

SUPPLEMENT NO. 1

to the Texas Procurement and Contract Management Guide, Version 4.0

Purpose and Scope:

The Comptroller has adopted amended VetHUB rules at 34 Texas Administrative Code Sections 281-298. The new rules take effect **May 12, 2026**.

The Comptroller's Statewide Procurement Division has changed its policy to increase the threshold for incidental purchases from TXMAS contracts.

The following guidance provides an overview of changes that will appear in the next version of the *Texas Procurement and Contract Management Guide* to reflect these amended rules and policy change.

Global Changes:

The following changes are applied throughout the document:

- All instances of "Historically Underutilized Business Program" are changed to "Veteran Heroes United in Business Program."
- All instances of "HUB" are changed to "VetHUB."
- All instances of "HUB subcontracting plan" are changed to "subcontracting plan."
- All instances of "HSP" are changed to "SP."
- All instances of "HUB coordinator" are changed to "agency coordinator."

Subcontracting Plan Requirements Changes:

The title of the "HUB Subcontracting Plan Requirements" section on page 64 is changed to "Subcontracting Plan Requirements" and now reads:

Agencies are required to make a good faith effort to assist Veteran Heroes United in Business vendors (VetHUBs) to receive a portion of the total contract value that the agency expects to award in a fiscal year.

The statewide goals for this program are qualitative with the goal of increasing participation of service-disabled veterans in state purchasing and contracting. Agencies must set their own percentage goals, and may establish specific goals for each solicitation. These goals can be achieved through contracting directly with VetHUBs or indirectly through subcontracting.

For any procurement with an estimated contract value of \$100,000 or more, including all renewals and amendments, the agency must determine whether VetHUB subcontracting opportunities are probable under the contract. Subcontracting opportunities can be realized through expenditures on materials, supplies, equipment and services. If VetHUB subcontracting opportunities are probable, the agency must state this determination in the solicitation and require a subcontracting plan to be submitted with the response. If a subcontracting plan is required by the solicitation, the completed subcontracting plan must be submitted by the response due date and time in order for the response to be considered responsive.

Once accepted by the agency, the subcontracting plan will become a part of the contract. Vendors must amend their subcontracting plans if there is any change in their planned subcontracting during the performance of the contract. Agencies

are not permitted to make VetHUB subcontracting or VetHUB certification status of a vendor a scoring criteria that is assigned weight in the agency solicitation.

TXMAS Incidental, Off-Schedule Items Threshold Change:

The “Incidental, Off-Schedule Items” section on page 35 now reads:

Only products or services listed in the underlying contract may be purchased from the TXMAS contract, with one exception. Incidental, off-schedule items may be purchased as “best value, open market” items provided that they are necessary for product integration or product completeness. The purchasing entity is responsible for ensuring that the quoted price for such incidental items is fair and reasonable. These incidental items may be added to the TXMAS purchase order if they are clearly labeled as “open market (OM), best value” items. Incidental items may not exceed \$10,000 or 50 percent of the purchase order total, whichever is less. If the pending order includes incidental items that exceed the stated limits, a request may be submitted to SPD for review and consideration of an exception. Exception requests shall be submitted to txmasquote@cpa.texas.gov. The request must include a copy of the complete vendor quote listing all core items and a detailed incidental charge breakdown.