

HUB Reporting 101

Statewide Historically Underutilized
Business Program

Statewide Procurement Division
Texas Comptroller of Public Accounts

Presenters

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Team Lead, Data Analytics Team



The Statewide Historically Underutilized Business Program


Texas Government Code §2161 authorizes the Comptroller of Public Accounts (CPA) to establish and administer the Statewide Historically Underutilized Business (HUB) program.

Texas Administrative Code, Title 34, Chapter 20, Subchapter D, Division 1, Sections §20.281 to §20.298 (34 TAC 20) provide the rules for administering the program.

Texas Administrative Codes

Texas Administrative Code

texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac_view=5&ti=34&pt=1&ch=20&sch=D&div=1&rl=Y



Texas Administrative Code

TITLE 34	PUBLIC FINANCE
PART 1	COMPTROLLER OF PUBLIC ACCOUNTS
CHAPTER 20	STATEWIDE PROCUREMENT AND SUPPORT SERVICES
SUBCHAPTER D	SOCIO-ECONOMIC PROGRAM
DIVISION 1	HISTORICALLY UNDERUTILIZED BUSINESSES

Rules

§20.281	Policy and Purpose
§20.282	Definitions
§20.283	Evaluation of Active Participation in the Control, Operation, and Management of Entities
§20.284	Statewide Annual HUB Utilization Goals
§20.285	Subcontracts
§20.286	State Agency Planning Responsibilities
§20.287	State Agency Reporting Requirements
§20.288	Certification Process
§20.289	Protests
§20.290	Recertification
§20.291	Revocation
§20.292	Certification and Compliance Reviews
§20.293	Texas Historically Underutilized Business Certification Directory
§20.294	Graduation Procedures
§20.295	Program Review
§20.296	HUB Coordinator Responsibilities
§20.297	HUB Forum Programs for State Agencies
§20.298	Mentor-Protégé Program

[HOME](#) [TEXAS REGISTER](#) [TEXAS ADMINISTRATIVE CODE](#) [OPEN MEETINGS](#)

34 TAC 20.281 Policy and Purpose

Directs the comptroller to encourage the use of HUBs by agencies and universities in their procurement needs and assists them in the implementation of this policy through race, ethnic, and gender-neutral means.

To remedy disparity in state procurement and contracting, the most recent **Disparity Study of 2009**, specifies the statewide HUB goals.

Texas Govt Code 2161.181

Goals for Purchases of Goods and Services

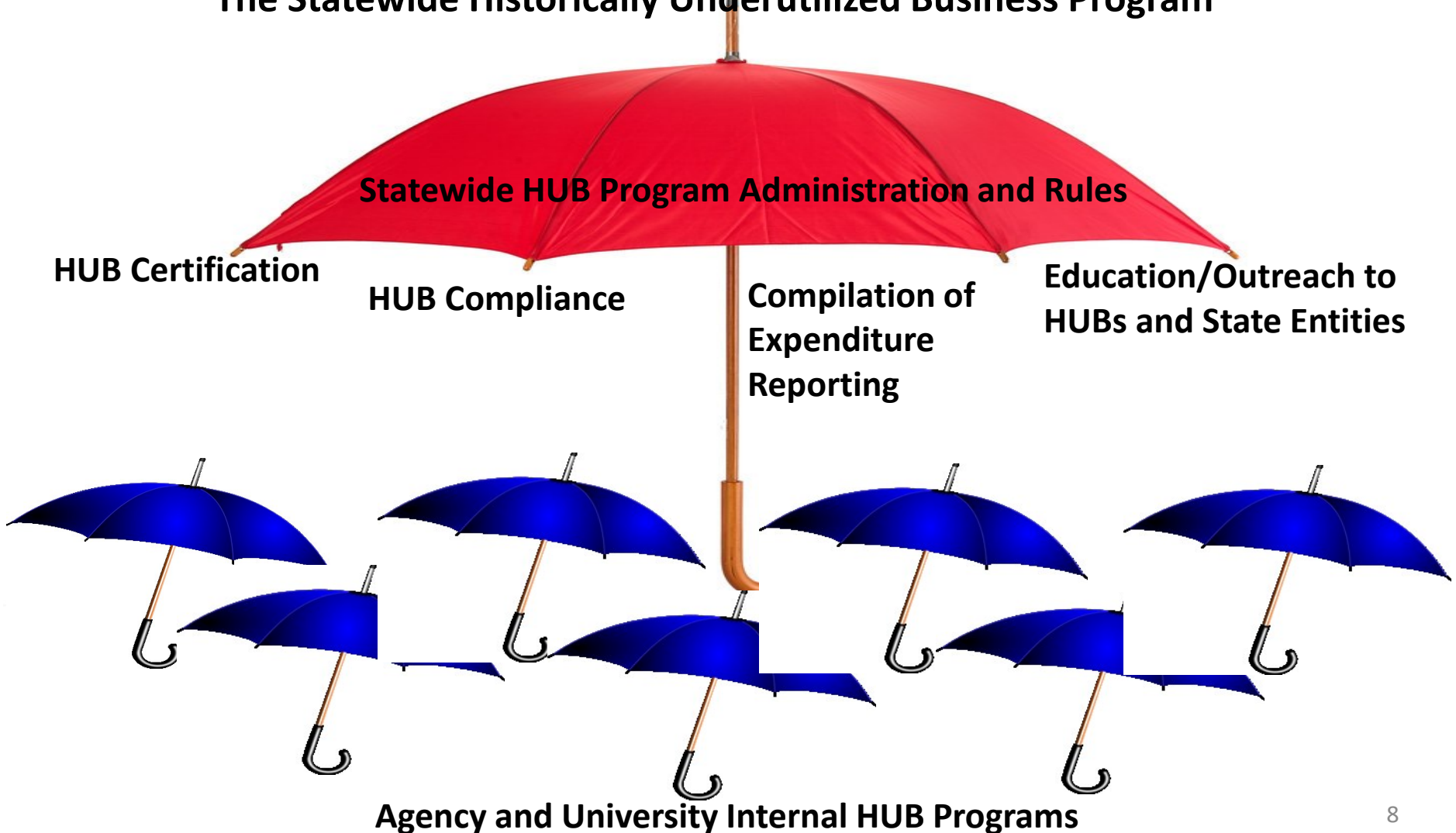
- **11.2% Heavy Construction**, other than building contracts
- **21.1% Building Construction**, including general and operative builders' contracts;
- **32.9% Special Trade Construction Contracts**
- **23.7% Professional Services** contracts
- **26.0% Other Services** contracts
- **21.1% Commodities** contracts

