



## HOW TO BECOME A HUB CERTIFIED VENDOR

1. Meet the following eligibility requirements:

- ▶ Business must be at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran.
- ▶ Must be a Texas Resident.
- ▶ Principal place of business must be located in the State of Texas.

2. Complete the HUB Certification Application located at <http://comptroller.texas.gov/procurement/prog/hub/>.

## BENEFITS OF BECOMING A HUB VENDOR

- ▶ HUB Certification is free of charge.
- ▶ Certification is valid for four (4) years, provided that the business continues to meet the eligibility requirements.
- ▶ Your business is registered on the web-based HUB directory. State agencies, including public colleges and universities, use the HUB Directory to solicit bids from certified HUBs. 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.

# HUB PROGRAM UNT | SYSTEM™

**Building Relationships.  
Creating Opportunities.  
Advancing Diversity.**



# HUB

Hours: 8 am to 5 pm • Monday to Friday

**Mailing Address:** 1112 Dallas Drive, Suite 4000,  
Denton, Texas 76205

**Phone:** 940.369.5500/**Toll-Free:** 855.868.4357

**Web:** [hub.untsystem.edu](http://hub.untsystem.edu)

**Email:** [HUB@untsystem.edu](mailto:HUB@untsystem.edu)

# HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM



# UNT | SYSTEM™



## UNT SYSTEM COMPONENT INSTITUTIONS INCLUDE:

- ▶ University of North Texas; Denton, Texas
- ▶ UNT Health Science Center; Fort Worth, Texas
- ▶ University of North Texas at Dallas; Dallas, Texas
- ▶ UNT System Administration; Dallas, Texas

## ABOUT THE STATE OF TEXAS HUB PROGRAM

In Fiscal Year 2015, the State of Texas awarded more than \$2 billion in contracts to businesses certified as Historically Underutilized Businesses (HUBs).

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

## STAND OUT IN A CROWD

HUB certification is free of charge and is good for up to four years. Only certified HUBs are listed in the online Texas HUB Directory. State agencies use the HUB Directory to identify businesses for potential business opportunities. 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.

## A HISTORICALLY UNDERUTILIZED BUSINESS:

- is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas, and
- is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participates 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 of Texas:

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

When state entities plan to buy goods and services, often they 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 \$5.83 per month. The CMBL reflects a vendor's HUB status for state entities looking for potential bidders.

Sign up: [comptroller.texas.gov/procurement/prog/cmb1](http://comptroller.texas.gov/procurement/prog/cmb1) or call: 512.463.3459.

### Search the Electronic State Business Daily (ESBD)

State entities post formal bid opportunities on the Electronic State Business Daily. This online search engine is available to anyone and allows you to identify bid opportunities by type, entity, vendor award or National Institute of Governmental Purchasing Codes. Search the ESBD: <http://esbd.cpa.state.tx.us>.

### 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: [comptroller.texas.gov/procurement/prog/hub/hub-subcontracting-plan/](http://comptroller.texas.gov/procurement/prog/hub/hub-subcontracting-plan/) or call: 512.463.5894.

### 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: 512.463.5894.



Like us on Facebook! [facebook.com/untsystemhub](https://www.facebook.com/untsystemhub)

Visit us online at [hub.untsystem.edu](http://hub.untsystem.edu)