# HUB Accountability and Reporting



Administrator Training

### **Minority Compliance Program**

Texas Government Code 2161 defines Historically Underutilized Businesses (HUB) and outlines program requirements

- "Good Faith Effort"
- Outreach to minority community for recruitment and support
- Requires monthly progress reports within agencies
- Requires semi-annual and annual reports to the Texas Building and Procurement Commission (TBPC)
- Reports are based on payment activity
- "Best Value" practices to be followed in all Purchasing decisions

### **HUB Accountability Project**

- Result of HUB Utilization Task Force requested by Regents and established by the Chancellor
- ➤ Chaired by Vice President/Vice Chancellor for Finance and Business Affairs, Phil Diebel

HUB Accountability Project features covered by this presentation

### **HUB Accountability Project**

### Increase in database information:

 Enhanced features in ePro vendor file, both HUB and non-HUB vendors

 Supports administrative accountability efforts by providing better tools for Coordinators to satisfy "good faith effort" and "best value" practices as mandated by law

### **HUB Accountability Project**

> Administrator Accountability

 Five reports designed to provide management oversight of different levels of HUB data within the University hierarchy

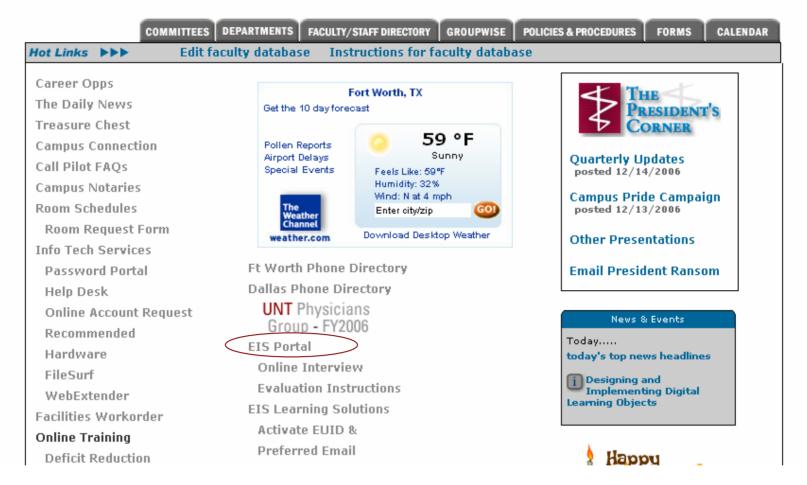
 Training in accessing HUB reports provided in this session

### **Access EIS Portal from Intranet**



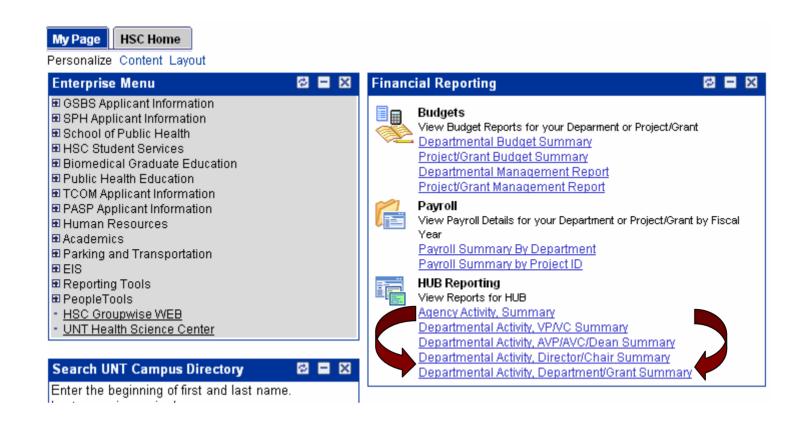
UNTHSC INTERNET | HSC LIBRARY | STUDENT PORTAL | COURSE SITE | (EIS PORTAL)





### **View HUB Reporting**

HUB Departmental Reports are available to anyone with Budget access through the EIS portal. Contact Financial Systems for access.



Select agency and date range, and click on the <u>Submit</u> button to launch the report. Since the system is pulling real-time data, the more activity for a report, the longer it takes the system to retrieve the information.

Agency Activity, Summary

Payments to HUB and Minority Owned Businesses



Click on the link in the upper left corner to see more details

#### **UNT Health Science Center**

Payments to HUB and Minority Owned Businesses September 1, 2006 thru February 12, 2007

Business	Linit	 19769
Business	OTINE	 15/03

State Goals	Heavy Construction 11.90%	Building Construction 26.10%	Special Trade 57.20%	Professional Services 20.00%	Other Services 33.00%	Commodities Contracts 12.60%	Totals	Percent of Total
Payments to minori	ty vendors as %	of total:						
HUB, Certified		81.93%	70.10%		4.71%	14.65%	7.99%	
Certified, Other								
Minority					0.68%	0.77%	0.43%	
Total		81.93%	70.10%		5.39%	15.42%	8.42%	
Payments to all ver	ndors:							
HUB, Certified		\$78,836	\$131,738		\$137,986	\$613,507	\$962,067	7.99%
Certified, Other								
Minority					\$19,993	\$32,334	\$52,327	0.43%
Other		\$17,391	\$56,183	\$4,644,839	\$2,773,349	\$3,541,373	\$11,033,135	91.58%
Total		\$96,227	\$187,922	\$4,644,839	\$2,931,328	\$4,187,213	\$12,047,529	100.00%
Breakdown of payments by gender / ethnicity:								
Black					\$33,578	\$32,034	\$65,613	0.54%
Hispanic		\$55,610	\$105,537		\$33,065	\$114,105	\$308,318	2.56%
Asian					\$406	\$65,633	\$66,039	0.55%
Native American			\$2,770		\$4,722	\$23,463	\$30,955	0.26%
Woman		\$23,226	\$23,431		\$86,208	\$410,605	\$543,470	4.51 %
Other		\$17,391	\$56,183	\$4,644,839	\$2,773,349	\$3,541,373	\$11,033,135	91.58%
Total		\$96,227	\$187,922	\$4,644,839	\$2,931,328	\$4,187,213	\$12,047,529	100.00%

Reason for not meeting or exceeding state goals for the applicable categories:

In this example, the areas of the detail report correspond with the headings for categories at the top and the gender/ethnicity on the side of the summary page.