Texas Government Code 2161.062(e)
34 TAC 20.296

A state agency or institution of higher education with a biennial budget of at least \$10 million, SHALL designate at least 1 FTE as the **HUB Coordinator** to:

- Coordinate training programs for recruitment and retention of HUBs
- Report required expenditure information

The Statewide Historically Underutilized Business Program



“What goes into the HUB report?”

- ❖ Treasury and Non-Treasury Expenditures **Paid** by the object codes (COBJ's) listed in “Attachment A”.
- ❖ CPA uses the PCC codes to identify the type of purchases and allocates expenditures to the proper reports (i.e., Term Contracts)
- ❖ Term Contracts above are recorded in the agency's detail report, but then subtracted from the agency's report base.
- ❖ Note TXMAS contracts and DIR Contracts are not subtracted, and agencies must report any HUB Sub payments made through these contracts.

Exclusions to the HUB Report

- ❖ All expenditures NOT included in the “Attachment A” COBJs
- ❖ Expenditures made to Other Governmental Entities (Interagency, Interlocal, and Intergovernmental contracts)
 - Governmental Payment Exclusion application allows agencies to remove government Treasury payments from the HUB Report base.
- ❖ Payments made to set-aside-programs (WorkQuest, WorkQuest work centers, and TCI) (Note only the VID numbers provided to CPA by WorkQuest are excluded from the report)

