

The Employees Retirement System of Texas administers employee and retiree benefits for the State of Texas. As part of this administration, ERS manages a Trust fund. Money from the trust fund must be used for the sole benefit of Trust members and their beneficiaries.



Vendor and HUB Guide

ERS is committed to ensuring that opportunities exist for minority employees, consultants and business partners while staying true to our primary fiduciary responsibility to the members and beneficiaries of the Trust.

ERS staff members are encouraged to “think HUB” when awarding purchasing and contracting opportunities. ERS attends conferences and co-hosts HUB Economic Opportunity Forums to spread the word about ERS contract opportunities. ERS contacts HUBs whenever possible for procurements for bids that are under the \$5,000 competitive procurement threshold.



ERS HUB Program Information

ERS has helpful information for prospective vendors on our website including information on how to become HUB certified with the State of Texas. Visit the ERS website at www.ers.state.tx.us and go to Contracting Opportunities on the home page.
Email: purchasing-all@ers.state.tx.us
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Guide to doing
business with the
EMPLOYEES RETIREMENT
SYSTEM OF TEXAS



ERS Contract Opportunities

ERS buys goods and services from qualified vendors including accounting and financial services, computer hardware and maintenance, computer software and maintenance, furniture, information technology services, office equipment and supplies, printing services, professional services, recycled products, security systems and maintenance, telecommunications equipment, and temporary personnel services.

Most of ERS' professional services are used in connection with the investment program and benefit administration. ERS manages the investment portfolio internally but does contract with external investment advisors. Contracts for these services are awarded through a structured competitive process. Bid opportunities are published according to guidelines set forth by the State Comptroller's Office/Texas Procurement and Support Services.

There are investment program opportunities for brokerage services that are available to firms who meet certain requirements:

- a. Firms must be duly registered as Broker/Dealers and be in good standing with the Securities and Exchange Commission;
- b. Firms and their designated agents must be members in good standing with the National Association of Securities Dealers, (now known as the Financial Industry Regulatory Authority);
- c. Firms and their designated agents must be registered and in good standing with the Texas State Securities Board;
- d. Firms must have a history of serving institutional clients for a minimum of five years;
- e. The firm or its executing broker and the clearing agent must each have minimum excess net capital of \$2.5 million.

ERS HUB Program Objectives

ERS' HUB Program follows the purchasing guidelines established by the Comptroller of Public Accounts/Texas Procurement and Support Services. Vendors wishing to do business with ERS should register with the State of Texas.

Vendors Are Encouraged to Use the State Programs to Participate in ERS' Procurement Opportunities

I. Centralized Master Bidders List (CMBL) – The CMBL is a master database used by government entities to develop a vendor mailing list for solicitations based on goods or services a vendor can provide. Vendors (manufacturers, distributors, and other suppliers or service providers) wishing to do business with State of Texas government entities should register for CMBL with a \$70 annual registration fee payable online by credit card.

For complete information, go to <http://www.window.state.tx.us/procurement/prog/cmb/>

II. Electronic State Business Daily (ESBD) – The Texas Marketplace—or ESBD—is an online database to locate procurement opportunities posted by government entities and valued at \$25,000 or more. The ESBD is searchable by agency name or requisition number, National Institute of Governmental Purchasing (NIGP) class and item code, and goods or services keyword.

To visit the ESBD website, go to <http://esbd.cpa.state.tx.us/>

III. HUB Economic Opportunity Forum (EOF) – EOFs are events sponsored by government entities, minority business councils, and trade organizations. At an EOF, government entities network with HUB vendors and share procurement opportunities.

To view a list of upcoming events, go to <https://portal.cpa.state.tx.us/hub/eof/>

IV. HUB Program – HUB vendor eligibility requirements are a profit-making corporation, partnership, sole proprietorship, or joint venture whose:

- Principal place of business is in Texas.
- Ownership is at least 51% by Asian Pacific American, Black American, Hispanic American, Native American, and/or American woman.
- Minority owners must reside in Texas, have proportionate interest, and demonstrate active participation in control, management, and operation of business affairs.

A HUB vendor is an eligible vendor who is certified by Comptroller of Public Accounts/Texas Procurement and Support Services (CPA/ TPASS).

For additional HUB information, call CPA/TPASS toll-free (888.863.5881 or 512-463-5872) or visit <http://www.window.state.tx.us/procurement/prog/hub/hub-certification/> for a certification application form download.

V. HUB Mentor Protégé Program – The Texas Mentor Protégé Program objective is to provide professional guidance and support for emerging HUB vendors to facilitate their growth/ development and increase HUB contracts/ subcontracts with government entities. ERS encourages long-term relationships between prime contractors and HUB vendors in government procurement areas.

For more details, locate program information and application forms online at <http://www.window.state.tx.us/procurement/prog/hub/mentorprotege/>

VI. HUB Subcontracting Plan (HSP) – If subcontracting opportunities are available on procurements with an expected value of \$100,000 or more, HSP is required for the offer to be considered responsive. The HSP shall demonstrate Good Faith Effort to include HUB vendor subcontractors. After award, the HSP is part of the contract and is monitored throughout the contract term.

For more information, see the HSP, Progress Assessment Report (PAR), and instructions at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