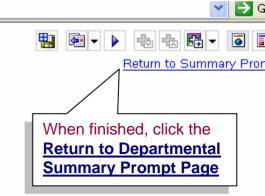


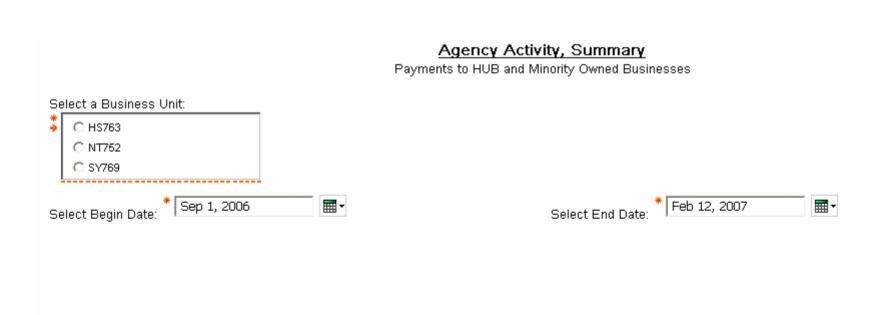
#### **UNT Health Science Center**

Payments to HUB and Minority Owned Businesses September 1, 2006 thru February 12, 2007

#### Business Unit - HS763

Tran Date	Voucher ID	Vendor Name		Gender	Payment Amount	
Building Construction/HUB/Hispanic						
09-26-2006	00076427	ED PARKER INC		Male	32,749.00	
09-28-2006	00076517	ED PARKER INC		Male	5,978.45	
10-11-2006	00077688	ED PARKER INC		Male	3,100.00	
10-24-2006	00077686	ED PARKER INC		Male	807.26	
09-06-2006	00074192	GOMEZ FLOOR COVERING INC		Female	5,844.00	
10-30-2006	00078614	GOMEZ FLOOR COVERING INC		Female	3,041.94	
11-20-2006	00080681	GOMEZ FLOOR COVERING INC		Female	1,207.71	
12-29-2006	00082090	GOMEZ FLOOR COVERING INC		Female	885.61	
09-01-2006	00073424	LONE STAR GROUNDS		Male	1,069.59	
09-08-2006	00074317	SOUTHWEST NETWORKS INC		Male	926.82	
Building Construction/HUB/Hispanic 55,610.38						
Building Construction/HUB/Woman						
09-01-2006	00073822	ACCENT AUDIO VIDEO INC		Female	4,298.83	
09-22-2006	00076455	WOODROSE COMPANY		Female	4,999.00	
10-25-2006	00078836	WOODROSE COMPANY			7.00	
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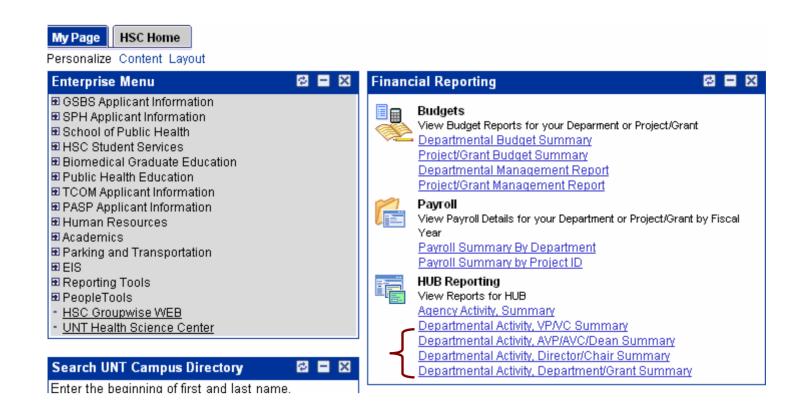


Cancel will return to the HUB reporting page

Cancel

Submit

## **Additional Reports**



### **Summary of ePro Enhancements**

Enhancements, combined with current search features that exist in ePro, will allow users to locate vendors by product/service and to access contact information provided by the vendor while still in ePro.

### **Summary of ePro Enhancements**

(continued)

# These enhancements include the following:

- ✓ Contact information (telephone, fax and names) within the module
- ✓ Vendor URL (webpage and on-line catalog) and made it accessible from within ePro
- ✓ Ability to cross reference vendor with products/ services provided
- Expanding HUB vendors in EIS Vendor File through direct/daily downloads from the Texas Building and Procurement Commission (TBPC)
- Expanding vendor information in EIS Vendor File including Non-HUB Minority vendors through ongoing survey process

### Suggested Management Uses

- Annual Review support data for Administrator Accountability
- Provides data to measure organizational "good faith efforts" and "best value" decisions
- Provides organizational comparison to State goals
- Provides management overview of purchasing decisions by department
- Provides on-going accumulation of payment data that can be used for historical comparison at all levels