HUB Reporting Timelines

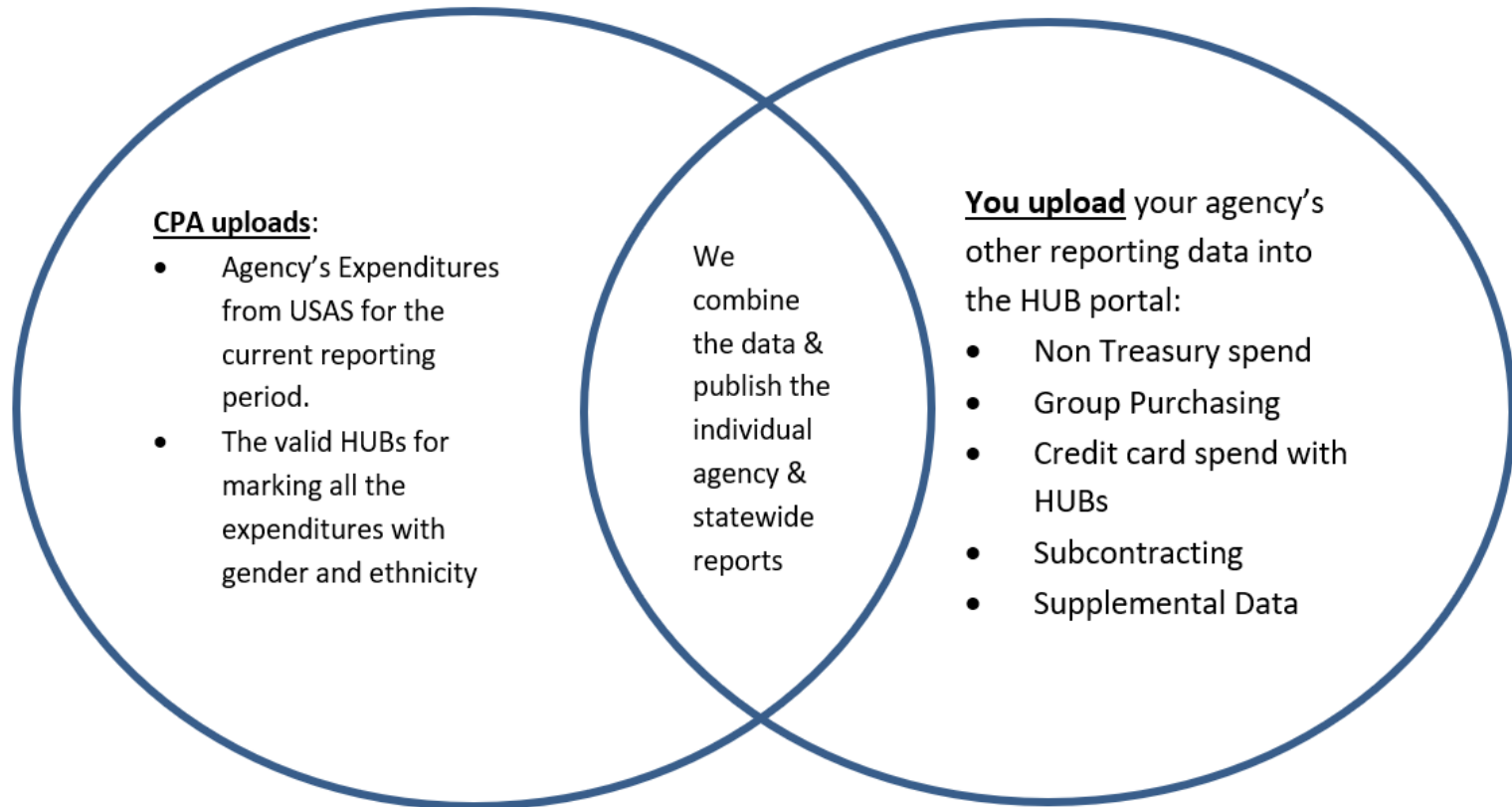
Reporting Period for the Semi-Annual is Sept. 1st to February 28th
Reporting Period for the Annual Report is the Complete Fiscal Year

- ❖ March 1st to 15th and Sept. 1st to 15th - CPA Portal Open for Data submission
- ❖ 1st Draft Review Period Opened (6 Days)
 - Agencies review submitted data for accuracy and make corrections if needed
 - Agencies review and identify draft expenditure data for government payment exclusion
 - Supplemental Letter (Optional) is due by April 12th
- ❖ 2nd Draft Review Period Opened (3 Days)
 - Final review of draft data for accuracy and make last minute corrections if needed.
- ❖ May 15th and Nov. 15th – Final HUB Reports are sent to Legislative Offices then posted on-line

<https://comptroller.texas.gov/purchasing/vendor/hub/reporting.php>

Note: Agencies will be sent a specific timeline and procedures ahead of each reporting period.

HUB Report Overview



Treasury and Non-Treasury funds are combined to create your agency's total expenditures. Group, credit card, & subcontracting records are submitted so your agency can receive HUB credit for purchasing using these non direct payment methods.

This information typically comes from your agency's financial and solicitation tracking systems.

Agency Provided Data

Data that your Agency/University provides for the HUB Report

- ❖ Subcontracting payments to HUBs (data collected from Progress Assessment Reports (PARs) submitted to your agency by prime contractors)
- ❖ HUB payments made with the agency's Citibank credit card
- ❖ Non-Treasury Expenditure Data (i.e. grants)
- ❖ Group Purchases Expenditure Data

Supplemental Data

- ❖ Number of Bond Issuances
- ❖ Number of Bids Sent (Optional)
- ❖ Number of Bid/Proposal Responses from HUBs and Non-HUBs
- ❖ Number of Awards to both HUBs and Non-HUBs
- ❖ Supplemental Letter (Optional)

Do I have any data to upload?

- ❖ Does your agency have HUB subcontracting records to report?
 - ✓ Yes - you need to submit a file containing S records to get HUB credit for those expenditures.
 - ✓ No - you don't need to submit a file with S records.
- ❖ Does your agency use Group Purchasing Contracts (typically only used by higher education systems)?
 - ✓ Yes - you need to submit a file containing G records to get HUB credit for those expenditures.
 - ✓ No - you don't need to submit a file with G records.
- ❖ Does your agency pay any HUB vendors with your Citibank card for reportable COBJ?
 - ✓ Yes - you need to submit a file containing H records to get HUB credit for those expenditures
 - ✓ No - you don't need to submit a file with H records to submit.
- ❖ Do all your agency's payments go through USAS (Treasury payments)?
 - ✓ Yes - you have no expenditures to upload.
 - ✓ No - you will need to upload a file with N records (Non Treasury).
- ❖ Does your agency have any Supplemental data to submit?
 - ✓ Yes - you need to complete the Supplemental data form in the HUB reporting portal.
 - ✓ No - then you are done until the draft is posted for you to review.



