



HUB Coordinators Contact List Update Instructions

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HUB Coordinators Contact List Policy

Pursuant to [Texas Government Code, §2161.062\(e\)](#), state agencies with biennial budgets that exceed \$10 million shall designate a staff member to serve as the Historically Underutilized Businesses (HUB) Coordinator for the agency. The HUB Coordinator will advise and assist agency executive directors and staff in complying with HUB requirements, facilitating the agency's good faith effort to increase HUB participation, preparing, and submitting HUB reports, monitoring contracts for HUB compliance, and coordinating HUB marketing and outreach efforts.

It is the responsibility of each state agency to provide the Statewide Procurement Division (SPD) with the name, phone number, fax number and email address of its designated HUB Coordinator.

HUB Coordinator Contacts Reporting

Purpose of this guide is to add, edit and remove HUB Contacts for each State Agency and Institution of Higher Education. The HUB Contacts information is imported to the HUB Coordinator contact list which is an external listing.

VPTS		
<input checked="" type="checkbox"/> CAN VIEW VPTS		
HUB Report		
<input checked="" type="checkbox"/> CAN VIEW HUB REPORT	<input type="checkbox"/> HUBREPORT FAXES	<input type="checkbox"/> HUBREPORT ADMIN
TXSB		
<input checked="" type="checkbox"/> CAN EDIT OWN PO'S	<input checked="" type="checkbox"/> CAN VIEW OWN PO'S	<input checked="" type="checkbox"/> CAN VIEW AGENCY PO'S
<input checked="" type="checkbox"/> CAN EDIT AGENCY PO'S	<input type="checkbox"/> CAN VIEW INVOICES	<input checked="" type="checkbox"/> CAN ADD TO CART
TPPD		
<input checked="" type="checkbox"/> TPPD ACCESS		
SOLICITATION		
<input checked="" type="checkbox"/> CATRAD ACCESS	<input type="checkbox"/> CAT MEMBER ACCESS	<input type="checkbox"/> POD APPROVER
<input checked="" type="checkbox"/> ESSD ACCESS		
OTHER		
<input checked="" type="checkbox"/> IS SUPER USER	<input checked="" type="checkbox"/> MENTORPROTEGE AGENCY	<input checked="" type="checkbox"/> AGENCY ADDRESS/CONTACTS USER
<input type="checkbox"/> 5K PURCHASE RESTRICTED	<input checked="" type="checkbox"/> MENTORPROTEGE ADMIN	<input checked="" type="checkbox"/> CMBL ACCESS
<input type="checkbox"/> \$500 PURCHASE LIMIT	<input checked="" type="checkbox"/> AGENCY ADDRESS/CONTACTS ADMIN	
<input type="checkbox"/> CMBL ADMIN	<input type="checkbox"/> CMBL HUB	<input type="checkbox"/> TSB MEMBERSHIP

Please note to make updates/changes to the HUB Coordinators list, the Agency Super user must have the Agency Address/Contacts User permission in [Texas SmartBuy](#). Contact [Texas SmartBuy Support Services](#) to request permission.

Reporting Instructions

1. THE AGENCY SUPER USER MUST LOG INTO [TEXAS SMARTBUY](#).

Log in Statewide Procurement Division (SPD)

WARNING - RESTRICTED GOVERNMENT SYSTEM

Unauthorized access to this computer system or unauthorized use of any confidential or federal tax information may constitute a violation of federal law and give rise to civil and criminal liability and penalties. This system is subject to monitoring and stored data may be accessed and recorded. Anyone using this system consents to monitoring and should have no expectation of privacy. Evidence of criminal liability will be provided to law enforcement agencies.

This website is intended for use by State of Texas employees and others expressly authorized by State of Texas. Attempting to access this website without authorization may violate criminal laws and subject you to fines and imprisonment. Offenders will be prosecuted.

Email Address *

your@email.com

Password *

Log In

Forgot password?

Employees of state agencies and Texas SmartBuy member entities requiring a login should contact their [Superuser](#).

