

HUB Accountability and Reporting



Coordinator 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** | UNT DENTON

- COMMITTEES
- DEPARTMENTS
- FACULTY/STAFF DIRECTORY
- GROUPWISE
- POLICIES & PROCEDURES
- FORMS
- CALENDAR

Hot Links >>> [Edit faculty database](#) [Instructions for faculty database](#)

- Career Opps
- The Daily News
- Treasure Chest
- Campus Connection
- Call Pilot FAQs
- Campus Notaries
- Room Schedules
 - Room Request Form
- Info Tech Services
 - Password Portal
 - Help Desk
 - Online Account Request
- Recommended
- Hardware
- FileSurf
- WebExtender
- Facilities Workorder
- Online Training
- Deficit Reduction

Fort Worth, TX
Get the 10 day forecast

Pollen Reports
Airport Delays
Special Events

 **59 °F**
Sunny
Feels Like: 59°F
Humidity: 32%
Wind: N at 4 mph
Enter city/zip **GO!**

[Download Desktop Weather](#)

- Ft Worth Phone Directory
- Dallas Phone Directory
- UNT Physicians Group - FY2006**
- EIS Portal**
- Online Interview
- Evaluation Instructions
- EIS Learning Solutions
- Activate EUID & Preferred Email



Quarterly Updates
posted 12/14/2006

Campus Pride Campaign
posted 12/13/2006

Other Presentations

Email President Ransom

News & Events

Today....
today's top news headlines

 **Designing and Implementing Digital Learning Objects**



View HUB Reporting

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

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Search UNT Campus Directory

Enter the beginning of first and last name.


Select agency and date range, and click on the Submit 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

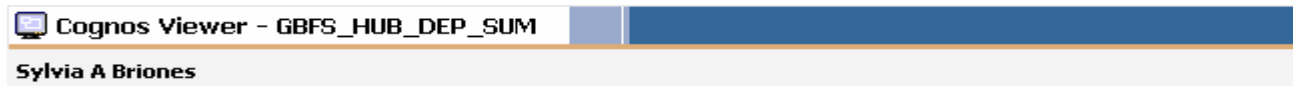
Select a Business Unit:

HS763
 NT752
 SY769

Select Begin Date: 

Select End Date: 

- In the report example, the screen shows expenditures to Certified HUB, Certified Non-HUB, and Non-Certified Minority vendors, showing percentages expensed under the state goals for each category.
- Results also show amounts expensed to *all vendors* and a breakdown of amounts expensed for each *ethnicity* for minority vendors.
- Each report has a drill-down link located in the upper left corner which allows the user to navigate to a **detailed** view of ALL vendors and a breakdown of ethnicity for minority vendors.



Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.
[Select a delivery method.](#)

Cancel

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

[Return to Summary Page](#)

UNT Health Science Center

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

Business Unit - [HS763](#)

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
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Payments to minority 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 vendors:

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.

Address <https://cognosweb3.admin.unt.edu/c8/cgi-bin/cognos.cgi>



[Return to Summary Prom](#)

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	Female	2,007.00
10-25-2006	00078837	WOODROSE COMPANY	Female	7.00

When finished, click the [Return to Departmental Summary Prompt Page](#)

Top Page up Page down Bottom

Use the [Page down](#) or [Bottom](#) link to navigate

Agency Activity, Summary

Payments to HUB and Minority Owned Businesses


Select a Business Unit:


*
▶

HS763

NT762

SY769

Select Begin Date: * 

Select End Date: * 

Cancel will return to the HUB reporting page

Cancel

Submit

Selecting VP/VC Summary

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- [Public Health Education](#)
- [TCOM Applicant Information](#)
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Enter the beginning of first and last name.
Last name is required.

Institutional Research Reports



Departmental Activity, VP/VC Summary

Payments to HUB and Minority Owned Businesses

Select a Business Unit:

HS763
 NT762
 SY769

After selecting the Business Unit, wait for this box to populate with the VP/VC listing.