Active HUBs

[home](#) » [purchasing](#) » [downloads](#)



DOWNLOADABLE FILES

Data files from the [CMBL/HUB vendor search database](#) and the [Agency Address List](#) system are available as downloads below.

For questions on additional content or systematic file transfer options, please contact our [Procurement Customer Service staff](#) at 512-463-3034.

Note: For best results downloading and viewing these files, use Internet Explorer.

Vendor Files (CMBL/HUB)

To search this data, go to [CMBL/HUB Search](#).

- [Active CMBL/HUB Vendors Master File \(dat\)](#)
 - [File Information & Record Layout \(txt\)](#)
 - [Alternate version of CMBL/HUB Vendors Master File for existing users \(dat\)](#)
 - [File Information & Record Layout \(txt\)](#)
 - [Class Data and VIDs for Active CMBL/HUB Vendors \(dat\)](#)
 - [File Information & Record Layout \(txt\)](#)
- [HUBs Active During Current Fiscal Year Master File \(dat\)](#)
 - [File Information & Record Layout \(txt\)](#)
 - [Class Data and VIDs for Active HUBs \(dat\)](#)
- [All Active and Inactive CMBL/HUB Vendors \(dat\)](#)
 - [File Information & Record Layout \(txt\)](#)

Agency Contact Files

- [File Information & Record Layout \(txt\)](#)

If a HUB vendor is certified 1 day of the current fiscal year, they count as a HUB for the entire Fiscal Year.

A list of the HUBs eligible for the current Fiscal year can be downloaded from this link on the comptroller website.

<https://comptroller.texas.gov/purchasing/downloads/>

Note: After August 31st, the list will contain the eligible HUBs for the new Fiscal Year

Upload File Format

❖ Formatting errors – the data **MUST** be submitted with the exact character length and location for each field.

EXAMPLE

Good Format

```
|--5-|-----11-----|-----20-----|--4-|-----12-----|1|
0099915209401020BATTERIES  INC           7300-00006320.88G
0099915209401020BATTERIES  INC           7400-00000340.81G
0099919413818337BIO-RAD    LABORATORIES7310000000093.00G
0099919426404653GENERAL  MEDICAL  CORP73000000000684.54G
0099919426404653MCKESSON  GENERAL  MED73000000002632.90G
```

Error File

```
0071012002687353Gessner Engineering 72560000000000.00S
0071012004155953Soji Services dba Me73410000000000.00S
0071012005396226JQ Infrastructure    7256000033500.00S
0071012005635003Belknap Concrete     73410000000000.00S
-----
```

****Pro Tip**** Create a separate upload file for each record type (N,H,G,S)**
****Make sure your file names are less than 50 characters in length or you will receive an undefined error when you upload****

The complete instructions on the HUB Reporting Procedures are sent to the state agencies and universities prior to each reporting period by the Statewide HUB Program.

Errors

Errors when loading files

- ❖ If you have formatting errors when you try to load a file in the portal, you will receive an email summarizing issues to be fixed before uploading again.

```
FY21H_Semi_Annu... x
Line Number 383. Object Code 7303 is not one of the approved object codes.
"000000000000IN QUORUM REPORT 7303000000360.00H"

Line Number 490. Object Code 7303 is not one of the approved object codes.
"000000000000NEJM MASS MED SOCIET7303000000212.13H"

Line Number 687. Object Code 7303 is not one of the approved object codes.
"000000000000SOCIETY FOR SCIENCE 7303000000090.00H"

Line Number 732. Object Code 7303 is not one of the approved object codes.
"000000000000STANFORD GSB-SSIR SU7303000000054.95H"

Line Number 790. Object Code 7303 is not one of the approved object codes.
"000000000000THE CHRONICLE 7303000000139.00H"

Line Number 923. Object Code 7303 is not one of the approved object codes.
"00014603583601CITIBANK 73030000000856.08N"
```

Errors

Validation Errors

Once the portal is closed data validation is run and may produce errors. You will receive information in an email about the data that needs to be corrected in your file.

- ❖ The agency is reporting \$197,348.98 in credit card payments to HUBS, but they don't have any Treasury or Non Treasury payments to the Citibank VID.
 - ❖ The wrong Citibank VID (11352664707) or mail code (045) was sent the payment.
 - ❖ You may have missing Non Treasury payments
 - ❖ You haven't made the payment to Citibank before the Treasury data was cut off the report

September 16, 2020
Agency - [REDACTED]

CREDIT CARD ERRORS

Type of record H records submitted:

\$197,348.98

Non Treasury Payments (Type of record N):

\$0.00

Treasury Payments:

\$0.00

Total Credit Card (Actual) Payments:

\$0.00

Only payments on these VIDs count as Credit Card Payments:

19416876654	18606452656
13608998251	11349946506
14603583601	11352664707

You do not have enough actual payments to cover the records submitted.

