ATTACHMENT – B
HUB REPORT COMPONENTS

SECTION I: EXECUTIVE LETTER AND SUMMARY

- **The Executive Letter** summarizes major trends in State spending with historically underutilized businesses (HUBs).

- **The Executive Summary** provides statistical information regarding the number and ethnic/gender composition of HUBs and outlines State spending with HUBs by major procurement category, type of purchasing, and ethnicity/gender.

SECTION II: STATEWIDE TOTALS

This section provides statewide totals for each procurement category, including all reported state agency expenditure data.

- **FUND TYPE COLUMN**
  - **T** = Treasury Funds
    Funds maintained in the state treasury and reported by the Comptroller's Office for each state agency and institution of higher education.

  - **N = Non-Treasury Funds**
    Funds maintained locally and reported by state agencies and institutions of higher education.

  - **S = Subcontractor Funds and Procurement Card HUB Purchases**
    Payments made to HUBs by a Prime Contractor with a state agency or institution of higher education. This column also includes purchases made from HUBs using the State of Texas procurement card.

  - **TC = Term Contracts**
    Payments made from Treasury and Non-Treasury funds to term contract vendors. In accordance with Texas Government Code 2161, Term Contracts will be subtracted from each agency's total expenditures and shown under Statewide Purchases Awarded and Managed by Texas Comptroller of Public Accounts' TPASS Division (Section VI).

- **TOTAL EXPENDITURES COLUMN**
  Total Expenditures (HUBs and Non-HUBs) paid under allowable object codes for the reporting period.

- **TOTAL SPENT WITH NON-HUBs AMOUNT (PERCENT) COLUMN**
  Total dollar amount and percentage paid to Non-HUBs during the reportingperiod.

- **TOTAL SPENT WITH HUBs AMOUNT (PERCENT) COLUMN**
  Total dollar amount and percentage paid to HUBs during the reporting period.

- **TOTAL SPENT WITH HUBS BY ETHNICITY AND/OR GENDER AMOUNT (PERCENT)**
  Total dollar amount and percentage paid to the HUBs by ethnicity/gender.

- **STATEWIDE GRAND TOTAL EXPENDITURES AMOUNT (PERCENT)**
  Grand totals and percentages for each column.

SECTION III: STATEWIDE ANALYSIS OF AWARDS

- **STATEWIDE ANALYSIS OF TOTAL AWARDS**
  Provides the total number of HUBs and non-HUBs receiving awards, including total expenditures and percentages.

- **STATEWIDE ANALYSIS OF AWARDS TO CERTIFIED HUBs BY ETHNICITY/GENDER**
  Provides a detailed analysis of awards made to HUBs by ethnicity and gender, including total expenditures and percentage of awards to each ethnic group and gender.

- **STATEWIDE ANALYSIS OF AWARDS TO CERTIFIED HUBs BY PROCUREMENT CATEGORY**
  Provides a detailed analysis of awards made to HUBs by procurement category, including total expenditures and percentage of awards in each procurement category.

- **STATEWIDE ANALYSIS OF AWARDS TO CERTIFIED HUBs BY PROCUREMENT CATEGORIES AND OBJECT CODES**
  Provides a detailed analysis of awards made to HUBs by procurement categories and object codes, including total expenditures and percentage of awards in each procurement category and object code.

- **STATEWIDE ANALYSIS OF AWARDS TO CERTIFIED HUBs BY OBJECT CODE**
  Provides a detailed analysis of awards made to HUBs by object codes, including total expenditures and percentage of awards in each object code.

SECTION IV: STATE AGENCY RANKINGS

- **TOP 50 AGENCIES BY TOTAL EXPENDITURES**
  The top 50 state agencies and institutions of higher education listed by total amount of HUB reportable expenditures. List includes total HUB spending and HUB spending as a percent of total expenditures.

- **TOP 25 AGENCIES SPENDING MORE THAN $5 MILLION WITH LARGEST PERCENTAGE SPENT WITH HUBS**
  The top 25 state agencies and institutions of higher education spending more than $5 million with the largest percentage of HUB expenditures.

- **TOP 25 AGENCIES SPENDING MORE THAN $5 MILLION WITH SMALLEST PERCENTAGE SPENT WITH HUBS**
  The top 25 state agencies and institutions of higher education spending more than $5 million with the smallest percentage of HUB expenditures.

- **AGENCIES SPENDING MORE THAN $25,000 WITH $0 SPENDING WITH HUBS**
  Agencies with expenditures greater than $25,000 with $0 spending with HUBs.

SECTION V: GROUP PURCHASING

According to Texas Government Code, § 2161.122(d), a state agency participating in a group purchasing program shall send to the Comptroller in the agency's report under Section 2161.121 a separate list of purchases from historically underutilized businesses that are made through the group purchasing program, including the dollar amount of each purchase allocated to the reporting agency. This section provides a summary of state agencies and institutions of higher education that participate in a group purchasing program.

SECTION VI: STATEWIDE PURCHASES AWARDED & MANAGED BY THE CPA's SPD, & by TFC

This section provides a summary of purchases awarded and managed by the SPD for Open Market Purchases and Term Contracts, and the Architectural and Engineering (A&E) and Construction projects awarded and managed by the TFC.

SECTION VII: STATE AGENCY EXPENDITURE DATA

Similar to the format for Section II, this Section provides individual state agency expenditures. This section includes agency number, name, fund type, total expenditures, total spent with non-HUBs, and total spent with HUBs.

SECTION VIII: STATE AGENCY SUPPLEMENTAL SUMMARY REPORTS

- **BUSINESSES PARTICIPATING IN STATE BOND ISSUANCES**
  State of Texas bond issuers are required to report to the TPASS Division the number of HUBs and Non-HUBs who participated in the agency's bond issuances.

- **TOTAL NUMBER OF BIDS AND/OR PROPOSALS RECEIVED**
  Agencies and institutions of higher education are required to report to the TPASS Division all bids, quotes, offers, and proposals received in the format prescribed by the TPASS Division.

- **TOTAL STATE AGENCY CONTRACTS AWARDED**
  Agencies and institutions of higher education are required to report to the TPASS Division all contracts (competitive and non-competitive) awarded in the format prescribed by the TPASS Division.

- **SUPPLEMENTAL LETTERS**
  State agencies and institutions of higher education are not required to submit a supplemental letter as part of the HUB Report. However, the TPASS Division provides agencies and institutions of higher education the option to submit a supplemental letter in order to provide additional information regarding agency HUB program activities.