



# Mentor Protégé Agreement Reporting Manual

**Version 1.**  
**Effective: 10/17/2024**

**Modified: 1/21/2025**



## Table of Contents

Mentor Protégé Reporting Policy .....	2
Purpose of Mentor Protégé Reporting Guide .....	2
<b>Mentor Protégé Agreement Reporting</b> .....	<b>3</b>



## Mentor Protégé Reporting Policy

34 TAC RULE §20.298

Each state agency that implements the Mentor-Protégé Program must report that information to the comptroller upon completion of a signed agreement by both parties. Information regarding the Mentor-Protégé Agreement shall be reported in a form prescribed by the comptroller within 21 calendar days after the agreement has been signed. The comptroller will register that agreement on the approved list of mentors and protégés.

The comptroller shall retain and make available to state agencies all registered Mentor-Protégé Agreements. The sponsoring state agency shall monitor and report the termination of an existing Mentor-Protégé Agreement that has been registered with the comptroller within 21 calendar days.

## Purpose of Mentor Protégé Reporting Guide

It's the state agency responsibility to submit and report the new Mentor Protégé Agreement into [Texas SmartBuy](#). The Statewide HUB Manager or HUB Marketing Coordinator will approve all state agencies and institutions of higher education pending Mentor Protégé Agreements weekly.

Agency/University must contact their super user for access to the Mentor Protégé application permission within [Texas SmartBuy](#).

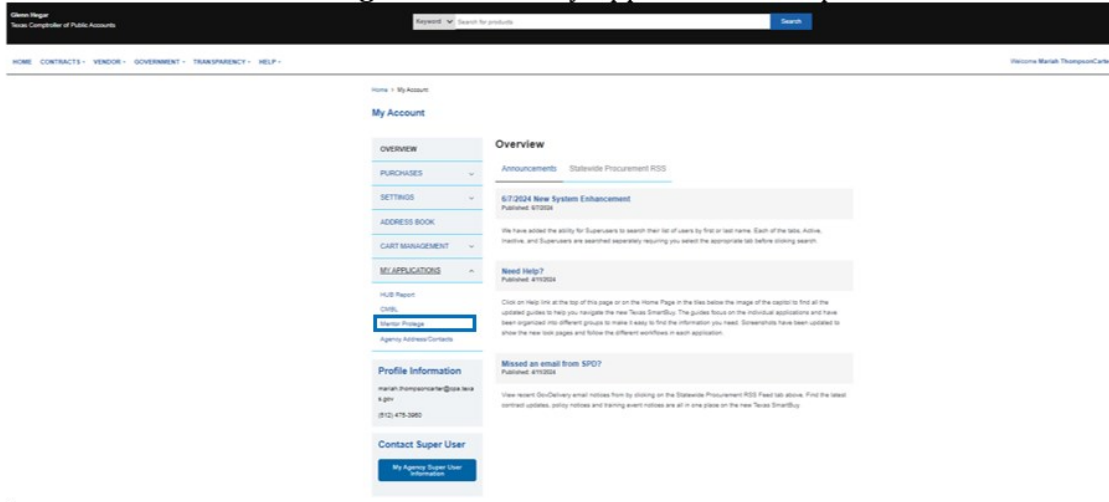
**Note:** Agency must save all Mentor Protégé Program application emails and reporting documents for audit purposes.