Sample Error

Most Common Validation Errors in HUB Reporting

- ❖ Reporting more HUB subcontracting payments than the direct expenditures paid to prime (Treasury and Non Treasury under the COBJ)
 - Subcontracting payment(s) coded to a different COBJ from the direct payment(s).
 - Prime contractor's invoice(s) haven't been paid for the subcontracting expenditure that was submitted.
- ❖ Reporting more HUB credit card payments than are reflected in your Treasury and Non Treasury credit card payments to Citibank.
- ❖ Failure to delete the initial file submitted in the portal, when submitting a corrected data file.

Logging into the HUB Reporting Portal

www.txsmartbuy.com

PLEASE LOGIN TO ACCESS YOUR WEB APPLICATIONS

WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal and state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws. If you need a web applications id, Please Contact your Superuser

Login Credentials

Email Address (required)

your@email.com

Password (required)

Sign In

Forgot password?

Enter your email address and password to CPA Portal

Home / My Account

My Account

- Overview
- Addresses
- Update Your Password
- Update Your Security Questions
- Purchase Requisitions
- Purchase Orders
- Favorite Orders
- Users
- HUB Report
- Vendor Performance Reporting
- TPPD
- ESBD

My Settings

Profile
eben731@cpa.texas.gov
(512) 123-4567

Contact Superuser
My Agency Superuser
Information List

Welcome to the Portal

Announcements Section
Home | TxSmartBuy | VPTS | ESBD | Hub Report | TPPD

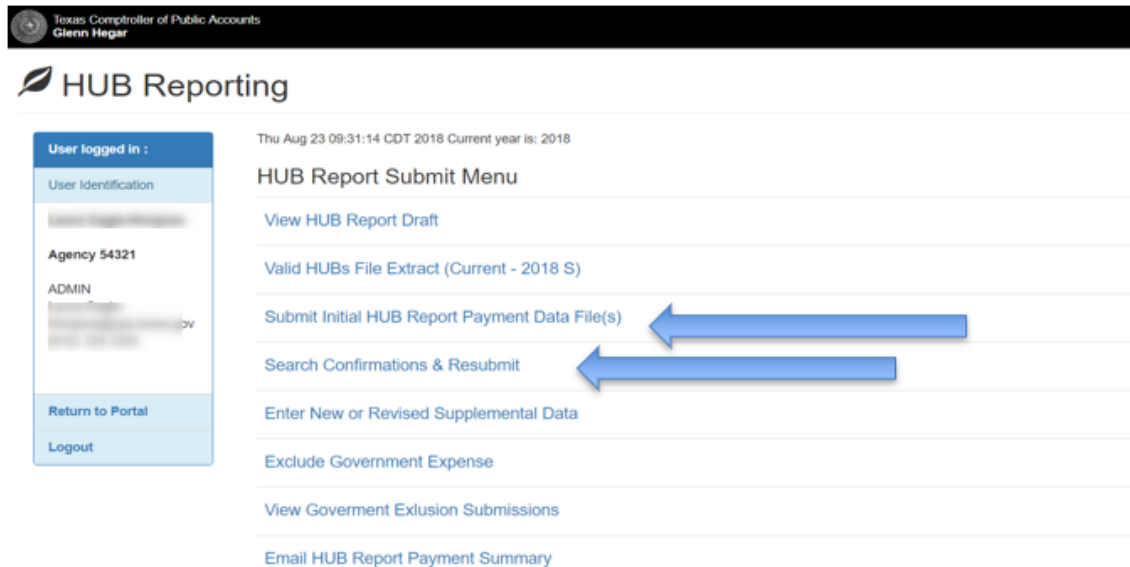
Main Announcement Page

Please make sure to check the recent announcements for your apps.

Click On "HUB Report"

Load and Manage your Data Files

The View When The Reporting Period is Open



Click “Load Initial HUB Report Payment File(s)” or “Search Confirmations & Resubmit”

Load Initial HUB Report Payment File(s)

- ❖ Choose file and browse to select the file to upload
- ❖ Submit
- ❖ You will be emailed a confirmation showing what you loaded.
- ❖ Email Summary is only needed if you want to send yourself another summary of what you have loaded.

Submit Initial HUB Report Payment Data File(s)

[Home](#) / [Submit Payment Data](#) / [Search Confirmations & Resubmit](#)

Non-Treasury, Sub-Contracting, Procurement Card, Group Purchasing and Term Contracts ONLY

Agency Number (Select from drop down)

304 - COMPTROLLER OF PUBLIC ACCOUNTS

Fiscal Year

2021

Reporting Period

S

Select File

Choose File

No file chosen

Submit

Email Summary


Search Confirmations & Resubmit

- ❖ See all your loaded files and who submitted them
- ❖ See and delete duplicate files
- ❖ Resubmit or submit additional files

****Pro Tip**** When you are done with your initial file uploads and draft reviews, take a screen shot of this page showing what your final loads were in case of questions later in the process. ******

Confirmation Numbers

[Home](#) / [Submit Payment Data](#) / [Search Confirmations & Resubmit](#)

Confirmation Number	File Name	Submitted By	Submitted Date	Number Of Records	File Total	Delete
6,721	304 FY 15 Pcard and Subctrg Expenditures.txt	Erin Bennet	Aug 10, 2017 11:39:53 AM	756	\$7,013,753.81	

 [Email Confirmations](#)

Draft Period to Review the HUB Report

- ❖ Draft periods are determined by CPA are open to all state agencies and universities to review the data for accuracy and to make any corrections to the agency/university's submitted data before the report is published.
- ❖ The CPA HUB Portal will only be open to agencies and universities during the initial reporting period and both draft periods.
- ❖ Agencies can exclude inter government payments during the draft periods
- ❖ After the second draft review period is closed, no changes can be made to your data.
- ❖ Please note, no corrections may be made to treasury data after August 31st of the current fiscal year. These corrections MUST be made by the agency/university's financial office.

