



# Historically Underutilized Business (HUB) Program & Vendor Resources

**Learn . Connect . Grow**



GLENN HEGAR, TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

# PRESENTATION OVERVIEW



WELCOME!



STATEWIDE  
HUB PROGRAM  
OVERVIEW



HUB  
CERTIFICATION  
& COMPLIANCE



VENDOR  
RESOURCES



QUESTIONS  
AND ANSWERS



# STATEWIDE HUB PROGRAM OVERVIEW

# STATEWIDE HUB PROGRAM

- The Historically Underutilized Business (HUB) Program is a component of the Statewide Procurement Division of the Comptroller of Public Accounts (CPA).
- Texas Government Code §2161 establishes the HUB Program and authorizes the CPA to administer the Statewide HUB program.
- The CPA Statewide HUB program establishes rules to administer the agency programs: Texas Administrative Code, Title 34, Chapter 20, Subchapter D, Division 1, Sections §20.281 to §20.298 (34 TAC 20).

Note: The 2009 Disparity Study determined there were still disparate groups in the state's procurement process, identified the disadvantaged owner groups, and established the current Statewide HUB procurement goals.\*

# STATEWIDE HUB UTILIZATION GOALS

- **11.2%** Heavy Construction – infrastructure projects
- **21.1%** Building Construction – building (new/renovation) and maintenance projects
- **32.9%** Special Trade – construction contracts (community college or trade school)
- **23.7%** Professional Services – special training or professional degrees (architect, engineer)
- **26.0%** Other Services – general services (consultants, trainers, documentation)
- **21.1%** Commodities – general goods

Note: state agencies and institutions of higher education make a good faith effort to meet or exceed these goals through direct contract with HUBs either through prime contracts or through HUB subcontracting opportunities (Texas Government Code 2161, Subchapter F).