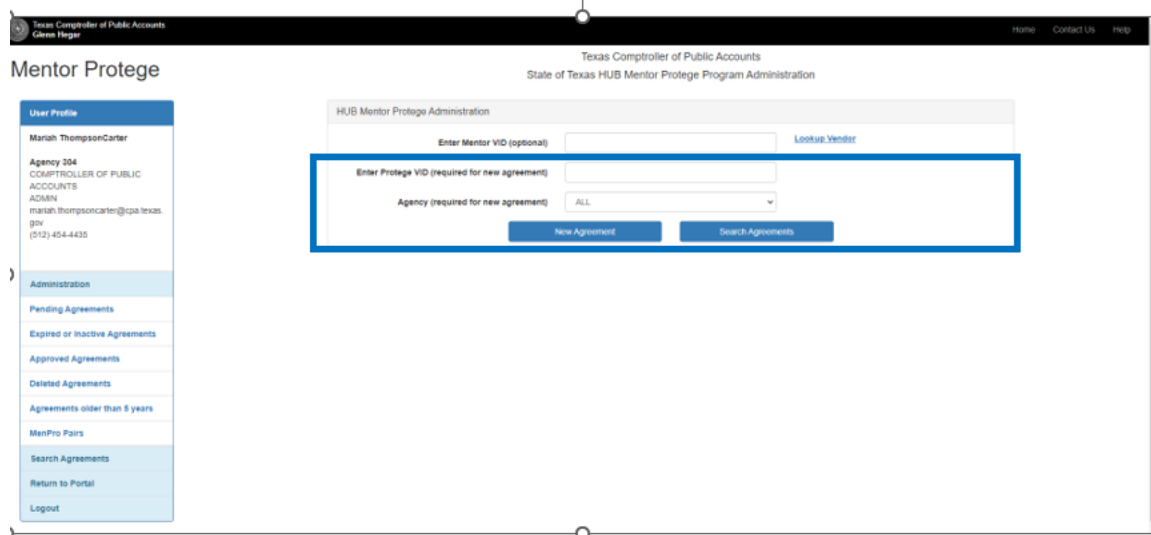
## Mentor Protégé Agreement Reporting

*Create New Agreement*

1. HUB Coordinator will navigate and log in to [Texas SmartBuy](#).
2. Select the “**Mentor Protégé**” within the My Applications tab option.



3. From the Mentor Protégé screen, Input Protégé’s VID number and select the Sponsoring agency/university in the drop down. Then select “**New Agreement**”





- Verify Sponsoring Agency Information is correct and **“Select Contact”** which is the HUB Coordinator who will oversee the agreement

Texas Comptroller of Public Accounts  
Glenn Hegar

Home Contact Us Help

Texas Comptroller of Public Accounts  
State of Texas HUB Mentor Protege Program Administration

Mentor Protege

User Profile  
Mariah ThompsonCarter  
Agency 304  
COMPTROLLER OF PUBLIC  
ACCOUNTS  
ADMIN  
mariah.thompsoncarter@cpa.texas.gov  
(512) 454-4435

Administration  
Pending Agreements  
Expired or Inactive Agreements  
Approved Agreements  
Deleted Agreements  
Agreements older than 5 years  
Mentor Pairs  
Search Agreements  
Return to Portal  
Logout

Mentor Protege Agreement Information

Search Search Results All Agreements

Sponsoring Agency Information

Agency (select from drop-down) 304 - COMPTROLLER OF PUBLIC ACCOUNTS Order By Number Or Name

Contact Name MARIAH THOMPSON-CARTER 304-MARIAH THOMPSON

Contact Title STATEWIDE HUB - MARKETING COORDINATOR

Phone Number 512 475-3960

Fax

E-mail Address Mariah.ThompsonCarter@cpa.texas.gov

Mailing Address P.O. BOX 13186

City AUSTIN

State TX

Zip 78711

- Input Mentor Information or select **“Lookup Vendor”** which will pull Mentor’s information from the CMBL/HUB directory search

Mentor Information

Mentor ID 1751306065100 Lookup Vendor

Mentor Name ABC AUTO PARTS

Address 500 W MARSHALL AVE

City LONGVIEW

State TX

Zip 75604

Business Category 67 - COMMODITIES WHOLESALER/RESELLER

Business Description Distributor for Automotive repair parts, accessories and chemicals. Including Automotive repair equipment and tools

*\*The Mentor must remain active on the CMBL throughout the agreement. 34 TAC 20.298(e).*

- Input Protégé Information or select **“Lookup Vendor”** which will pull Protégé’s information from the CMBL/HUB directory search



## GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Protégé Information	
Protégé ID	1201871695800 <a href="#">Look up Vendor</a>
Protégé Name	ABC Engineering, Inc.
Address	5065 LITTLEWOOD DR
City	BEAUMONT
State	TX
Zip	77706 7301
Business Category	05 - ARCHITECTURAL/ENGINEERING AND SURVEYING
Business Description	Consulting engineering services for water, wastewater, drainage, and roadway systems, project and program management.
Hub Expiration Date	10/26/2026

***\*The MP agreement may only remain active so long as the protégé is HUB Certified. See HUB Directory on CMBL "HUB Only" search option. That profile must identify the HUB as "A" for active and you will see the expiration date. Copy that HUB Directory profile and document in your file for audit purposes.***

### 7. Input Agreements Dates

Agreement Dates	
Effective Date	11/06/2023
Termination Date	10/26/2026

[Create Agreement](#) [Cancel](#) [Home](#)

### 8. Select "Create Agreement" to complete the Mentor Protégé Agreement

### 9. User will receive a submission confirmation in [Texas SmartBuy](#) and email.

#### A. Example: Texas SmartBuy Confirmation

##### Mentor Protégé

Texas Comptroller of Public Accounts  
State of Texas HUB Mentor Protege Program Administration

**User Profile**

Mariah ThompsonCarter

Agency 304  
COMPTROLLER OF PUBLIC ACCOUNTS  
ADMIN  
mariah.thompsoncarter@cpa.texas.gov  
(512) 454-4435

Administration

Pending Agreements

Expired or Inactive Agreements

Approved Agreements

Deleted Agreements

Agreements older than 5 years

MenPro Pairs

Search Agreements

Return to Portal

Logout

You have successfully submitted your HUB Mentor Protege Agreement Reporting Form.