Identifying Government Expenses During the Draft Periods

To generate a list of your expenditures to help you identify your government exclusions:

- ❖ Go to View HUB Draft
- ❖ Details by Agency

The screenshot shows the 'HUB Reporting' interface. On the left, there's a sidebar with 'User logged in:' and 'User Identification'. The main area is titled 'HUB Report Draft' and shows a dropdown for 'Agency Number' set to '304 - COMPTROLLER OF PUBLIC ACCOUNTS'. Below this, there's a table titled '2018 Semi-Annual HUB Report - Expenditure Detail Report by Agency'. The table lists various agencies and their corresponding expenditure detail reports, each with an 'Excel' icon for downloading the report.

Agency Number	Agency Name	Expenditure Detail Report	Action
101	TEXAS SENATE		Excel
102	HOUSE OF REPRESENTATIVES		Excel
103	TEXAS LEGISLATIVE COUNCIL		Excel
104	LEGISLATIVE BUDGET BOARD		Excel
105	LEGISLATIVE REFERENCE LIBRARY		Excel
116	SUNSET ADVISORY BOARD		Excel
201	SUPREME COURT		Excel
211	COURT OF CRIMINAL APPEALS		Excel
212	OFFICE OF COURT ADMINISTRATION		Excel
213	OFFICE OF STATE PROSECUTING ATTORNEY		Excel
216	OFFICE OF CAPITAL WRITS		Excel
221	FIRST COURT OF APPEALS		Excel
222	COURT OF APPEALS - SECOND COURT		Excel
223	COURT OF APPEALS - THIRD COURT		Excel
224	COURT OF APPEALS - FOURTH COURT		Excel
225	COURT OF APPEALS - FIFTH COURT		Excel
226	COURT OF APPEALS - SIXTH COURT		Excel
227	COURT OF APPEALS - SEVENTH COURT		Excel
228	COURT OF APPEALS - EIGHTH COURT		Excel
230	COURT OF APPEALS - TENTH COURT		Excel
231	COURT OF APPEALS - ELEVENTH COURT		Excel
232	COURT OF APPEALS - TWELFTH DISTRICT		Excel
233	COURT OF APPEALS - THIRTEENTH COURT		Excel
234	COURT OF APPEALS - FOURTEENTH COURT		Excel
242	COMMISSION ON JUDICIAL CONDUCT		Excel
243	STATE LAW LIBRARY		Excel
300	OFFICE OF THE GOVERNOR - FISCAL		Excel
301	OFFICE OF THE GOVERNOR		Excel
302	OFFICE OF THE ATTORNEY GENERAL		Excel
303	TEXAS FACILITIES COMMISSION		Excel
304	COMPTROLLER OF PUBLIC ACCOUNTS		Excel
305	GENERAL LAND OFFICE		Excel

- ❖ Select the “Excel” icon next to your agency’s name to download a file of your expenditures.

Identifying Government Expenses

304AgyDetailsExcel (2).csv - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

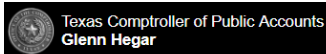
From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Refresh Properties All Edit Links Connections Sort & Filter Filter Reapply Advanced Text to Columns Flash Fill Remove Duplicates Validation Data Consolidate Relationships

A1 Gov Payments

	A	B	C	D	E	F	G	H	I	J	K	L
	Gov Payments	Record Type	Procurement Category	Object Code	Vendor Name	VID	HUB	HUB Category	Term Contract	Amount		
87	X	Treasury	Other Services	7243	CITY OF AUSTIN	17460000858				\$525.00		
315	X	Treasury	Other Services	7276	SAN PATRICIO COUNTY	17419971811				\$1,082.52		
399	X	Treasury	Other Services	7273	UNIVERSITY OF TEXAS	17460002037				\$22,872.42		
400	X	Treasury	Commodity Purchasing	7300	UNIVERSITY OF TEXAS	17460002037				\$107,751.87		
401	X	Treasury	Commodity Purchasing	7334	UNIVERSITY OF TEXAS	17460002037				\$1,794.80		
461												
462												
463												
464												
465												
466												
467												
468												
469												
470												

- You can use the spreadsheet as a guide to identify and mark government expenditures in the “Exclude Government Expense” Application

Excluding Government Treasury Payments



HUB Reporting

User logged in :

