

Texas Historically Underutilized Business (HUB) Program

Texas Comptroller of Public Accounts

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Outcome of Presentation

- What is a Texas HUB
- How to become Texas HUB Certified
- Various State and Federal Registrations
- Government Contracting Resources

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History

Texas Historically Underutilized Business (HUB)

- Program began around 1995.
- Designed to facilitate the use of HUBs in state procurement and provides information on the state's procurement process to minority-, woman-, and Service Disabled Veteran owned businesses.
- Provide information on the state's procurement process.
- In accordance with HUB Rule §20.10 (relating to Policy and Purpose) and Government Code, §2161.181 and §2161.182, each state agency shall make a good faith effort to utilize HUBs in contracts for construction, services (including professional and consulting services) and commodities purchases.

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Benefits of HUB Certification

- HUB Certification is free of charge.
- Certification is valid for 4 years, provided that the business continues to meet the eligibility requirements*.
- Business is registered on the Comptroller's web-based HUB Directory.
- State agencies use the HUB Directory in conjunction with the Comptroller's Centralized Master Bidders List (CMBL) to solicit bids from certified HUBs for state purchasing and public works contracts.

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Benefits of HUB Certification

- Prime contractors also use the HUB Directory to identify HUBs to whom they will send notification of their subcontracting opportunities.
- Increased exposure to the general public, as well as, other entities who have a supplier diversity program and are searching for minority and woman-owned businesses.*

Note: If HUB certification is granted through a certification agreement approved through the TPASS Division of the Comptroller's , the term of the applicant's HUB certification shall coincide with the certifying entity's certification.

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HUB Certification Agreements

In accordance with Texas Administrative Code § 20.17, in order to maximize the number of certified HUBs, TPASS pursues certification agreements with local governments and nonprofit organizations in Texas which certify businesses under substantially the same definition as a HUB and meet certification standards as defined by TPASS.

Texas-based minority- and woman-owned businesses who are certified with an organization listed below may automatically receive HUB certification if:

- the certifying entity determines that the business is HUB-eligible, and

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HUB Certification Agreements

- the certifying entity submits the business' information to the Statewide HUB Program for approval and inclusion in the HUB Directory.
 - City of Austin
 - City of Houston
 - Dallas/Fort Worth Minority Supplier Development Council
 - El Paso Hispanic Chamber of Commerce
 - Golden Triangle Minority Business Council
 - Houston Minority Supplier Development Council
 - South Central Texas Regional Certification Agency
 - Southwest Minority Supplier Development Council
 - Texas Department of Transportation
 - Women's Business Council - Southwest
 - Women's Business Enterprise Alliance

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Statewide HUB Program's Stats

Who Owns Texas HUBs

Eligible HUB Groups	Fiscal 2021 - Semi-annual		
	Number of Certified HUBs	Males	Females
Asian-Pacific American	1,288	842	446
Black American	3,831	2,156	1,675
Hispanic American	4,814	3,334	1,480
Native American	266	191	75
Woman*	4,954	0	4,954
Service-disabled Veteran**	227	227	0
TOTAL	15,380	6,750	8,630

- Texas had 15,380 certified HUBs during the first six months of fiscal 2021. Almost 20 percent of HUBs participated in state contracts, either as prime contractors or subcontractors, collectively receiving 8.34 percent of all statewide expenditures.
- State purchasers must search the Centralized Master Bidders List (CMBL) and include HUBs in vendor notifications when buying goods and services valued at \$5,000 or more. Vendors are contacted directly by mail, email or telephone with bid invitations. At the end of the first half of fiscal 2021, 3,794 of the state's certified HUBs were registered with the CMBL.

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Annual Procurement Utilization Goals

- In accordance with TAC §20.13, each state agency shall make a good faith effort to utilize HUBs in contracts for construction, services (including professional and consulting services) and commodities purchases.
 - Agencies may achieve the annual procurement goals by contracting directly with HUBs or indirectly through subcontracting opportunities.
 - Agency shall make a good faith effort to assist HUBs in receiving a portion of the total contract value of all contracts that the agency expects to award in a fiscal year in accordance with the following percentages:
 - Heavy construction other than building contracts - - 11.2%
 - Building construction, including general contractors and operative builders contracts – 21.1%
 - Special trade construction contracts – 32.7%
 - Professional services contracts – 23.6%
 - Other services contracts - - 24.6%
 - Commodities contracts - - 21%

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HUB Qualifications

- is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.282 (SBA Size Standards);
- has its principal place of business in Texas; and
- is at least 51% owned by
 - Asian Pacific American;
 - Black American;
 - Hispanic American;
 - Native American;
 - American woman; and/or
 - Service Disabled Veteran
 - who is a U.S. Citizen and resides in Texas and actively participate in the control, operations and management of the entity's affairs.

