

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 website header for the Comptroller of Texas, with navigation links for HOME, TAXES, TRANSPARENCY, ECONOMY, PURCHASING, PROGRAMS, and ABOUT. Below the header 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-points 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-points 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 footer of the page includes the text "VI. Statewide Purchases Awarded and managed by the Texas Comptroller of Public Accounts' Statewide Procurement Division and by the Texas Facilities Commission (TFC)".

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HOME TAXES ▾ TRANSPARENCY ▾ ECONOMY ▾ PURCHASING ▾ PROGRAMS ▾ ABOUT ▾

Find ▾ Enter a search term 

 Purchasing

FISCAL YEAR 2022 ANNUAL HUB REPORT

- I. **Executive Letter and Executive Summary**
- II. Statewide Totals
- III. **Statewide Analysis of Awards:**
This section includes a statewide analysis of the following:
 - Total Statewide Awards and Awards to Certified HUBs by Ethnicity/Gender
 - Awards to Certified HUBs by Procurement Categories and Object Codes
 - Awards to Certified HUBs, Detail by Object Code
- IV. **State Agency Rankings**
This section includes the following rankings:
 - Agencies Spending More Than \$25,000 With \$0 Spending With HUBs
 - Agencies Spending More Than \$5 Million
 - Rankings For All Reporting Agencies
- V. **Statewide Group Purchasing**
- VI. **Statewide Purchases Awarded and managed by the Texas Comptroller of Public Accounts' Statewide Procurement Division and by the Texas Facilities Commission (TFC)**

Related Links

- 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
- Need Help?**

- To generate a report, choose the desired report and select the required criteria by either double clicking the value. 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.

- Some of the reports have been combined into one report with multiple tabs. For example, the Agency Rankings Report now has 5 tabs allowing you to see the rankings sorted on the selected field values. You can see the different rankings by either selecting the desired tab at the top of the page. There is also a page arrow in the tab bar to see the fifth report.

RANK	AGENCY #	AGENCY NAME	TOTAL EXPENDITURES	TOTAL HUB EXPENDITURES	HUB % of EXPENDITURES
1	592	SOIL & WATER CONSERVATION BOARD	\$8,826,771	\$100,664	1.14%
2	102	HOUSE OF REPRESENTATIVES	\$5,216,956	\$69,131	1.33%
3	300	OFFICE OF THE GOVERNOR - FISCAL	\$71,862,286	\$1,351,988	1.88%
4	306	TEXAS STATE LIBRARY & ARCHIVES COMM	\$28,385,762	\$544,091	1.92%
5	515	TEXAS STATE BOARD OF PHARMACY	\$5,618,856	\$113,796	2.03%
6	809	STATE PRESERVATION BOARD	\$26,712,646	\$682,118	2.55%
7	706	NO AGENCY NAME	\$14,466,643	\$577,890	3.99%

- If your report has multiple pages, use the page navigation in the navigation popup at the bottom center of the page.



TEXAS HISTORICALLY UNDERUTILIZED BUSINESS ANNUAL HUB REPORT RECEIVED FOR FISCAL YEAR
SECTION II - STATEWIDE TOTALS

Statewide Totals for Heavy Construction Unadjusted Goal is 11.2%

RECORD TYPE	TOTAL EXPENDITURE	TOTAL SPENT WITH HUBs AMOUNT	AMOUNT %	BLACK AMOUNT	AMOUNT %	HISPANIC AMOUNT	AMOUNT %	WOMAN AMOUNT	AMOUNT %	ASIAN PACIFIC AMOUNT	AMOUNT %
T	\$11,249,122,411	\$164,871,879	1.47%	\$23,392,973	0.21%	\$95,337,778	0.85%	\$39,991,855	0.36%	\$5,647,271	0.05
N	\$19,873,878	\$1,192,791	6.00%	\$21,665	0.11%	\$502,014	2.53%	\$669,111	3.37%	\$0	0.00
S	***	\$338,318,663	3.07%	\$18,428,017	0.17%	\$147,963,985	1.34%	\$115,394,013	1.05%	\$22,468,176	0.20
-I	\$255,133,100	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00
	\$11,013,863,189	\$504,383,334	4.58%	\$41,842,655	0.38%	\$243,803,778	2.21%	\$156,054,980	1.42%	\$28,115,448	0.26

Statewide Totals for Building Construction Unadjusted Goal is 21.1%

RECORD TYPE	TOTAL EXPENDITURE	TOTAL SPENT WITH HUBs AMOUNT	AMOUNT %	BLACK AMOUNT	AMOUNT %	HISPANIC AMOUNT	AMOUNT %	WOMAN AMOUNT	AMOUNT %	ASIAN PACIFIC AMOUNT	AMOUNT %
T	\$1,461,881,892	\$82,002,811	5.61%	\$537,164	0.04%	\$50,185,298	3.43%	\$10,456,334	0.72%	\$12,084,047	0.83
N	\$2,244,762,371	\$111,292,010	4.96%	\$3,847,666	0.17%	\$72,619,193	3.24%	\$27,406,088	1.22%	\$3,936,112	0.18
S	***	\$535,688,1						47,536	6.37%	\$11,398,971	0.32
-I	\$5,475,426	\$0						0	0.00%	\$0	0.00

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

The screenshot shows the top navigation bar of the report interface. The 'Export' icon, represented by a document with a download arrow, is highlighted with a red arrow. Below the navigation bar, the report title 'TEXAS HISTORICALLY UNDERUTILIZED BUSINESS ANNUAL HUB REPORT RECEIVED FOR FISCAL YEAR SECTION II - STATEWIDE TOTALS' and the subtitle 'Statewide Totals for Heavy Construction Unadjusted Goal is 11.2%' are visible.

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

The screenshot shows the 'Export to' dialog box. The 'Excel' format is selected. The 'Content' tab is active, and the 'Reports' radio button is selected. The 'Statewide Totals (Current Report)' is checked in the list of reports to be exported.

- To export a report that has multiple tables within the report, you can export all reports into one output, or individually.

Export to

- Excel
- PDF
- HTML
- TXT
- CSV

Excel

Content Options

Reports Data

Search

- All reports
- Agencies Spending More Than \$5M by Agency#
- Ranked by Total Expenditures
- Ranked by Total HUB Expenditures
- Ranked by Largest HUB % of Expenditures
- Ranked by Smallest HUB % of Expenditures (Current Report)

Export Cancel

- 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.

The screenshot shows a web browser window with the following details:

- Address bar: bi.cpa.texas.gov/BOE/OpenDocument/2410061429/OpenDocument/opendoc/openDocument.jsp?logonSuccessful=true&shareId=8
- Page title: Statewide Totals
- Navigation tabs: File, Query, Analyze, Display
- Browser tabs: Fiscal Year 2024 Semi-Annual H..., HUB_TTL_01_Statewide Totals (active), @CPA



TEXAS HISTORICALLY UNDERUTILIZED BUSINESS ANNUAL HUB REPORT RECEIVED FOR FISCAL YE
SECTION II - STATEWIDE TOTALS