User Identification

Laura Cagle-Hinojosa

Agency 54321

ADMIN
Laura.Cagle-
Hinojosa@cpa.texas.gov
(512) 123-1234

[Return to Portal](#)

[Logout](#)

Thu Aug 23 09:31:14 CDT 2018 Current year is: 2018

HUB Report Submit Menu

[View HUB Report Draft](#)

[Valid HUBs File Extract \(Current - 2018 S\)](#)

[Submit Initial HUB Report Payment Data File\(s\)](#)

[Search Confirmations & Resubmit](#)

[Enter New or Revised Supplemental Data](#)

[Exclude Government Expense](#)

[View Government Exclusion Submissions](#)

[Email HUB Report Payment Summary](#)



Exclude Government Expense

Note only
Treasury
payment data
records will
display in this
application

TEXAS Comptroller of Public Accounts
Glenn Hegar

Home Contact Us Help

HUB Reporting

User logged in :
User Identification
Agency 54321
ADMIN
Return to Portal
Logout

Exclude Treasury Government Expenses

Home

Agency Number (Select from drop down) 304 - COMPTROLLER OF PUBLIC ACCOUNTS Search

Filter Search
Filter ...

View Selected Submit

Agency	Recordtype	Category Code	Object Code	Vendor Name	Amount	Cat Description	DIR Flag	VID	
304	Treasury	03	7266	CARL KUMAR	\$2,800.00	Special Trade		70055340809	
304	Treasury	03	7266	HOLZMAN GROUP LTD	\$1,383.27	Special Trade		17427385822	
304	Treasury	03	7266	KNIGHT SECURITY SYST	\$90,470.22	Special Trade		12031864908	
304	Treasury	03	7266	MCCOY-ROCKFORD INC	\$26,674.69	Special Trade		12744023297	
304	Treasury	03	7266	MCCOY-ROCKFORD INC D	\$21,755.55	Special Trade		17425107640	
304	Treasury	03	7266	NORTH TEXAS INSTALLA	\$2,600.00	Special Trade		13840304367	
304	Treasury	03	7266	SUN TINT INC	\$1,216.00	Special Trade		17429102407	
304	Treasury	04	7248	SANDAD INC	\$55.00	Professional Services		12046706896	

1. Agency expenditure detail data will display
2. By clicking on the record's box the government payment record will be marked for exclusion.

Exclude Government Expense

HUB Reporting

User logged in :

User Identification

Lauren Tagle-McGowan

Agency 54321

ADMIN

Return to Portal

Logout

Exclude Treasury Government Expenses

Home

Agency Number (Select from drop down) 304 - COMPTROLLER OF PUBLIC ACCOUNTS Search

Filter Search

City

View Selected

Submit

Agency	Recordtype	Category Code	Object Code	Vendor Name	Amount	Cat Description	DIR Flag	VID	
304	Treasury	06	7243	CITY OF AUSTIN	\$525.00	Other Services		17460000858	<input checked="" type="checkbox"/>

3. To view the government payments tagged for exclusion press “View Selected

4. Once you are finished press “Submit” to submit exclusion data

5. An email will be generated with an Excel file reflecting all of the records that were selected for exclusion/removal

****Pro Tip**** If you have a large number of exclusions to make, do them in batches. If you go 15 minutes without submitting you will lose those unsaved selections.**

Exclude Government Expense

Excerpt from Detail

***** OTHER SERVICES :		
7204	ARCH INSURANCE	\$423.54
7204	ARTHUR J GALLAGHER R	\$168,391.60
7204	COMPSOURCE MUTUAL IN	\$1,833.00
7204	GULF COAST INSURANCE	\$9,141.00
7204	STATE COMPENSATION I	\$4,587.70
7204	THE HARTFORD	\$4,400.00
7204	TRAVELERS CL REMITTA	\$2,280.96
7211	THE PIN DEPOT NETWOR	\$874.46
7240	RSM US LLP	\$20,625.00
7240	TIM S WOOTEN	\$5,250.00
7242	SHI GOVERNMENT SOLUT	\$40,077.50
7243	CA INC	\$39,000.00
7243	CARAHSOFT TECHNOLOGY	\$985.00
7243	CITY OF AUSTIN	\$525.00
7243	CRITICAL START LLC	\$14,700.00
7243	HARRELL COMMUNICATIO	\$1,000.00
7243	HUMINTELL LLC	\$6,600.00
7243	TAUPT HUSTON	\$22,612.45

HUB AS

HUB WO

HUB WO

IG



HUB Reports will reflect the expenditure records that were excluded from the reports by either IG or I depending on the report

Excerpt from Section VII

304-COMPTROLLER OF PUBLIC ACCOUNTS-Commodity Purchasing Unadjusted Goal is 21.1%							
T	\$7,102,721	\$768,692/10.82%	\$208,571/2.94%	\$250,020/3.52%	\$164,739/2.32%	\$143,650/2.02%	\$1,710/0.02%
N							
S							
-TC	\$68,246	\$1,483/2.17%			\$1,483/2.17%		
-I	\$109,546						
<hr/>							
	\$6,924,928	\$767,209/11.08%	\$208,571/3.01%	\$250,020/3.61%	\$163,256/2.36%	\$143,650/2.07%	\$1,710/0.02%