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Required Information

- **Legal Business Name** – as used to establish your business
- **Physical Address** – no PO Boxes
- **Tax Identification Number (TIN)** – www.irs.gov
 - Name and address must match between D&B – IRS – SAM
- **Type of Ownership** – Sole Proprietorship, Partnership, LLC, etc.
- **Business Type** – Minority, Woman, Service Disabled Veteran
 - 51% or more owner
 - Highest office in the company (entity)
- **List of Purchasing Class and Item Codes**

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Registration

- **Create User Profile**
 - User ID
 - Email Address
 - Telephone Number
 - Password
 - Create Security Question and Answer
 - Accept Terms of Use
- **NOTE: System is not accepting registrations until 27 June**

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What is the CMBL? (Centralized Master Bidders List)

- The CMBL is a master database used by State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to the State of Texas.
- Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the CMBL to receive bidding opportunities.
- The CMBL annual registration fee is \$70.00 and may be paid on-line by credit/debit card or check debit (US addresses only) or via a printable application.

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do>

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CMBL

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Search For Vendors

Related Links

- CMBL/HUB Directory Search Tips
- Register For CMBL - HUB
- Hub Mentor Protege Agreement Listing
- System for Award Management (EPLS)
- Debarred Vendors List
- Vendor Performance Report Search

Centralized Master Bidders List - HUB Directory Search

The CMBL is a master database used by State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to the State of Texas. Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the CMBL to receive bidding opportunities.

The CMBL/HUB Directory Search is automatically defaulted to "CMBL Only" to perform a search for vendors, including Texas certified HUBs who have elected to register on the CMBL. Purchasing entities use HUB Class and Item Codes within the "Multiple Vendor Search" feature to identify vendors who can provide the products or services they want to purchase, and to develop mailing lists of vendors to receive bids.

For detailed explanations of the various search and data output features (i.e., Search For, Single Vendor Search, Multiple Vendor Search, Business Category / Vendor Location Search, Select Fields For Output, Output Options) that may be used to create lists of potential vendors as well as retrieve detailed information on a specific vendor, click CMBL/HUB Directory Search Tips.

SEARCH FOR

CMBL Only CHUBs Only CHUBs On CMBL O&B Vendors

- ▶ SINGLE VENDOR SEARCH
- ▶ MULTIPLE VENDOR SEARCH
- ▶ BUSINESS CATEGORY / VENDOR LOCATION SEARCH
- ▶ SELECT FIELDS FOR OUTPUT
- ▶ OUTPUT OPTIONS

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- Home
- Contact Us

POICIES

- Privacy and Security Policy
- Accessibility Policy
- Link Policy
- Public Information Act
- Contact with Texans
- Commonly Used Web Browsers

OTHER STATE SITES

- tx.gov
- Texas Records and Information Locator (TRAIL)
- State Link Policy
- Texas Veterans Portal

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Electronic State Business Daily (ESBD)

- State agencies are required to advertise solicitations over \$25,000 on the ESBD
- Posting Requirements
 - 14 days - When all solicitation documents are available on the ESBD
 - 21 days - When all solicitation documents are not available on the ESBD (i.e. Blue Prints, Project Manuals, etc.)
- Search for bid opportunities or awards by agency, requisition number, city/ county, NIGP code or by keyword

<http://www.txsmartbuy.com/esbd>

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Electronic State Business Daily (ESBD)

The screenshot shows the 'Electronic State Business Daily Search' page. At the top, there is a navigation bar with 'Bid Postings', 'Contracts', 'SPD Applications', and 'Help'. Below this is a search form with the following fields:

Solicitations	Awards No Solicitation
Agency/Texas SmartBuy Member Name	Agency/Texas SmartBuy Member Number
Status	NIGP Class/Item
Posted	Solicitation ID
Keyword Search	Date Range
	Start Date
	End Date

Buttons for 'Search' and 'Clear Filters' are located below the form. A note states: 'Please only use Google Chrome to navigate this site.'