Select VP/VC Department ID from list:

VP Department ID

V01000 - PRESIDENT HSC
V02000 - ACADEMIC AFFAIRS
V03000 - FINANCE & ADMINISTRATION
V04000 - STRATEGIC & INSTITUTIONAL AFFS

OR Enter a VP/VC Department ID:

Select Begin Date:



Select End Date:



Cancel

Submit

Departmental Activity, VP/VC Summary

Payments to HUB and Minority Owned Businesses

Select a Business Unit:

* HS763
 NT752
 SY769

Select VP/VC Department ID from list:

VP Department ID

V01000 - PRESIDENT HSC
V02000 - ACADEMIC AFFAIRS
V03000 - FINANCE & ADMINISTRATION
V04000 - STRATEGIC & INSTITUTIONAL AFFS

OR Enter a VP/VC Department ID:

Select Begin Date: *

Sep 1, 2006



Select End Date: *

Feb 12, 2007



Cancel

Submit

Departmental Activity, VP/VC Summary

Payments to HUB and Minority Owned Businesses

September 1, 2006 thru February 12, 2007

V03000 - FINANCE & ADMINISTRATION

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
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Payments to minority vendors as % of total:

HUB, Certified	81.93%	74.03%			10.11%	32.61%	32.16%	
Certified, Other								
Minority					1.80%	0.36%	0.77%	
Total	81.93%	74.03%			11.91%	32.97%	32.93%	

Payments to all vendors:

HUB, Certified	\$78,836	\$131,738			\$42,650	\$124,550	\$377,775	32.16%
Certified, Other								
Minority					\$7,600	\$1,386	\$8,986	0.77%
Other	\$17,391	\$46,218	\$96,709	\$371,577	\$255,991	\$787,886	\$787,886	67.07%
Total	\$96,227	\$177,957	\$96,709	\$421,827	\$381,928	\$1,174,647	\$1,174,647	100.00%

Breakdown of payments by gender / ethnicity:

Black					\$18,168		\$18,168	1.55%
Hispanic	\$55,610	\$105,537			\$20,922	\$36,358	\$218,427	18.60%
Asian								
Native American		\$2,770				\$10,525	\$13,295	1.13%
Woman	\$23,226	\$23,431			\$11,161	\$79,054	\$136,871	11.65%
Other	\$17,391	\$46,218	\$96,709	\$371,577	\$255,991	\$787,886	\$787,886	67.07%
Total	\$96,227	\$177,957	\$96,709	\$421,827	\$381,928	\$1,174,647	\$1,174,647	100.00%

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



Departmental Activity, VP/VC Details

Payments to HUB and Minority Owned Businesses

September 1, 2006 thru February 12, 2007

V03000 - FINANCE & ADMINISTRATION

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	Female	3,997.00
10-25-2006	00078837	WOODROSE COMPANY	Female	4,997.00
11-27-2006	00080930	WOODROSE COMPANY	Female	4,934.00
Building Construction/HUB/Woman				23,225.83
Building Construction/HUB				78,836.21

Use the [Page down](#) or [Bottom](#) link to navigate



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Departmental Activity, VP/VC Details

Payments to HUB and Minority Owned Businesses

September 1, 2006 thru February 12, 2007

V03000 - FINANCE & ADMINISTRATION

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

Departmental Activity, VP/VC Summary

Payments to HUB and Minority Owned Businesses

Select a Business Unit:

*
→

HS763
 NT752
 SY769

Select VP/VC Department ID from list:

VP Department ID

OR Enter a VP/VC Department ID:

Select Begin Date: *

Sep 1, 2006



Select End Date: *

Feb 12, 2007



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Additional Reports

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- PASP Applicant Information
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- EIS
- Reporting Tools
- PeopleTools
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Financial Reporting



Budgets

View Budget Reports for your Department or Project/Grant

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Payroll

View Payroll Details for your Department or Project/Grant by Fiscal Year

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HUB Reporting

View Reports for HUB

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- [Payroll Summary by Project ID](#)



HUB Reporting

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- [Departmental Activity, Director/Chair Summary](#)
- [Departmental Activity, Department/Grant Summary](#)



Department Activity by Dept/Grant

Departmental Activity, Department/Grant Summary

Payments to HUB and Minority Owned Businesses

Select a Business Unit:


* HS763
 NT752
 SY769


Select Department/Grant Department ID from list:

Department ID

10150 - OFFICE OF THE PRESIDENT
10160 - COMMUNITY ENGAGEMENT
10200 - OFF.OF EXEC.VICE PRESIDENT
10216 - STUDENT AFFAIRS - EIS ACCT
10260 - FINANCE AND ADMINISTRATION
10270 - STRATEGIC & INSTITUTIONAL AFF

