



Mentor Protégé Agreement Reporting Manual

Version 1.
Effective: 10/17/2024

Modified: 1/21/2025



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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](#).

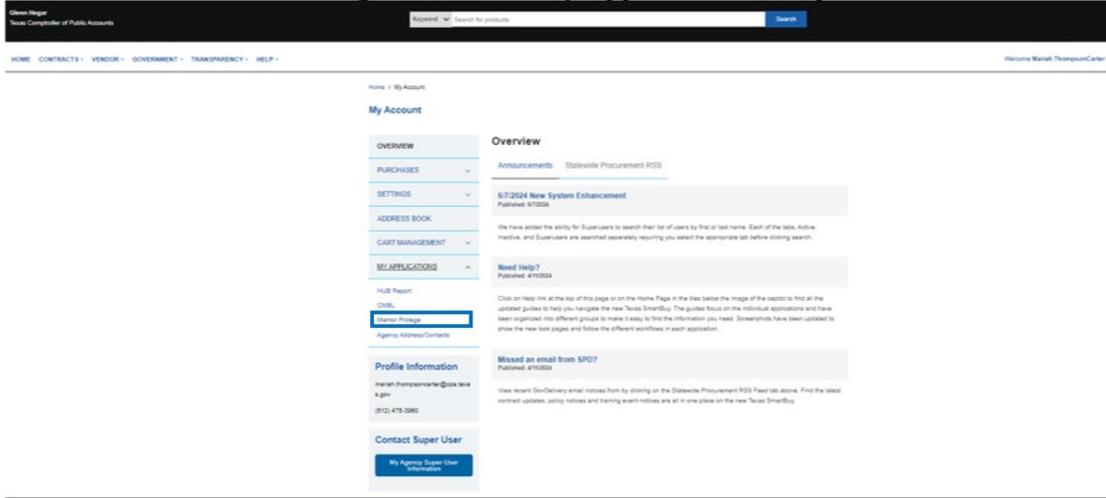
Note: Agency must save all Mentor Protégé Program application emails and reporting documents for audit purposes.



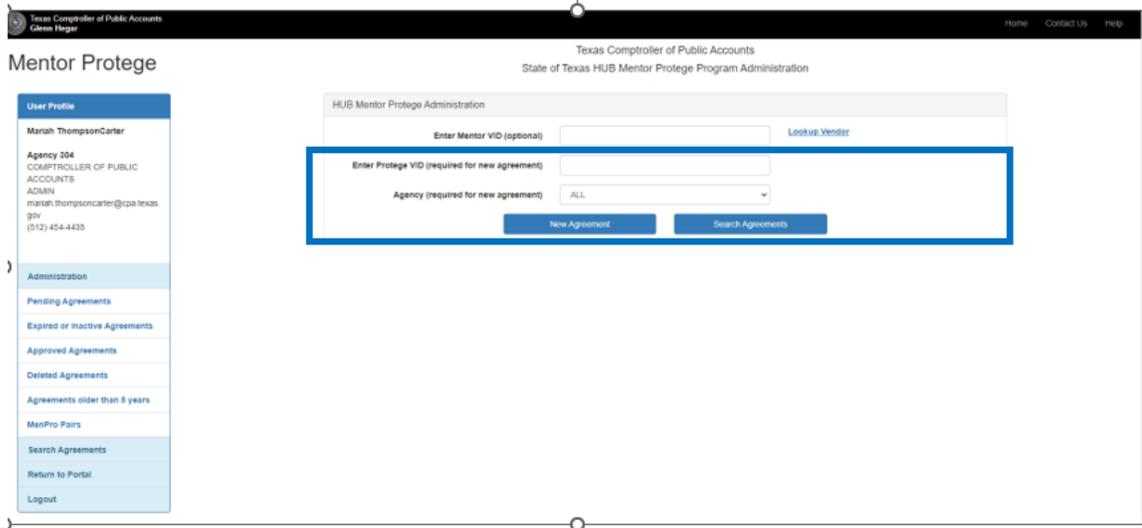
Mentor Protégé Agreement Reporting

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

The screenshot shows the 'Mentor Protege' system interface. On the left is a 'User Profile' for Mariah ThompsonCarter. The main area is titled 'Mentor Protege Agreement Information' and contains a 'Sponsoring Agency Information' form. The form fields are: 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), and Zip (78711). A dropdown menu for 'Contact' is highlighted with a blue box, showing '304-MARIAH THOMPSON' selected.

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

The screenshot shows the 'Mentor Information' form. The fields are: Mentor ID (1751306065100), Mentor Name (ABC AUTO PARTS), Address (500 W MARSHALL AVE), City (LONGVIEW), State (TX), Zip (75604), Business Category (07 - COMMODITIES WHOLESALER/RESELLER), and Business Description (Distributor for Automotive repair parts, accessories and chemicals. Including Automotive repair equipment and tools). A blue button labeled 'Lookup Vendor' is highlighted with a blue box.

**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





Protégé Information

Protégé ID	1201871695600	Look up Vendor
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 Protégé Program Administration

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

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

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.

Reply Reply All Forward ...
Mon 10/30/2023 9:24 AM

Expires 11/29/2023

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

***** 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

Online with: Microsoft Exchange Display Settings 100%

****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.