2. SELECT "MY APPLICATIONS" DROP DOWN AND CHOOSE "AGENCY ADDRESS/CONTACTS".

Home > My Account > Agency Address/Contacts

My Account

MY ACCOUNT	
PURCHASES	▼
SETTINGS	▼
ADDRESS BOOK	
CART MANAGEMENT	▼
MY APPLICATIONS	^

Vendor Performance Reporting

ESBD

Procurement Oversight &
Delegation

TPPD

HUB Report

CMBL

Agency Address/Contacts

USERS

Agency Address/Contacts Statewide Procurement Division (SPD)

If the window does not open in the next 15 seconds or you need to re-launch, click the button below.

Re-Launch

- IF THE AGENCY ADDRESS SCREEN POPULATES, SELECT YOUR AGENCY NUMBER AND CLICK “CONTINUE”. IF IT DOES NOT POPULATE MOVE TO STEP 4.

Agency Address

03/09/2023 02:16:39 PM

User Profile

Mariah ThompsonCarter

Agency 304

ADMIN

mariah.thompsoncarter@cpa.texas.gov

XXX-XX-XXXX

Home

All Agencies (CTG)

Agency Address Emails

Admin Functions

- Add New Agency

- Inactivate Agency

- Reactivate Agency

Agency Selection

Agency Number

304 - COMPTROLLER OF PUBLIC ACCOUNTS

222 - COURT OF APPEALS - SECOND COURT

224 - COURT OF APPEALS - FOURTH COURT

225 - COURT OF APPEALS - FIFTH COURT

226 - COURT OF APPEALS - SIXTH COURT

227 - COURT OF APPEALS - SEVENTH COURT

228 - COURT OF APPEALS - EIGHTH COURT

229 - COURT OF APPEALS - NINTH COURT

230 - COURT OF APPEALS - TENTH COURT

231 - COURT OF APPEALS - ELEVENTH COURT

232 - COURT OF APPEALS - TWELFTH DISTRICT

233 - COURT OF APPEALS - THIRTEENTH COURT

234 - COURT OF APPEALS -FOURTEENTH COURT

241 - DISTRICT COURTS/COMPT JUDICIARY SECT

242 - COMMISSION ON JUDICIAL CONDUCT

243 - STATE LAW LIBRARY

301 - OFFICE OF THE GOVERNOR

302 - OFFICE OF THE ATTORNEY GENERAL

303 - TEXAS FACILITIES COMMISSION

304 - COMPTROLLER OF PUBLIC ACCOUNTS

Continue

- THERE ARE THREE TABS OF INFORMATION THAT MAY NEED TO BE UPDATED FOR THE VARIOUS TYPES OF CONTACTS. SELECT “HUB CONTACTS”.

Basic Agency Info

Agency Contacts

Hub Contacts

Basic Agency Information

Agency Number

304

Agency Name

COMPTROLLER OF PUBLIC ACCOUNTS

Mail Address 1

PO Box 13186

Mail Address 2

City

AUSTIN

- CLICK “ADD HUB CONTACT” .

Basic Agency Info		Agency Contacts				Hub Contacts	
Contact	Title	Address	City	State	Zip	Phone	Action
Bridget James	HUB Specialist	111 East 17th Street	Austin	TX	78701	512-836-8433	Edit Delete
Erin Bennett	Systems Analyst - SPD	1711 San Jacinto Blvd	Austin	TX	78701	512-483-4540	Edit Delete
Gerard MacCrossan	Data Management, Analytics & Technology Manager - SPD	PO Box 13186	Austin	TX	78711-3186	512-483-4465	Edit Delete
Jay Rougeau	Division Manager and HUB Coordinator	111 E 17th Street	Austin	TX	78711	512-483-6914	Edit Delete
Karen HUB 2	Tester	123 Main	Austin	TX	78634	555-555-5555	Edit Delete
Lauren Ott	Statewide HUB - Marketing Coordinator	P.O. Box 13186	Austin	TX	78711-3186	512-836-8482	Edit Delete
Maya Ingram	Statewide HUB Manager - SPD	1711 San Jacinto St	Austin	TX	78701	512-395-8549	Edit Delete
Ricardo Perez	HUB Certification Team Lead - SPD	1711 San Jacinto Blvd	Austin	TX	78701	512-483-6294	Edit Delete
Stephen Daem	Systems Analyst - SPD	1711 San Jacinto	Austin	TX	78711	512-482-4786	Edit Delete
Stephen McDonald	Manager - HUB Specialist	111 East 17th Street	Austin	TX	78701	512-475-5654	Edit Delete
Suzette Charley	HUB Compliance Team Lead - SPD	1711 San Jacinto Blvd	Austin	TX	78701	512-483-3364	Edit Delete
Tam Thomas	PURCHASING SUPERVISOR - HUB COORDINATOR	111 E 17th Street	Austin	TX	78711	512-475-0007	Edit Delete