OR Enter a Department/Grant Department ID:

Select Begin Date: * 

Select End Date: * 

Cancel

Submit

Select Department

Departmental Activity, Department/Grant Summary

Payments to HUB and Minority Owned Businesses

Select a Business Unit:

* HS763
 NT752
 SY769

Select Department/Grant Department ID from list:

10280 - ASSOCIATE VP FINANCE
10285 - FINANCIAL SYSTEMS
10310 - ACCOUNTING & FINANCIAL RPRT
10311 - PROMPT PAYMENT INTEREST
10350 - PAYROLL
10420 - PURCHASING
10500 - HUMAN RESOURCE SERVICES
10505 - INSTITUTIONAL DRUG TESTING

OR Enter a Department/Grant Department ID:

Select Begin Date: *



Select End Date: *





Payments to HUB and Minority Owned Businesses
September 1, 2006 thru February 21, 2007

10420 - PURCHASING

State Goals	Heavy Construction	Building Construction	Special Trade	Professional Services	Other Services	Commodities Contracts	Totals	Percent of Total
	11.90%	26.10%	57.20%	20.00%	33.00%	12.60%		

Payments to minority vendors as % of total:

HUB, Certified						93.74%	93.74%	
Certified, Other								
Minority								
Total						93.74%	93.74%	

Payments to all vendors:

HUB, Certified						\$6,157	\$6,157	93.74%
Certified, Other								
Minority								
Other						\$411	\$411	6.26%
Total						\$6,568	\$6,568	100.00%

Breakdown of payments by gender / ethnicity:

Black								
Hispanic						\$806	\$806	12.27%
Asian								
Native American						\$5,351	\$5,351	81.47%
Woman								
Other						\$411	\$411	6.26%
Total						\$6,568	\$6,568	100.00%

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



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Departmental Activity, Department/Grant Details

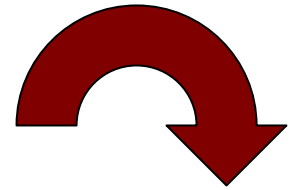
Payments to HUB and Minority Owned Businesses

September 1, 2006 thru February 12, 2007

10420 - PURCHASING

Tran Date	Voucher ID	Vendor Name	Gender	Payment Amount
Commodities Contracts/HUB/Hispanic				
09-04-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	58.32
09-07-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	64.75
09-14-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	40.91
09-27-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	39.72
10-12-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	78.62
10-20-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	109.50
10-23-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	83.99
10-30-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	94.81
11-01-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	106.99
11-03-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	127.95
Commodities Contracts/HUB/Hispanic				805.56
Commodities Contracts/HUB/Native American				
09-05-2006	00075325	COMPUTERLAND	Female	5,351.00
Commodities Contracts/HUB/Native American				5,351.00
Commodities Contracts/HUB				6,156.56
Commodities Contracts/Other/Other				
09-18-2006	PCARD	OFFICE DEPOT *		14.99
09-20-2006	00076264	ROCKFORD BUSINESS INTERIORS		396.12

Icon to select PDF Format



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Signatures

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Attachments

Comments

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Departmental Activity, Department/Grant Details
 Payments to HUB and Minority Owned Businesses
 September 1, 2006 thru February 12, 2007

16426 - PURCHASING

Tran Date	Voucher ID	Vendor Name	Gender	Payment Amount
Commodities Contracts/HUB/Hispanic				
09-04-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	58.32
09-07-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	64.75
09-14-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	40.91
09-27-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	39.72
10-12-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	78.62
10-20-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	109.50
10-23-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	83.99
10-30-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	94.81
11-01-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	106.99
11-03-2006	PCARD	9 TO 5 OFFICE PRODUCTS CTR INC	Male	127.95
Commodities Contracts/HUB/Hispanic				805.56
Commodities Contracts/HUB/Native American				
09-05-2006	00075325	COMPUTERLAND	Female	5,351.00
Commodities Contracts/HUB/Native American				5,351.00
Commodities Contracts/HUB				6,156.56
Commodities Contracts/Other/Other				
09-18-2006	PCARD	OFFICE DEPOT *		14.99
09-20-2006	00076264	ROCKFORD BUSINESS INTERIORS		396.12
Commodities Contracts/Other/Other				411.11
Commodities Contracts/Other				411.11
Commodities Contracts				6,967.67
Summary				6,967.67

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 on-going 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