Exclude Government Expense

Each agency is accountable for the records they excluded from their HUB report base. Make sure **no other record is excluded other than government expenditures.**

HOME TAXES TRANSPARENCY ECONOMY PURCHASING PROGRAMS ABOUT

Find Enter a search term

Business Center

Comptroller Resources for Taxpayers

File & Pay

Tax Forms
TEXNET - Electronic Payment Network
Due Dates

Register

Sales Tax Permit Application
Ag Timber Exemptions
Centralized Master Bidders List (CMBL)
Texas Direct Deposit
eSystems/Webfile

Manage Account

Change your address
Add a location
Close a location
Request a Certificate of Account Status or Tax Clearance Letter
Change return/email notifications

Announcements and Notifications

Holiday Notice

Our office will be closed September 3 in observance of Labor Day. We will reopen on September 4. For

Get Help

What can we help you with? **Fraud Alert**

Tax Help

Franchise Tax
Sales and Use Tax
Property Tax
Other Taxes
Frequently Asked Questions
Electronic Reporting
Virtual Field Office
Taxpayer Seminars
Tax Training Resources

Other Help

Unclaimed Property
Texas College Savings Plans
State Purchasing
Contact Us
Local Field Offices
Agency Directory
Compact With Texans
Páginas en Español
Contingent Fee Legal Services
Contract Review

Explore Transparency

Open government is accountable government.

State Revenue

State Spending
State Budget
Key Economic Indicators
Open Data
Data Visualization
Sources of Revenue
Expenditures by County

Local Government

Tax Allocations
State of Texas Comprehensive Annual Financial Report (CAFR)
Biennial Revenue Estimates
Certification Revenue Estimates
Cash Report
Bond Appendix

“Franchise Tax Account Status,” “Sales Taxpayer Search,” can be used to determine if an expenditure belongs to a vendor or a government entity.

HUB Report Best Practices

- ❖ The Comptroller's HUB Expenditure Reports are the official report for each agency's HUB utilization.
- ❖ Always use CPA HUB data when preparing reports to the extent possible.
- ❖ Always make sure your data is consistent in all of your reporting.
- ❖ Supplemental Letter should include variances and special circumstances that are not reflected in your agency's data.

Required Internal Monthly Evaluations of HUB Participation

Texas Government Code §2161.122

❖ Monthly expenditure information gathering data by division

is intended to assist in preparation of the semi and annual reports and allow for HUB planning to increase HUB participation:

- For internal use only
- HUB meetings with procurement and other divisions
- Progress Assessment Reports
- Group Purchasing with HUBs to Comptroller for semi and annual reporting

Required Internal Annual Evaluations of HUB Participation

Texas Government Code 2161.123

❖ Strategic Planning

requires a written plan to increase HUB usage in contracts and requires:

- Mission or Policy Statement relating to increasing HUBs
- Goals to be met by carrying out the policy or mission statement
- Plans to increase HUB participation (outreach plans)

❖ Performance Measures (Strategic Plan Due Quarterly)

- Submission is according to agency's policy

34 TAC 20.286

❖ HUB Plan

State agencies to prepare a written HUB Business Plan for the use of HUBs in purchasing, and in public work contracts based on the Strategic Plan with detail information to be included in the LAR.

Required Annual Evaluations of HUB Participation (cont.)

Texas Government Code §2161.124

- ❖ **Agency Progress Report** is an annual self assessment documenting progress in the HUB Plan to increase HUBs:
 - Due December 31st
 - Statewide HUB provides the form
 - Agencies provide the report to the agency's financial division to submit with nonfinancial data report (complete instructions <https://gov.texas.gov/organization/bpp>)
 - Agencies and Universities submit their report via email to the Governor, Lt. Governor and Speaker of the House of Representatives' offices

Required Internal Evaluations of HUB Participation

Texas Government Code §2161.127

❖ Legislative Appropriation Requests (LAR)

- Requires LAR include HUB information
- Should include the past 3-year expenditure analysis including HUB goals.
- Provide to agency's budget division to incorporate into LAR every other year prior to session

Texas Government Code §2161.183

❖ Estimate of Expected Contracts Awards

- Due no later than the 60th day of the new fiscal year
- Prepare and keep on file

In conclusion, the Comptroller of Public Accounts' Statewide HUB Program will continue its commitment to administer the program based on the legislative requirements and will continue to assist state agencies in education, outreach, and compliance, while encouraging and training the small businesses to extend their ability to competitively bid and increase their award opportunities.

Need Assistance?

- Link for reporting portal www.txsmartbuy.com
- For program questions contact Maya Ingram
(512) 305-9849 Maya.ingram@cpa.texas.gov
- For system issues contact Erin Bennett
(512) 463-4840 erin.bennett@cpa.texas.gov