# STATEWIDE HUB PROGRAM

## POLICY & PURPOSE

34 TAC 20.281

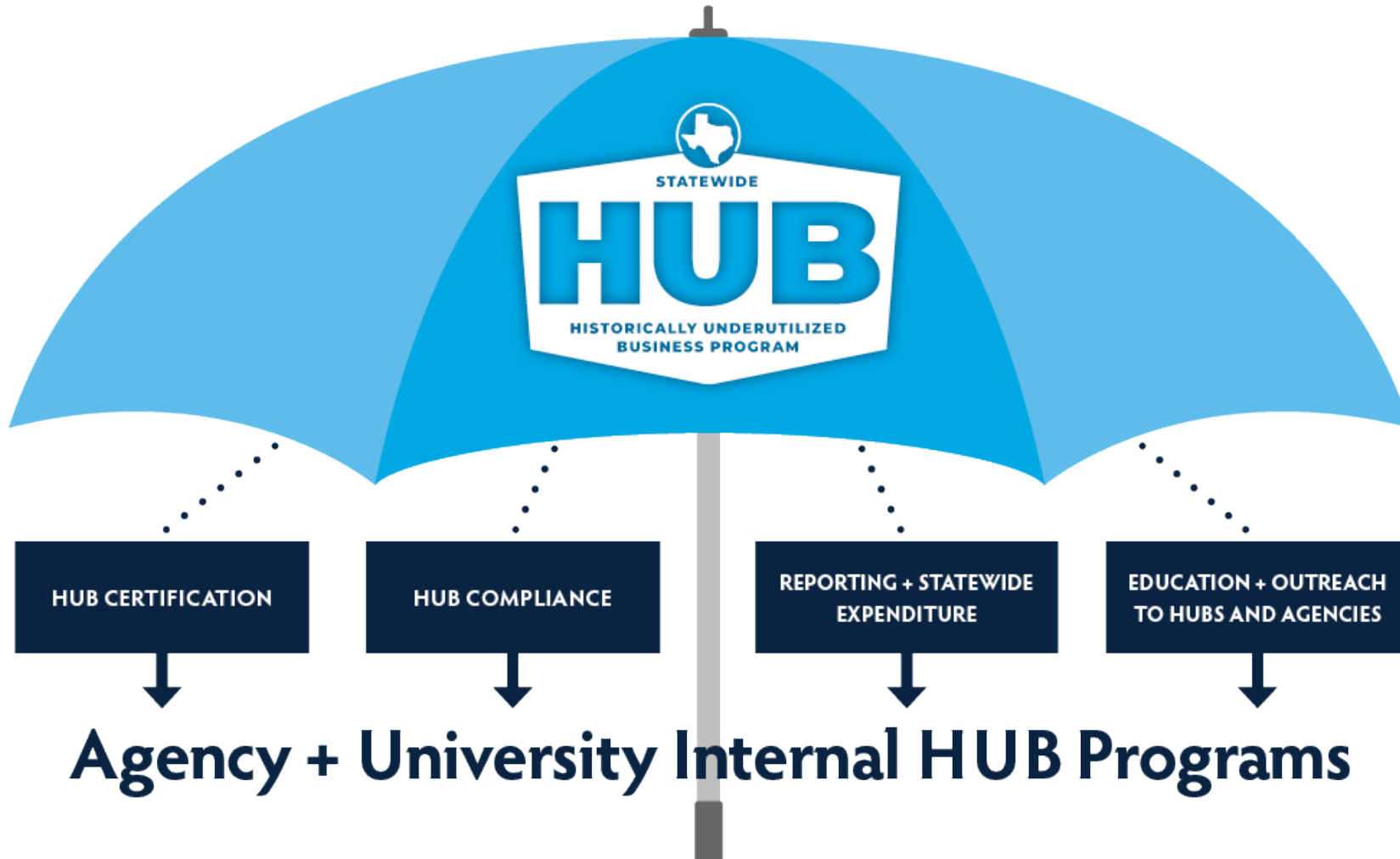
- It is the **policy** of the comptroller **to encourage the use of HUBs in the state procurement process** through race, ethnic, and gender-neutral means.
- The **purpose** of the HUB program is **to promote good faith effort business opportunities for all businesses in state procurement and contracting** in accordance with 34 TAC 20.284.



# **HUB CERTIFICATION & COMPLIANCE**

# STATEWIDE HUB PROGRAM STRUCTURE

Texas Comptroller of Public Accounts





# STATE AGENCY AND UNIVERSITY INTERNAL HUB PROGRAMS

- **Every agency with a biennial budget that exceeds \$10 million will:**
  1. Designate at least one full-time staff member to serve as the **HUB Coordinator**.
  2. Host at least **one HUB forum or networking event** per fiscal year.
- HUB Coordinators are required to guide and prepare HUBs for their agency's procurement process and match HUBs with key procurement and division staff within the agency to build relationships.
- These internal HUB programs do not require an additional certification, their **purpose is to support and guide HUB businesses to be ready, capable, and able to compete in their agency's good faith effort procurement process.**

*Note: internal HUB Programs are established in Texas Government Code 2161.*

# HUB CERTIFICATION QUALIFICATIONS

The disparate ownership groups in the state's procurement are identified as:

- ✓ **Asian American**
- ✓ **Black American**
- ✓ **Hispanic American**
- ✓ **Native American**
- ✓ **American Woman**
- ✓ **Service-disabled Veteran** as defined by 38 U.S.C. §101(2) with at least a 20% service disability as defined by 38 U.S.C. §101(16)

*Note: see broken down definitions in 34 TAC 20.282*

# HUB CERTIFICATION QUALIFICATIONS

## Owner(s) must also:

- ✓ Be a **U.S. citizen** (except qualified service-disabled veteran)
- ✓ Be **resident(s) of Texas** for at least **six months**
- ✓ Maintain **active** participation in **control**, operations and management entities