**Agreement Details**

Search  Search Results  All Agreements  New Agreement

SPONSORING AGENCY INFORMATION	
Agency	304 - COMPTROLLER OF PUBLIC ACCOUNTS
Contact Name	MARIAH THOMPSON-CARTER
Contact Title	STATEWIDE HUB - MARKETING COORDINATOR
Phone Number	(512)- 475-3960
Fax	
E-mail Address	Mariah.ThompsonCarter@cpa.texas.gov
Mailing Address	P.O. BOX 13196
City	AUSTIN
State	TX
Zip	78711

MENTOR INFORMATION	
Mentor ID	1751306065100
Mentor Name	ABC AUTO PARTS
Business Address	920 W MARSHALL AVE
City	LONGVIEW





## B. Example: Mentor Protégé Agreement Reporting Confirmation Email

A HUB Mentor Protege Agreement Reporting Form has been submitted

statewidehubprogram@cpa.state.tx.us  
 To: TPASS Test mailbox; TPASS Test mailbox; TPASS Test mailbox; Mariah ThompsonCarter  
 Cc: Mariah ThompsonCarter  
 Retention Policy: 30 Day Delete - Inbox (30 days)  
 ⓘ This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Expires: 11/29/2023

Mon 10/30/2023 9:24 AM

The following HUB Mentor Protege Agreement Reporting Form has been submitted:

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***** SPONSORING AGENCY INFORMATION *****

Agency : 304 - COMPTROLLER OF PUBLIC ACCOUNTS
Contact Name : MARIAH THOMPSON-CARTER
Contact Title : STATEWIDE HUB - MARKETING COORDINATOR
Phone Number : (512) 475-3960
Fax : ()
E-mail Address : Mariah.ThompsonCarter@cpa.texas.gov
Mailing Address : P.O. BOX 13186
City : AUSTIN
State : TX
Zip : 78711

***** MENTOR INFORMATION *****

Mentor ID : 1751306065100
Mentor Name : ABC AUTO PARTS
Business Address : 920 W MARSHALL AVE
City : LONGVIEW
State : TX
Zip : 75604
Business Category : 07
Principal Line of Business : Distributor for Automotive repair parts, accessories and chemicals. Including Automotive repair equipment and tools

***** PROTEGE INFORMATION *****

Protege ID : 1201871699800
Protege Name : ABC Engineering, Inc.
Business Address : 5065 LITTLEWOOD DR
City : BEAUMONT
State : TX
Zip : 77706
Business Category : 05
  
```

***\*Any emails received from the system should be documented for audit purposes***

10. Submission will be routed to the Statewide HUB Program for approval
11. Statewide HUB Program will approve the Mentor Protégé Agreement
12. HUB Coordinator and Statewide HUB will receive an email from the system confirming the approved Mentor Protégé Agreement Details
13. The mentor protégé agreement will be posted for public viewing on Statewide HUB Program website <https://comptroller.texas.gov/purchasing/vendor/hub/mentor.php>

**Note:** If the protégé's HUB certification expires, the agreement will appear inactive during the duration of the time the HUB certification has lapse. It will appear active again once the vendor has recertified.

### Renew, Modify or Update Mentor Protégé Agreement

1. **Search** for the agreement by Agency drop down selection.
2. Select the Mentor Protege agreement details.
3. Select the Agency Contact and verify the Mentor and Protégé information is correct.
4. Update the Effective date and/or Termination date.



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5. Verify information and Update Agreement.
6. Submission will be routed to the Statewide HUB Program for approval.
7. Statewide HUB Program will approve the Mentor Protégé Agreement.
8. All involved parties (HUB Coordinator, Statewide HUB, Mentor and Protégé) will receive an email from the system confirming the approved Mentor Protégé Agreement Details.
9. The mentor protégé agreement will be posted for public viewing on the [HUB Mentor Protégé Program](#) page.