At the bottom, there are three columns of links:

- Texas Comptroller of Public Accounts Glenn Hegar**
 - Home
 - Contact Us
- POLICIES**
 - Privacy and Security Policy
 - Accessibility Policy
 - Link Policy
 - Texas.gov
 - Search from the Texas State Library
 - Texas Homeland Security
 - Texas Veterans Portal
 - Public Information Act
 - Texas Secretary of State
 - #ESBD Browser Statement
- OTHER STATE SITES**
 - texas.gov
 - Texas Records and Information Locator (TRAIL)
 - State Link Policy
 - Texas Veterans Portal

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HUB Coordinators List

- The HUB Coordinator is the HUB vendor's door into doing business with a state agency and university
- Pursuant to Texas Government Code, §2161.062(e), state agencies with biennial budgets that exceed \$10 million shall designate a staff member to serve as the Historically Underutilized Business (HUB) Coordinator for the agency.
- The HUB Coordinator will advise and assist agency executive directors and staff in complying with HUB requirements, facilitating the agency's good faith effort to increase HUB participation, preparing and submitting HUB reports, monitoring contracts for HUB compliance, and coordinating marketing and outreach HUB efforts.

<https://comptroller.texas.gov/purchasing/vendor/hub/resources.php>

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HUB Coordinators List

Agency Name	Contact Name	Title	E-mail	Phone	Address/Line	Address/City	State	Zip
MIDDLEBERRY STATE UNIVERSITY	Tracy Nichols	Director of Purchasing/Contract Management	tracy.nichols@msutexas.edu	940-397-4277	3410 Taft	Wichita Falls	TX	76708
MIDDLEBERRY STATE UNIVERSITY	Joe Mrugalski, Jr.	Assistant Director, Purchasing & Contract	joe.mrugalski@msutexas.edu	940-397-4095	3410 TAFT BLVD	WICHITA FALLS	TX	76708
COURT OF APPEALS - TENTH COURT	Beverly Williams	Chief Deputy Clerk	beverlywilliams@bccourts.gov	254-757-5241	501 Washington Ave.	Waco	TX	76701
University of Houston-Victoria	Shawn Clark	HUB Coordinator	shawn.clark@uhv.edu	361-670-4821	3007 N Ben Wilson St	Victoria	TX	77901
12th Court of Appeals	Katrina McLenny	Clerk of the Court	katrina.mclenny@bccourts.gov	903-593-8471	1517 W Front St, Suite 3	Tyler	TX	75702
UNIVERSITY OF TEXAS AT TYLER	Paul Fitts	Procurement Manager / HUB Coordinator	Paul.Fitts@uttyler.edu	903-566-6183	3900 University Blvd	Tyler	TX	75799
UNIV OF TEXAS HEALTH CENTER AT TYLER	Crystal Smith	Director of Purchasing / HUB Programs	crystal.smith@uthct.edu	903-877-7718	11937 U.S. Highway 271	Tyler	TX	75708-312
UNIV OF TEXAS HEALTH CENTER AT TYLER	Tara Cheney	Buyer / HUB Assist.	tara.cheney@uthct.edu	903-877-7475	11937 US Hwy 271	Tyler	TX	75708
COURT OF APPEALS - SIXTH COURT	Debbie Autrey	Clerk of the Court	debbie.autrey@bccourts.gov	903-799-3045	100 N. State Line Avenue	Texarkana	TX	75501
TEXAS A&M UNIVERSITY-TEXARKANA	Cynthia E. Henderson	Dir., Purchasing & Support Svcs	cynthia.henderson@tamut.edu	903-223-3053	7101 University Avenue	Texarkana	TX	75503
SOIL & WATER CONSERVATION BOARD	Amy Devereaux	Purchaser III	adevereaux@tsswcb.texas.gov	254-773-2250	1497 Country View Lane	Temple	TX	76504
TEXAS STATE TECHNICAL COLLEGE	Jessica Chavira	Executive Director Travel & Card	jchavira@tstc.edu	325-235-7342	300 Homer K. Taylor Dr	Sweetwater	TX	79556