## Applicant business must:

- ✓ Be at least **51% owned** by a minority, woman or service-disabled veteran (with at least a 20% service disability).
- ✓ Business must be **primarily based in Texas**
- ✓ Meet Small Business Administration (**SBA**) **size standards** in CFR §121.201.  
(<https://www.sba.gov/document/support-table-size-standards>)

# TWO PATHS TO HUB CERTIFICATION:

## 1) MOA PARTNER CERTIFICATION ORGANIZATIONS

### MEMORANDUM OF AGREEMENT (MOA) ORGANIZATIONS

- 12 total MOA certification partner organizations
- MOAs are organizations that certify small businesses as SBE, DBE, MBE, WBE with the added authority to certify small businesses as HUBs.
- HUB certifications through MOAs are valid for as long as HUB remains certified and in good standing with MOA.
- MOAs have their own application processes.

- Dallas Fort Worth Minority Supplier Development Council (DFWMSDC)
- El Paso Hispanic Chamber of Commerce
- Golden Triangle Minority Business Council
- Houston Minority Supplier Development Council (HMSDC)
- Tri-County Regional Black Chamber of Commerce
- City of Austin
- City of Houston
- South Central Texas Regional Certification Agency (SCTRCA)
- Southwest Minority Supplier Development Council (SMSDC)
- Texas Department of Transportation (TxDOT)
- Women's Business Council Southwest (WBCS)
- Women's Business Enterprise Alliance (WBEA)

## TWO PATHS TO HUB CERTIFICATION:

### 2) COMPTROLLER OF PUBLIC ACCOUNTS

- ✓ **FREE** application process includes specific qualifications
- ✓ **FREE** four-year certification
- ✓ **FREE** HUB directory listing
- ✓ **FREE** recertification (begins four months prior to expiration date)
- ✓ **FREE** assistance and support

# HUB CERTIFICATION FORMS & CHECKLIST

## Download

- Required Documents Checklist by Business Structure
- Statement of Eligibility
- Affidavit by Business Structure  
\*Only for new businesses who have not filed a tax return
- HUB Reports

[home](#) » [purchasing](#) » [vendor](#) » [hub](#)



## HUB FORMS

### HUB Certification Resources

New HUB certification applicants should download, review, and gather the necessary items referenced in the following resources to ensure a completed HUB application is submitted to allow for efficient processing turnaround times. You can check the current [HUB application processing times](#).

All applicants should fill out a [Statement of Eligibility](#), while the other items below are listed by Business Structure:

#### ▼ [Sole Proprietorship](#)

- [S-Checklist](#) (PDF)
- [S-Affidavit](#) (PDF) \*Only for new businesses who have not filed a tax return.

#### ▶ [Partnership](#)

#### ▶ [Corporation](#)

#### ▶ [Limited Liability Partnership](#)

#### ▶ [Limited Liability Corporation](#)

# STATEWIDE HUB CERTIFICATION PORTAL

[HTTPS://TEXASHUB.GOB2G.COM/](https://texashub.gob2g.com/)

If you have never applied for HUB certification, click on “apply for/renew certification”

If you are not sure, click “account look up”.

There is a step-by-step training available to you here:

[TEXAS4HUBS.ORG](https://TEXAS4HUBS.ORG)



#### WARNING - RESTRICTED GOVERNMENT SYSTEM.

This system is restricted to authorized users only. Unauthorized access, use, or misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws.



#### Texas HUB Certification

Join our database of HUB certified vendors

[Apply for / Renew Certification](#)

#### About the System

Learn more about this system and how it works today

[Information for Vendors](#)

#### Texas Statewide HUB Program

Learn about doing business with the State of Texas

[Statewide HUB](#)

#### Outreach

Opportunities for vendor involvement

[View Outreach Opportunities](#)

#### System Training

Learn how to fully utilize our system with a live trainer

[Training](#)

