

## **Form F - Instructions for Completing the Annual HUB Sub-Contracting Report form**

### **Instructions:**

Fill in your LIDDA Name, Submitter's Name, E-mail Address, Phone and Fax Number. Identify the Reporting Fiscal Year and Reporting Period.

The *Annual HUB Sub-Contracting Report* form is to reflect all activity throughout the reporting Fiscal Year.

**1. Subcontractor Name and Address:**

The LIDDA's Contractor/Vendor who was/is utilized for the reporting Fiscal Year. Once a Contractor/Vendor is named on the *Annual HUB Sub-Contracting Report* form, that listing must remain throughout the Reporting Fiscal Year. The subcontractor name and address will fit into one cell in the Excel Spreadsheet by adjusting the row height.

**2. Vendor Identification Number:**

This is the Subcontractor/Vendor's Tax Identification Number or federal employer's identification number. Note: Do not enter a social security number.

**3. If HUB Qualified, But NOT Certified, Enter Qualifying Ethnicity/Gender:**

- a. If the Subcontractor/Vendor is a Historically Underutilized Business, fill in "Yes".
- b. If not certified, enter gender (i.e., male or female). Also enter ethnicity (i.e., Asian, Black, Caucasian, Hispanic, or Native American).

**4. Description of Services/Materials Provided:**

Enter what type of service/material (i.e., Respite Care, Dietician, Physical Therapy, Office Supplies, Transportation, Cell Phone, Construction, Repairs).

**5. Contact Person/Telephone Number:**

List the point of contact for the Subcontractor/Vendor and the telephone number.

**6. Amount Paid This Reporting Period:**

The dollar amount paid to Subcontractor/Vendor for the reporting period.

**7. Amount Paid to Date (This Fiscal Year):**

A cumulative dollar amount for the Subcontractor/Vendor reflecting all quarters for the reporting Fiscal Year.

## Form F - HUB Resources List

Some methods for locating HUBs include:

1. Using the Texas Comptroller of Public Accounts (CPA) website at:  
<https://www.comptroller.texas.gov/purchasing/vendor/cmbl/>
2. Completing the Central Masters Bidders List (CMBL) form as follows:
  - (a) Search: Select HUBs on CMBL or HUBs not on CMBL
  - (b) Skip to Selection 1, you may define up to three selections in one search. See the example below the field boxes. The links provided are to help you complete the following fields:
    - Class Code (select a code from the NIGP Commodity Book identifying the class of commodity or service being searched for)
    - Item (select an item within the class code - click on any class code for list of item numbers)
    - District (select a Texas Highway District number from the Texas Highway District Map to target a specific location in Texas)
    - Skip County, City, and Zip (unless you want to be very specific about location - self explanatory)
  - (c) Sort by: Select a sort option
  - (d) Output as: Select Detail List
  - (e) Click on Submit Search and you will proceed to the next screen entitled, "Select Fields for Detail List"
  - (f) Select as many Output Fields as appropriate (select the Business Description to ensure accurate results).
  - (g) Click: Go to view your results page
3. Contacting minority/women trade organizations listed on the following CPA website: <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>
4. Advertising subcontract work in local minority publications.

All questions concerning HUBs should be directed to the DADS HUB Coordinator, Teri Alvarado at (512) 438-4321.