

HUB Report Quick Start User Guide

What has changed since the Semi-Annual FY 22 Report was published?

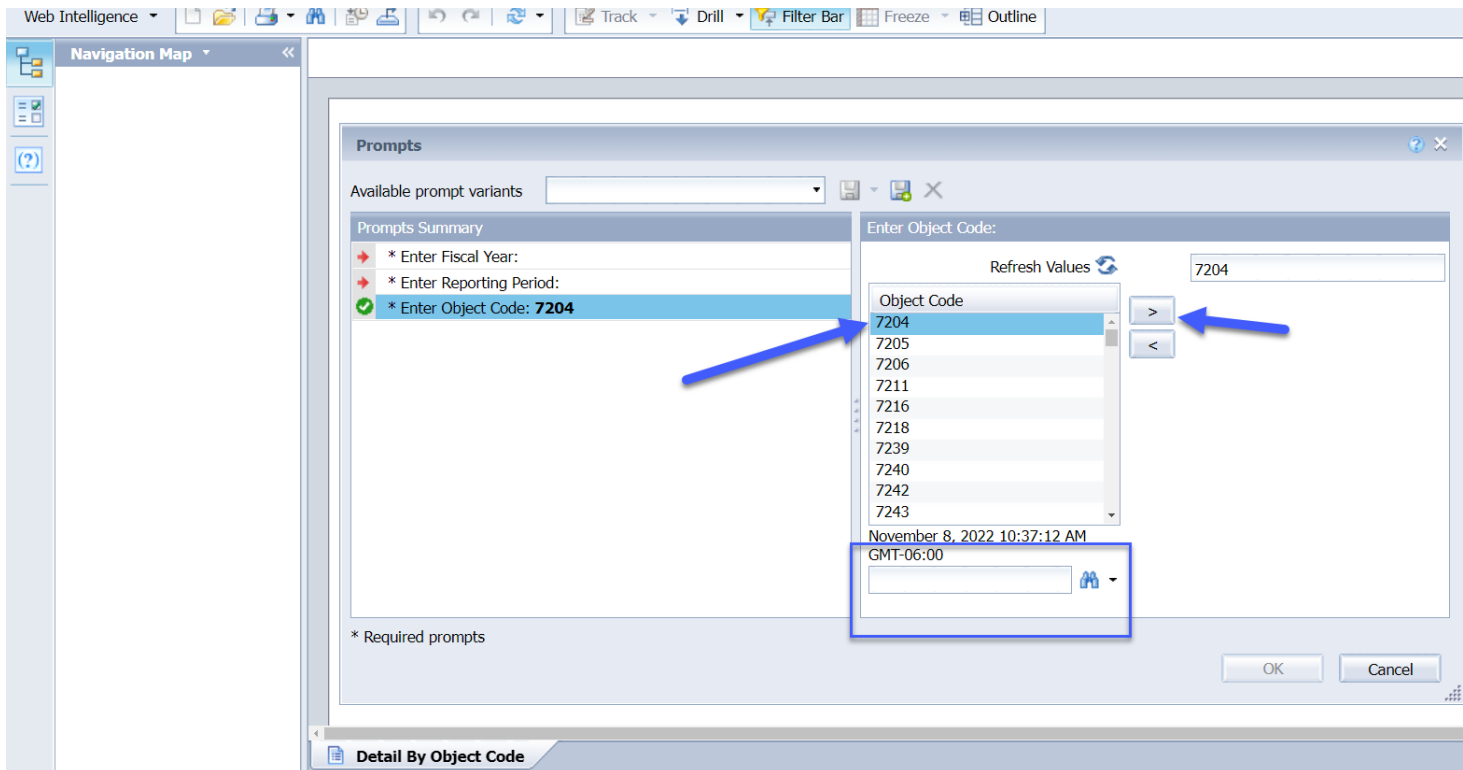
- CPA has reformatted our reports using Business Objects so users generate the published reports on demand and can extract them in various formats (.txt, .pdf, and Excel).
- The underlying data and the agency reporting process has not changed, just how the report data is being displayed to the users in a cleaner, and more user-friendly format.
- The State Agency Ranking reports now shows all agencies that reported rather than just showing the top 50 agencies
- The new reports are displayed in the same location on Comptroller's website: <https://comptroller.texas.gov/purchasing/vendor/hub/reporting.php>. Previous reporting periods will still show in the old format as they were published, however the reports from Semi-Annual 2022 forward are available in the new format.