#### Account Access

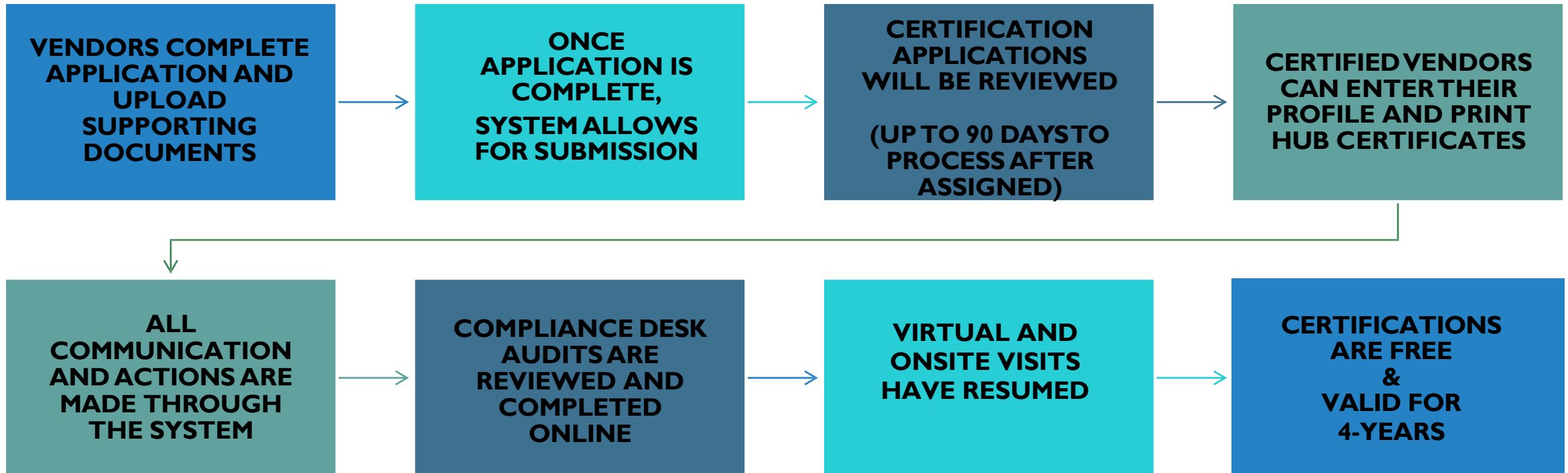
Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)



# ONLINE CERTIFICATION SYSTEM PROCESS





## HUB CERTIFIED VENDOR LOGO

- 1) Texas4HUBs.org
- 2) Download by file type
- 3) Agree to policy
- 4) Report misuse



# ADDITIONAL SUPPORT FOR SMALL BUSINESSES

## APEX Accelerators aka Procurement Technical Assistance Centers (PTAC)

- The Procurement Technical Assistance Program was authorized by Congress in 1985 to expand the number of businesses capable of participating in the government marketplace. There are over 300 offices nationwide and **7 in the state of Texas**.
- Some PTACs are administered directly by state governments, universities, community colleges, local economic development corporations or other local institutions.
- All PTACs are staffed with counselors experienced in government contracting and provide a wide range of services including classes and seminars, individual counseling and easy access to bid opportunities, contract specifications, procurement histories, and other information necessary to successfully compete for government contracts.
- PTAC locator: [www.ptac-us.org/find-a-ptac](http://www.ptac-us.org/find-a-ptac)

## Small Business Development Centers (SBDC)

- Small Business Development Centers provide counseling and training to small businesses including working with the Small Business Administration to develop and provide informational tools to support business start-ups and existing business expansion.
- **SBDC's receive federal funding and are trained to help prospective HUB certified vendors navigate through the application process.**
- SBDC locator: [www.americassbdc.org/find-your-sbdc](http://www.americassbdc.org/find-your-sbdc)

