

The Texas A&M University System
HUB Reporting Database Instructions

Reporting Field	Instructions
Component Name	Only list abbreviations or shorten version of your component. Example – Commerce, Kingsville, A&M, Galveston, TEEX, TCE, or HSC
Month Expenditures	Enter the information found on FAMIS Report F02VB232, from the “Total Expenditure” line for the reporting month. For those not utilizing FAMIS, report the number you provide to the A&M System HUB Office for total expenditures.
Month Expenditures w/ HUBs	Enter the information found on FAMIS Report F02VB232, from the “Total Certified HUB EXP” line for the reporting month. For those not utilizing FAMIS, report the number you provide to the A&M System HUB Office for total HUB expenditures.
Month Expenditures Per HUB Category	Enter the information found on FAMIS Report F02VB232, from the “Ethnic Expenditure – Women, Asian, Black, Hispanic and Native American” lines for the reporting month. For those not utilizing FAMIS, report the number you provide to the A&M System HUB Office.
Month Expenditures w/ Procard	For those utilizing the Procard, report the total amount paid to Bank of America for the reporting month. Accounts Payable should be able to provide the voucher amount.
Month HUB Expenditures w/ Procard	There is several ways to report this information. 1) Request a vendor file from Bank of America that shows the VINs for comparison against identified HUB VIN. 2) Manually track the Procard logs for HUB and Expenditure identification.
Month HUB Expenditure Percentage	Enter the information found on FAMIS Report F02VB232, from the “Total Percent” column for the reporting month. For those not utilizing FAMIS, report the percent you provide to the A&M System HUB Office for total HUB expenditures.
Total HUB Solicitations	Number derived from competitive bid process only.
HUB Solicitations Per Ethnicity	Number derived from competitive bid process only.
Total HUB Awards	Number derived from both competitive and non-competitive bid process.

HUB Awards Per Ethnicity	Number derived from both competitive and non-competitive bid process.
Total Non-HUB Solicitations	Number derived from competitive bid process only.
Total Non-HUB Awards	Number derived from both competitive and non-competitive bid process.
Subcontracting Opportunities	Actual contract awards involving the HSP process. If you required an HSP with a requisition, bid, purchase order or contract that is a reportable opportunity regardless if the vendor completed “I can do it all in house” form.
Total Contract Values	Total amount of the awarded contracts involving the HSP process regardless if the vendor completed “I can do it all in house” form.
Total HUB Participation	Estimated or confirmed amount the prime/general contractor paid or will pay the HUB. If the HUB is the prime/general contractor, report the whole amount.
Mentor/Protégé Relationship Status	State any new relationships confirmed by TBPC, any potential relationship in process, any progress with a current relationship. The information should include the vendor’s information and work being done in conjunction with the relationship. If no activity (no activity means no prospects), just state “No activity”
Networking/Outreach Activities	Information should include but not limited to any activities outside of the agency such as training at a chamber of commerce or minority organization, HUB certification, participation in state HUB groups such as the TUHCA or Discussion Group, and/or introducing subcontractors and prime contractors during a pre-bid meeting.
List EOF Attendance for the Month	Activities associated with economic opportunity forums – when/where/what/who. Also how the forum benefited your agency, i.e. distributed vendor list from EOF to departments for procurement opportunities.
List Specialized Forums for the Month	Activities associated with specialized forums at your agency – who/what/when/agency involvement. For example – Barwick Enterprise came 4/23/03 to market Yellow Submarines w/ sliding doors to the physical plant staff as an alternative to scuba divers cleaning a nearby agency lake.