How to use the new reports:

- The new landing page looks very similar to the old version with each link taking you to a specific report.

The screenshot shows the top navigation bar of the Comptroller of Texas website with links for HOME, TAXES, TRANSPARENCY, ECONOMY, PURCHASING, PROGRAMS, and ABOUT. Below the navigation is a search bar with the text "Find Enter a search term" and a magnifying glass icon. The main content area features the "Purchasing" logo and the title "FISCAL YEAR 2022 ANNUAL HUB REPORT". The report is organized into sections: I. Executive Letter and Executive Summary, II. Statewide Totals, III. Statewide Analysis of Awards (with sub-links for Total Statewide Awards, Awards to Certified HUBs by Procurement Categories and Object Codes, and Awards to Certified HUBs, Detail by Object Code), IV. State Agency Rankings (with sub-links for Agencies Spending More Than \$25,000 With \$0 Spending With HUBs, Agencies Spending More Than \$5 Million, and Rankings For All Reporting Agencies), and V. Statewide Group Purchasing. A "Related Links" sidebar on the right includes links to Texas Procurement and Contract Management Guide (PDF), Vendor Communications Policy (PDF), All Term Contracts, DIR Contracts, Contract Development, Bid Opportunities, Delivery Zones and Districts, Contract Clauses, Divestment Statute Lists, NASPO State Preference Repository, and Need Help? The bottom section, VI. Statewide Purchases Awarded and managed by the Texas Comptroller of Public Accounts' Statewide Procurement Division and by the Texas Facilities Commission (TFC), is partially visible.

- To generate a report, choose the desired report and select the required criteria by either double clicking the value, or click the value and select the right arrow to populate the selection box. If there is a long list of values to choose from, you can use the search field to jump to the value you are looking for, click the binoculars to right, then double click to add to your search criteria.



- Some of the reports have been combined into one report with multiple tabs. For example, the Agency Rankings Report now has three tabs allowing you to see the rankings sorted on the selected field values. The “all reporting agencies” ranking replaces the previous “Top 50” and “Top 25” reports. You can see the different rankings by either selecting the desired tab at the bottom of the page, or by selecting it from navigation map on left hand side of the report.

Web Intelligence - Agency Number (All values) Agency Name (All values)

HUB_RNK_03_Agencies by To
 Agencies Ranked by Total
 Agencies Ranked by Total
 Agencies Ranked by HUB

FISCAL YEAR 2022 ANNUAL HUB REPORT
 AGENCIES RANKED BY TOTAL EXPENDITURES

RANK	AGENCY #	AGENCY NAME	TOTAL EXPENDITURES	TOTAL HUB EXPENDITURES	HUB % of EXPENDITURES
1	601	TEXAS DEPARTMENT OF TRANSPORTATION	\$10,008,854,939	\$722,211,975	7.22%
2	537	DEPARTMENT OF STATE HEALTH SERVICES	\$2,986,168,701	\$50,184,031	1.68%
3	506	UT MD ANDERSON CANCER CENTER	\$2,179,465,934	\$106,511,460	4.89%
4	729	UT SOUTHWESTERN MEDICAL CENTER	\$1,564,484,933	\$122,044,609	7.80%
5	529	HEALTH & HUMAN SERVICES COMMISSION	\$1,322,824,737	\$148,197,194	11.20%
6	305	GENERAL LAND OFFICE	\$963,286,141	\$306,238,544	31.79%
7	721	UNIVERSITY OF TEXAS AT AUSTIN	\$651,013,694	\$109,244,166	16.78%
8	723	UNIVERSITY OF TEXAS MEDICAL BRANCH	\$632,848,136	\$43,009,204	6.80%
9	575	TEXAS DIVISION OF EMERGENCY MANAGEME	\$550,771,995	\$17,510,351	3.18%
10	401	TEXAS MILITARY DEPARTMENT	\$528,313,062	\$15,730,765	2.98%
11	711	TEXAS A & M UNIVERSITY (MAIN UNIV)	\$481,573,694	\$100,906,237	20.95%