TARLETON STATE UNIVERSITY	Cori Luttrell	HUB Coordinator	luttrell@tarleton.edu	254-968-9642	Box T-600	Stephenville	TX	76402
TEXAS STATE UNIVERSITY-SAN MARCOS	Dan Alden, CPM, CTPM	Director, Purchasing/HUB Coordinator	hub@bstate.edu	512-245-2521	601 University Dr	San Marcos	TX	78666
TEXAS STATE UNIVERSITY	Purchasing/HUB	HUB Specialist	hub@bstate.edu	512-245-2521	601 University Drive	SAN MARCO	TX	78666-45
TEXAS STATE UNIVERSITY-SAN MARCOS	Darryl Borgonah	AVP Financial Services	hub@bstate.edu	512-245-2550	601 University Drive	JCI San Marco	TX	78666
COURT OF APPEALS - FOURTH COURT	Letty Whittle	Accountant IV	letty.whittle@courts.gov	210-335-3950	300 Dolerosa Ave., Suite	San Antonio	TX	78205
University of Texas at San Antonio	Bruce Williams	HUB Manager	bruce.williams@utsa.edu	210-458-6491	One UTSA Circle	San Antonio	Texas	78249
UT HEALTH SCIENCE CENTER-SAN ANTONIO	Rebecca Mendez	Assistant Historically Underutilized Business	mendez22@uthscsa.edu	210-562-6202	7703 Floyd Curl Drive	San Antonio	TX	78229
UT HEALTH SCIENCE CENTER-SAN ANTONIO	Eric R. Walls	Senior Director Supply Chain Management	erwalls@uthscsa.edu	210-562-6201	7703 Floyd Curl Drive	San Antonio	TX	78229
Texas A&M University San Antonio	Daniel R. Garza	Director of Procurement	daniel.garza@tamusa.edu	210-784-2030	One University Way	San Antonio	TX	78224
TEXAS A&M UNIVERSITY - SAN ANTONIO	Jessica Nino	ITS Procurement Manager	jmnino@tamusa.edu	210-784-4361	One University Way	San Antonio	TX	78224
Texas A&M University San Antonio	Chris Scott	Senior Buyer	cscott@tamusa.edu	210-784-2038	One University Way	San Antonio	TX	78224
ANGELO STATE UNIVERSITY	Jennifer Lennon	HUB & Logo Licensing Coordinator	jennifer.lennon@angelo.edu	325-466-6844	ASU Station #11029	San Angelo	TX	76909
UT Dallas	Leigh Hausman	Director of Supplier Diversity Programs	lhausman@utdallas.edu	972-883-6971	800 W. Campbell Rd	Richardson	TX	75080
UNIVERSITY OF TEXAS AT DALLAS	Renay Fleming	Assistant HUB Coordinator	fleming@utdallas.edu	972-883-2397	800 West Campbell Road	Richardson	TX	75030
PRAIRIE VIEW A & M UNIVERSITY	Lashunda Watson	Interim HUB Assistant	lwatson@pvamu.edu	936-261-1937	P.O. Box 519, MS 1311	Prairie View	TX	77446-05
PRAIRIE VIEW A & M UNIVERSITY	A. MARIE JOHNSON	Executive Director	AM.JOHNSON@pvamu.edu	936-261-1739	P.O. Box 519, Mail Stop	Prairie View	TX	77446-05
LAMAR STATE COLLEGE - PORT ARTHUR	Mania Garcia	Director of Purchasing and Contracts	garciamd@lamarpa.edu	409-984-6117	P.O. Box 310	Port Arthur	TX	77641
OFFICE OF THE GOVERNOR	Terrie Boland	Director of Financial Services	tboland@gov.texas.gov	512-0166		P.O. BOX 11X		78711
Lamar State College - Orange	Alexandra Quave	Director Purchasing and Contracts	alexandra.quave@lscso.edu	409-882-3319	410 Front Street	Orange	TX	77630
LAMAR STATE COLLEGE - ORANGE	Alexandra Quave	DIRECTOR, PURCHASING/CONTRACTS	alexandra.quave@lscso.edu	409-882-3319	410 Front Street	Orange	TX	77630-580
UNIV OF TEX OF THE PERMIAN BASIN	Eisa Montalvo	Director of Purchasing/HUB Coordinator	emontalvo_e@utpb.edu	432-552-2795	4901 E University	Odesa	TX	79762
STEPHEN F. AUSTIN STATE UNIVERSITY	Jennifer McCall	Associate Director	jennifer.mccall@sbsu.edu	936-468-4263	P.O. Box 13030	NACOGDOCH	TX	75962
STEPHEN F. AUSTIN STATE UNIVERSITY	Kay Johnson	Director of Purchasing & Inventory	Kjohnsond16@sbsu.edu	936-468-4037	PO Box 13030	Nacogdoch	TX	75962

