



**Susan Combs** Texas Comptroller of Public Accounts

# Texas is Your Business

Be HUB Certified.  
Be Ready for Opportunity.

**Statewide Historically Underutilized  
Business (HUB) Program**

[www.Texas4HUBs.org](http://www.Texas4HUBs.org)  
(888) 863-5881



# Open Your Door to More.

**In fiscal 2007, Texas awarded more than \$1.8 billion in contracts – including more than \$785 million in subcontracts – to companies certified as Historically Underutilized Businesses (HUBs). Be ready when opportunity knocks by certifying your minority- or woman-owned business through the Statewide HUB Program at the Texas Comptroller of Public Accounts.**

State agencies and universities are constantly looking to work with businesses certified as HUBs. The goal of this good-faith effort is to actively involve HUBs in the Texas procurement process and ensure they receive a fair share of state business.

## **Stand Out in a Crowd**

HUB certification is free of charge and good for up to four years. Only certified HUBs are listed in the online Texas HUB Directory. For purchases of \$5,000 or less, state entities can directly contact a business to buy goods and services. More than \$41 million of these small-dollar purchases were made in 2007. The Texas HUB Directory is also searched by vendors looking for certified HUBs to include in their subcontracting plans for projects of \$100,000 or more.



Certified HUBs registered with the state's Centralized Master Bidders List (CMBL) are sought by state entities looking for potential bidders. State entities are required to search the CMBL for most purchases, and HUB certification is an important search criteria because of agencies' purchasing policies to include HUBs.

## **HUB Eligibility – A Respected Standard**

The integrity of the Statewide HUB Program is ensured by setting a strong eligibility standard.

### *A Historically Underutilized Business:*

- is a for-profit entity with its principal place of business in Texas; and
- is at least 51 percent owned by one or more persons who are an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman with U.S. citizenship, Texas residency and a proportionate interest and active participation in the control, operations and management of the entity's affairs.

## **Competitive Tools for Your Business**

HUB certification is a powerful advantage and a vital step. In addition to applying for HUB certification, explore the many other tools available for creating new opportunities to do business with the state:

### **1** *Register With the Centralized Master Bidders List (CMBL) to Receive Bid Invitations.*

When state entities plan to buy goods and services that cost more than \$5,000, they must search the CMBL for potential vendors. Based on the results of their search, they contact vendors directly by mail, fax, e-mail or phone with invitations for bids. You can register for the CMBL online to immediately be included on the list. The annual registration fee is \$70 and covers the cost of the program. It's a worthwhile investment, averaging no more than \$5.83 per month. The CMBL reflects a vendor's HUB status for state entities looking for potential bidders.

**Sign up for the CMBL:** [www.window.state.tx.us/procurement/prog/cmb1](http://www.window.state.tx.us/procurement/prog/cmb1)  
**Or call:** (512) 463-3459

### **2** *Search the Electronic State Business Daily (ESBD).*

When state entities have contract opportunities over \$25,000, they must advertise them on the Electronic State Business Daily. This online search engine is available to anyone and allows you to

find bid opportunities by type, entity, vendor award or National Institute of Governmental Purchasing Codes.

**Search the ESBD:**  
<http://esbd.cpa.state.tx.us>



### 3 *Explore HUB Subcontracting Plan Opportunities.*

Subcontracting is another excellent opportunity for your business. When a state contract's expected value is \$100,000 or more, state entities carefully examine it for subcontracting opportunities. If opportunities are found, bidding vendors must submit a subcontracting plan showing potential use of certified HUBs. Become familiar with the subcontracting process. Once certified, your listing in the online Texas HUB Directory will make your business known as a potential subcontracting partner.

**Get details:** [www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan](http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan)

**Or call:** (512) 463-6958

### 4 *Network.*

You are the best voice for your business, and there are several ways for you to make your business known.

Pre-proposal conferences offer chances to network with experienced vendors for subcontracting opportunities. The point of contact on individual bid invitations can provide details on these conferences.

Economic Opportunity Forums (EOFs) allow you to network with HUB coordinators at individual state agencies and with state purchasers. The Statewide HUB Calendar of Events lists networking opportunities, including events by HUB development centers and trade organizations.

**View the EOF calendar:** <http://hub.cpa.state.tx.us/eof>

**Or call:** (512) 463-6958

## More Links to Success

The Statewide HUB Program offers many valuable resources to help you build relationships with contacts and find answers to your questions.

**HUB Coordinator List** — HUB coordinators are your individual contacts at state entities. They



offer assistance and valuable guidance on their agency's purchasing requirements and processes.

**Contact a coordinator:** [www.window.state.tx.us/procurement/prog/hub/contactlist](http://www.window.state.tx.us/procurement/prog/hub/contactlist)

**Vendor Guide** — The Comptroller's Vendor Guide is available online and offers a wealth of information to help vendors better understand the state of Texas purchasing process.

**Get the guide:** [www.window.state.tx.us/procurement/pub/vendor\\_guide.pdf](http://www.window.state.tx.us/procurement/pub/vendor_guide.pdf)

**HUB Report** — Twice a year, state entities report their expenditures in specific categories. Use the report to determine which entities might match up best with what your business has to offer.

**Read the report:** [www.window.state.tx.us/procurement/prog/hub/hub-reporting](http://www.window.state.tx.us/procurement/prog/hub/hub-reporting)

**Or call:** (512) 463-6958

## Put the Statewide HUB Program to Work for You!

Give your business the advantage of HUB certification. Texas awarded more than \$1.8 billion in contracts – including more than \$785 million in subcontracts – to certified HUBs in fiscal 2007. Follow these easy steps to open the door to more business.

**Step 1:** Download the HUB application today at [www.window.state.tx.us/procurement/prog/hub/hub-certification](http://www.window.state.tx.us/procurement/prog/hub/hub-certification) or call (888) 863-5881 to get started.

**Step 2:** Use the tools available to you to do business with the state. Register for the Centralized Master Bidders List (CMBL).

**Step 3:** Network and market your business.

For all the details, go to [www.Texas4HUBs.org](http://www.Texas4HUBs.org)

