly Submittal**

If no projects were finalized in a quarter use the **No Quarterly Projects Submittal**:

1. Select **Projects**
2. Select **No Quarterly Projects Submittal**

For Fiscal 4 2022-2023

This window will pop up.

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 Q4 2022-2023**

Click **“No Project This Fiscal Quarter”** .

**No Projects This Fiscal Quarter** Cancel

# Reporting in HUBSCO+

From the **Reports** tab, there are three options:

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

Administration ▶ Projects ▶ Report ▶

HUBSCO PLUS Train  Hello, phelms! Log off

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

Public Entity: Union County Pu Fiscal Year:

Quarter: All ▼ Type of Project: All ▼

Contract Type: Construction ▼

Create Reset

# Reporting in HUBSCO+

Annual Quarterly Totals:

- **Quarter Select: All**
- **Fiscal Year:**
- **Contract Type: Select between Construction or Design**
- **Type of Project: Formal**



Public Entity: Union County Public Schools

Fiscal Year: 2021

Quarter: All ▼

Type of Project: Formal ▼

Contract Type: Construction ▼

Create Reset

After completing the form: click **Create**.

# Reporting in HUBSCO+

## View of Annual Quarterly Report for Construction and Design

### Construction Quarterly Report

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train  Hello, phelms! Log off

Public Entity: **Union County Public Schools** Fiscal Year:

Quarter:  Type of Project:

Contract Type:

Agency Name	Contract Type	Total HUB(\$)	Total Dept (\$)	Total HUB(%)	B(\$)	H(\$)	AA(\$)	AI(\$)	WF (\$)	Disabled (\$)	SED (\$)
Union County Public Schools	Construction	\$628,635	\$6,015,635	10.45%	\$560,310	\$0	\$0	\$0	\$68,325	\$0	\$0
<b>Total</b>		<b>\$628,635</b>	<b>\$6,015,635</b>	<b>10.45%</b>	<b>\$560,310</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$68,325</b>	<b>\$0</b>	<b>\$0</b>

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train  Hello, phelms! Log off

### Design Quarterly Report

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train  Hello, phelms! Log off

Public Entity: **Union County Public Schools** Fiscal Year:

Quarter:  Type of Project:

Contract Type:

Agency Name	Contract Type	Total HUB(\$)	Total Dept (\$)	Total HUB(%)	B(\$)	H(\$)	AA(\$)	AI(\$)	WF (\$)	Disabled (\$)	SED (\$)
Union County Public Schools	Design	\$0	\$562,279	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>		<b>\$0</b>	<b>\$562,279</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Note: This window allows the creation of an Excel Spreadsheet.*

# Reporting in HUBSCO+

## Total Construction Dollars Per Construction Method

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

**Report - Annual/Quarterly Totals**

**Report - Total Construction Dollars Per Construction Method**

Report - Total Construction Dollars Per Type of Work

### Informal Projects

[Add Informal](#)

Project Number	Project Name	Created Date	Edit	Delete
0000001	HUBSCO+ Project 2	4/27/2023		
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		

# Reporting in HUBSCO+

## Total Construction Dollars Per Construction Method

- Select Project Type: **Both**
- Enter dates desired
- Leave the Date fields empty if you want to see ALL data regardless of fiscal year

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Construction Methods 

Public Entity:

Project Type:

Begin Date:  

End Date:  

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Construction Methods  Hello, phelms! Log off

Click **Create**.

The Report window will open. 

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	\$167,000
test	1st	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# Reporting in HUBSCO+

## Total Construction Dollars Per Type of Work

Administration ▶ Projects ▶ Report ▶ HUBSCO PLUS Train Dollars Per Type of Work  Hello, phelms! Log of

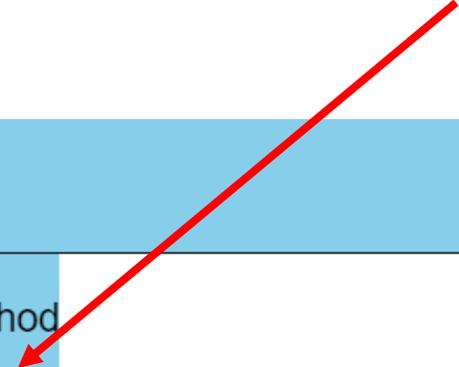
Report - Annual/Quarterly Totals  
Report - Total Construction Dollars Per Construction Method  
**Report - Total Construction Dollars Per Type of Work**

Public Entity: Union C

Project Type: Both ▼

Begin Date: / /  End Date: / / 

Create Reset



# Reporting in HUBSCO+

## Total Construction Dollars Per Type of Work

- Select Project Type: **Both**
- Enter dates desired,
- Leave the **Date** fields empty if you want to see **ALL** data regardless of fiscal year

Public Entity: Union County Public Schools ▼

Project Type: Both ▼

Begin Date: / /  End Date: / / 

Click **Create**.

The report window will open.

Search Criteria:  
Public Entity: Union County Public Schools

Prime Contractor

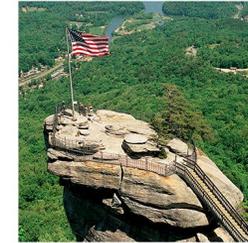
Type of Work	B(\$)	H(\$)	AA(\$)	AI(\$)	WF (\$)	Disabled (\$)	SED (\$)	Non-Minority (\$)	Total(\$)
Concrete	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$449,476	\$449,476
Conveying Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Doors and Windows	\$0	\$0	\$0	\$0	\$787,402	\$0	\$0	\$949,781	\$1,737,184
Electrical	\$38,596	\$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	\$464,071,098	\$468,729,952
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	\$725,370	\$973,540
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

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