Agencies Ranked by Total Expenditures | Agencies Ranked by Total HUB Expenditures | Agencies Ranked by HUB % of Expenditures

- If your report has multiple pages, use the page navigation in the bottom right-hand corner of your screen to move between pages.

708	TEXAS A&M SYSTEM SHARED SERVICE CTR	2	8	3	0	5	4	0	0	2	0	24	21	112
	Non-Competitive Contracts**	0	2	15	0	16	1	0	0	12	0	46	21	
709	TEXAS A&M HEALTH SCIENCE CENTER	4	15	21	0	1	16	0	0	17	1	75	281	35,654
	Non-Competitive Contracts**	46	345	2,270	0	3,402	1,294	0	0	776	9	8,142	27,156	
710	THE TEXAS A&M UNIVERSITY SYSTEM	3	6	16	0	10	18	0	0	77	1	131	213	700
	Non-Competitive Contracts**	0	0	44	1	105	0	0	0	37	0	187	169	
711	TEXAS A & M UNIVERSITY (MAIN UNIV)	11	23	85	0	55	49	0	0	104	12	339	1,620	93,779
	Non-Competitive Contracts**	91	269	6,631	30	1,112	2,050	0	0	3,432	443	14,058	77,762	

*Total number of Competitive and Non-Competitive Contracts awarded to HUBs and Non-HUBs.
 **Non-Competitive contracts include contracts \$5,000 or less.

Final Reporting Date: 05/20/2022 HUB_SUP_03_Total Number of Competitive and Non-Competitive Contracts Awarded Page 7 of 12

Total Number of Competitive and Non-Competitive Contracts Awarded

Page 7 of 7+

- Once you have generated a report you can change the parameters without exiting the report. Click on the User import Prompt (?) and it will show the report criteria. You first need to select the down arrow for the fields and choose (--Show List of Values--) to populate the field values to select from. Once you have selected your new report criteria, click Run to update the report, or you can bring up the search criteria clicking the Advanced icon next to run. If you want to

increase the report preview screen you can collapse the side navigation bar by clicking the double chevrons.

Click icon to add simple report filters

Advanced Run

Enter Fiscal Year:

(--Show List Of Values--)

Enter Reporting Period:

TEXAS HISTORICALLY UNDERUTILIZED BUSINESS (HUB) ANNUAL REPORT RECEIVED FOR FISCAL YEAR 2022

SECTION III - STATEWIDE ANALYSIS OF AWARDS TO CERTIFIED HUBS BY PROCUREMENT CATEGORIES AND OBJECT CODES

CATEGORY	OBJECT CODE	DESCRIPTION	TOTAL EXPENDITURES / %	TOTAL SPENT W/ CERTIFIED HUBS / %
HEAVY CONSTRUCTION	7270	INFRASTRUCTURE MAINT/REPAIR EXPENSED	\$776,394,869 / 2.64%	\$40,538,361 / 1.30%
HEAVY CONSTRUCTION	7347	CONSTRUCT. IN PROGRESS-HWY NET. CAP.	\$6,927,084,981 / 23.52%	\$174,241,549 / 5.60%
HEAVY CONSTRUCTION	7356	REAL PROP. INFRASTRUCT.- CAPITALIZED	\$9,893,257 / 0.03%	\$1,440,808 / 0.05%
TOTAL FOR HEAVY CONSTRUCTION:			\$7,713,373,107 / 26.19 %	\$216,220,718 / 6.95 %

- You can also use the field values in the report header to filter the data in the report. The available filters will vary based on the fields within each report. In this case, you can filter to isolate the data by fund type.