6. THE ADD HUB CONTACT BOX WILL POPULATE.

Add HUB Contact

Contact

Title

Address

City

State

TX - TEXAS

Zip

Phone

Fax

Email

Close

Save

7. ADD THE NEW HUB COORDINATOR'S INFORMATION WHICH INCLUDES NAME, TITLE, ADDRESS, CITY, STATE, ZIP CODE, PHONE NUMBER, EMAIL, AND FAX IF APPLICABLE. THEN CLICK "SAVE".

Add HUB Contact

Contact

Karen Test 2

Title

HUBCoor 2

Address

1123 Miracle lane

City

Austin

State

TX - TEXAS

Zip

78660

Phone

512-454-4435

Fax

Email

karentesthub@cpa.texas.gov

Close

Save

8. THE NEW HUB COORDINATOR RECORD WILL APPEAR AT THE BOTTOM OF THE LIST AND ON THE HUB COORDINATOR CONTACT LIST.

★ Basic Agency Info

👤 Agency Contacts

👤 Hub Contacts

🟢 New HUB contact information added successfully.

Contact	Title	Address	City	State	Zip	Phone	Action
Bridget James	HUB Specialist	111 East 17th Street	Austin	TX	78701	512-936-8433	<div>Edit</div> <div>Delete</div>
Erin Bennett	Systems Analyst - SPD	1711 San Jacinto Blvd	Austin	TX	78701	512-463-4840	<div>Edit</div> <div>Delete</div>
Gerard MacCrossan	Data Management, Analytics & Technology Manager - SPD	PO Box 13186	Austin	TX	78711-3186	512-463-4468	<div>Edit</div> <div>Delete</div>
Jay Rougeau	Division Manager and HUB Coordinator	111 E 17th Street	Austin	TX	78711	512-463-6914	<div>Edit</div> <div>Delete</div>
Karen HUB 2	Tester	123 Main	Austin	TX	78634	555-555-5555	<div>Edit</div> <div>Delete</div>
Laurny Ott	Statewide HUB - Marketing Coordinator	P.O. Box 13186	Austin	TX	78711-3186	512-936-8482	<div>Edit</div> <div>Delete</div>
Maya Ingram	Statewide HUB Manager - SPD	1711 San Jacinto St	Austin	TX	78701	512-305-9849	<div>Edit</div> <div>Delete</div>
Ricardo Perez	HUB Certification Team Lead - SPD	1711 San Jacinto Blvd	Austin	TX	78701	512-463-0294	<div>Edit</div> <div>Delete</div>
Stephen Daem	Systems Analyst - SPD	1711 San Jacinto	Austin	TX	78711	512-462-4786	<div>Edit</div> <div>Delete</div>
Stephen McDonald	Manager - HUB Specialist	111 East 17th Street	Austin	TX	78701	512-475-5654	<div>Edit</div> <div>Delete</div>
Suzette Charity	HUB Compliance Team Lead - SPD	1711 San Jacinto Blvd	Austin	TX	78701	512-463-3364	<div>Edit</div> <div>Delete</div>
Teri Thomas	PURCHASING SUPERVISOR - HUB COORDINATOR	111 E 17th Street	Austin	TX	78711	512-475-0007	<div>Edit</div> <div>Delete</div>
Karen Test 2	HUBCoor 2	1123 Miracle lane	Austin	TX	78660	512-454-4435	<div>Edit</div> <div>Delete</div>

Add Hub Contact