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Calendar of Events

- Economic Opportunity Forums
 - HUB Forums/Fairs
 - Conferences, Expos, Conventions
 - Workshops, Trainings
- Hosted By
 - State Agencies & Universities
 - Minority and Women Councils and Trade Organizations

<http://www.txsmartbuy.com/eof/index.html>

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Economic Opportunity Forums (EOF) Calendar

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Economic Opportunity Forums (EOF) Calendar

Welcome to the Texas Comptroller of Public Accounts' EOF Calendar website. This site provides a schedule of various EOFs (i.e. vendor fairs, spot bid fairs, conventions, conferences, workshops, seminars, etc.) held throughout the state. EOFs are sponsored by state and local government agencies and universities as well as development centers and trade organizations that provide assistance and guidance for the economic development and sustainability of small, minority-, woman- and service-disabled veteran-owned businesses.

EOFs are an excellent platform for B2G and B2B networking, including the dissemination and sharing of information about public and private-sector procurement processes and opportunities.

[List all Events](#) [Advertise an Event](#)

Previous Next Today June 2021 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 12p HOW TEXAS HUB VENDORS CAN OBTAIN CITY CONTRACTS UNDER \$50,000	2	3	4
5	6	7 The University of Houston (UH) - UH Overton - 2nd Chair and Virtual HUB Forum	8 2nd Virtual HUB Fair	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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Types of Small Business

<http://www.sba.gov/aboutsba/sbaprograms/goals/index.html>

- Small Business (SB) – 23%
- Small Disadvantaged Business (SDB) – 5%
 - 8(a) – part of the SDB Goal – not statutory
- Woman Owned Small Business (WOSB) – 5%
- Historically Underutilized Business Zone Small Business (HUBZone) – 3%
- Service Disabled Veteran Owned Small Business (SDVOSB) – 3%

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SAM Registration

<https://www.sam.gov/>

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. Below this is the SAM.GOV logo and a tagline 'Official U.S. Government Website 100% Free'. The main content area is divided into several sections. On the left, there is a 'The Official U.S. Government System Bar' with links for Contract Opportunities, Contract Data, Wages Determinations, and Federal Hierarchy. In the center, there is a search bar with the text 'Already know what you want to find?' and a search icon. On the right, there is a 'Register Your Entity' section with a 'Get Started' button and a 'Check Registration Status' button. Below the search bar, there are several announcement boxes. One announcement states 'The integration is complete, the wait is over!!' and another mentions 'SAM.gov registrations in progress will transfer!!'. A 'Have Questions about SAM.gov?' section is also visible.

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SAM Registration

<https://www.login.gov/>

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CTPTAC Services are FREE!!!

- **Purpose:** CTPTAC is a non-profit organization that assists small business compete and win government contracts from federal, state, and local government agencies.
- **Services Offered:**
 - Computerized Bid-match Services
 - Counseling Assistance
 - Government Contract Histories
 - Military Specifications and Department of Defense Adopted Industry Standards
 - Access to Federal Acquisition Regulation (FAR), Department of Defense (DoD) Regulations, and forms or information from other federal and state agencies.
 - Workshops and Conferences on Contracting
 - Federal, State and local government contracting laws, policies and procedures, with emphasis on requirements and procedures used by the Department of Defense (DoD) and other Federal agencies, including registration in systems such as the System for Award Management.

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CTPTAC Services are FREE!!!

- **Services Offered (Continued):**

- The DoD Mentor-Protégé Program (MPP) and similar Government programs.
- Accounting system requirements and contract payments.
- Invoicing, Receipt, Acceptance, Property Transfer (IRAPT), and Wide Area Workflow (WAWF).
- Subcontracting.
- Defense Logistics Agency (DLA) Internet Bid Board System (DIBBS).
- Small Business Innovative Research (SBIR).
- Small Business Technology Transfer (STTR).
- DoD Cyber Security clause compliance.
- Obtaining federal contract data from databases such as FPDS-NG or USASpending.
- Finding federal procurement opportunities using BETA.SAM.GOV
- Business size and type (socioeconomic) certifications.

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