Fund Type (All values)

Fund Type (All values)

T

N

S

TC

-I

G

(Remove)

TEXAS HISTORICALLY UNDERUTILIZED BUSINESS (HUB) SEMI-ANNUAL REPORT RECEIVED FOR FISCAL YEAR 2022

SECTION VII - STATE AGENCY EXPENDITURE DATA

FUND TYPE	TOTAL EXPENDITURE	TOTAL SPENT WITH HUBS AMOUNT / %	BLACK AMOUNT / %	HISPANIC AMOUNT / %	WOMAN AMOUNT / %	ASIAN PACIFIC AMOUNT / %	NATIVE AMERICAN AMOUNT / %	SERVICE-DISABLED VETERAN AMOUNT / %
338 - STATE PENSION REVIEW BOARD - HEAVY CONSTRUCTION UNADJUSTED GOAL IS 11.2%								
T	0	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
N	0	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
S	***	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
-TC	0	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%	0 / 0%
-I	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 / 0%	0 / 0%	0 / 0%

- To download and save a report, select the Export icon in the navigation on the top of the report.

Web Intelligence

User Prompt Input

Prompts

Available prompt variants

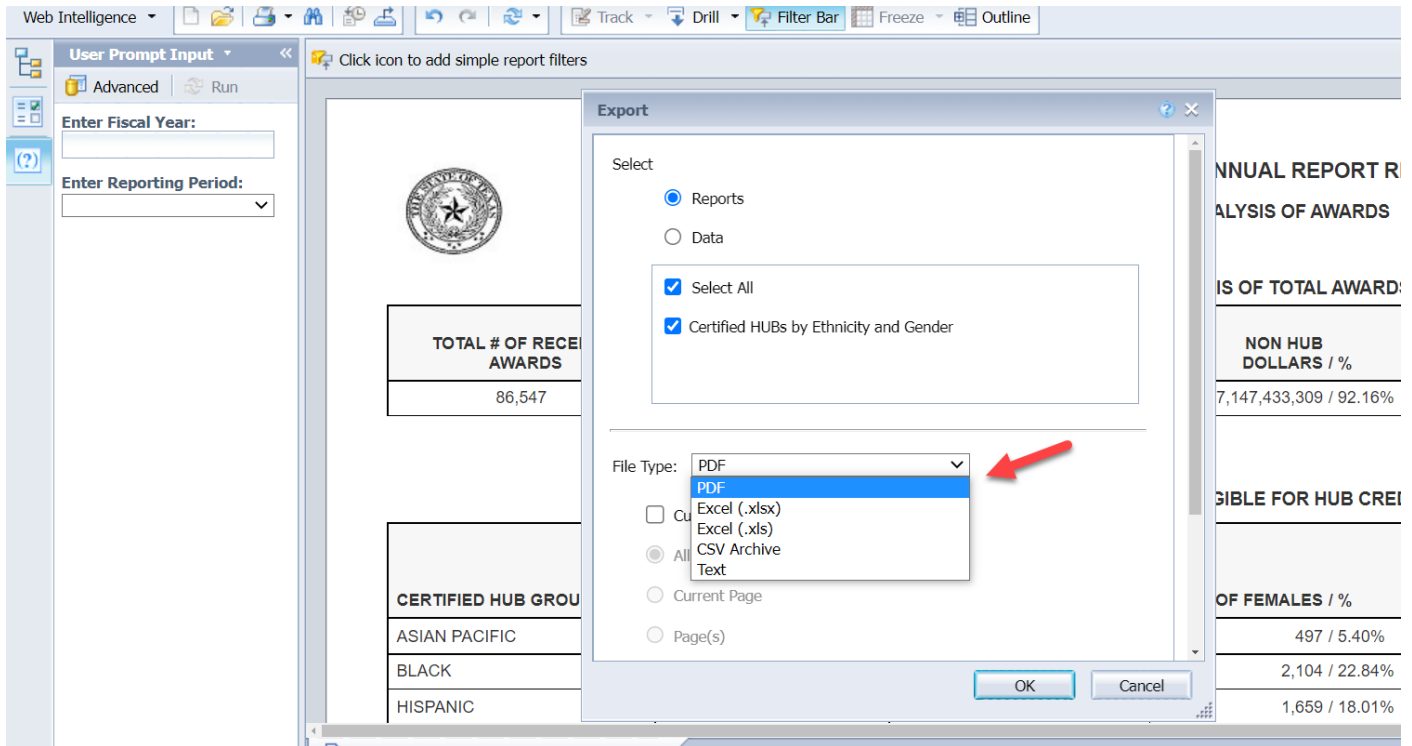
Prompts Summary

* Enter Fiscal Year:

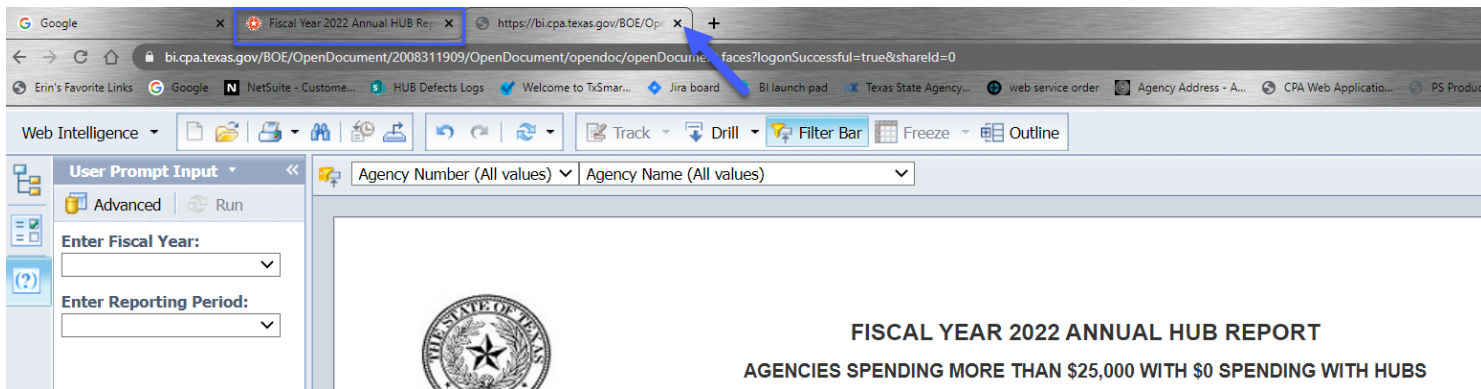
Enter Fiscal Year:

Type values here

- Choose the output format, click OK, and save to your computer.



- Each time you choose a new report to view, it will open in a new browser tab. To view a different report, close the browser tab displaying the report, and you will return to HUB Report home page to generate a different report.




- To export a report like Agency Rankings that has multiple tables within the report, you can export all three tabs into one output, or individually.

Web Intelligence - Agency Number (All values) Agency Name (All values)

Navigation Map

- HUB_RNK_03_Agencies by T
- Agencies Ranked by Tot
- Agencies Ranked by Tot
- Agencies Ranked by HUB



RANK	AGENCY #
1	601
2	537
3	506
4	729
5	529
6	305
7	721
8	723
9	575
10	401
11	711

Export

Select

Reports
 Data

Select All

Agencies Ranked by Total Expenditures

Agencies Ranked by Total HUB Expenditures

Agencies Ranked by HUB % of Expenditures

File Type: PDF

Current Report
 All pages
 Current Page
 Page(s)

From: 1

OK Cancel

TOTAL HUB EXPENDITURES	HUB % of EXPENDITURES
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\$50,184,031	1.68%
\$106,511,460	4.89%
\$122,044,609	7.80%
\$148,197,194	11.20%
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Agencies Ranked by Total Exp % of Expenditures