## Service Corps of Retired Executives (SCORE)

- **SCORE mentors offer area-specific advice at no cost** (financing, human resources, business planning). SCORE mentors are experts in entrepreneurship and related fields. They meet with small businesses on an ongoing basis and can provide a wide range of services including training, webinars, online workshops, courses on demand, and a library of online resources.
- SCORE mentor locator: [www.score.org/find-mentor](http://www.score.org/find-mentor)



# STATEWIDE HUB PROGRAM WEBSITE

# COMPTROLLER OF PUBLIC ACCOUNTS WEBSITE

[HOME](#)[TAXES ▾](#)[TRANSPARENCY ▾](#)[ECONOMY ▾](#)[PURCHASING ▾](#)[PROGRAMS ▾](#)[ABOUT ▾](#)

## ➤ Purchasing Home

### Statewide Contracts

- [Search Statewide Contracts](#)
- [Contract Development](#)
- [Contract Management](#)
- [Procurement Oversight & Delegation](#)
- [Texas Multiple Award Schedule \(TXMAS\)](#)
- [TxSmartBuy.com](#)
- [DIR Contracts](#)

### Procurement Resources

- [Texas Procurement and Contract Management Guide](#)
- [Publications and Forms](#)
- [State Print Services](#)
- [NIGP Commodity Book](#)
- [Search for CMBL/HUB Vendors](#)
- [Statutes and Procedures](#)
- [Grant Management](#)

## Vendor Resources

- [Vendor Information Center](#)
- [Centralized Master Bidders List \(CMBL\)](#)
- [Historically Underutilized Business \(HUB\)](#)
- [Modify CMBL/HUB Profile](#)
- [Electronic State Business Daily \(ESBD\)](#)

## Training and Policy Development

- [Purchasing/Contract Development \(CTCD\)](#)
- [Contract Manager \(CTCM\)](#)
- [Certification](#)
- [Continuing Education](#)
- [Training and Policy Development FAQ](#)

## Government Resources

- [Need Help? Contact the Outreach Team](#)
- [Vendor Performance Tracking System \(VPTS\)](#)
- [Texas SmartBuy Membership Program](#)
- [State Payment and Travel Card](#)
- [State Travel Management](#)
- [State Mail Services](#)
- [Vehicle and Fleet Management](#)
- [Retail Fuel Card](#)



# HUB COORDINATOR LIST

This is a public contact list of HUB Coordinators at more than 175 state agencies and universities.

To access, click link and download Excel file. This is a living document that needs to be re-downloaded regularly.

## Sponsored Events

## Calendar of Events



## HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

*The Statewide Procurement Division Historically Underutilized Business (HUB) Program administers the HUB program in accordance with Texas Government Code Section 2161 and Texas Administrative Code, Title 34, Chapter 20, Subchapter D, Division 1, Sections 20.281 to 20.298.*

### Statewide HUB Certification

Texas Government Code §2161.061 authorizes the Comptroller of Public Accounts Statewide HUB Program to certify qualified small businesses and enter into Memorandums of Agreements (MOAs) with other small business certifying entities to maximize the HUBs certified.

Learn more about the certification process and see if you are [eligible](#) for HUB Certification.



#### Ready to Apply for HUB Certification Online?

The HUB certification application process has gone paperless! Apply to become a certified HUB on the [Texas Statewide HUB System](#).

Connect with state agency and university [HUB Coordinators](#) today!

### Statewide HUB Events

The Statewide HUB Program is committed to sharing advantageous educational and networking opportunities with HUB-certified and prospective HUB vendors all around the state of Texas. To view all upcoming events hosted by, or partnered with, the Statewide HUB Program, visit the Statewide HUB Sponsored [Events](#).

To learn more about other beneficial events hosted by affiliated small business groups in your area, visit the [Education and Outreach Forum \(EOF\) Calendar](#).

#### Translation:

Select Language

Powered by [Google Translate](#)

#### Related Links

##### General HUB Information

[Statewide HUB Sponsored Events](#)

[Calendar of Events](#)

[Certification Process](#)

[Certification Agreements](#)

[Texas Government Code, Chapter 2161](#)

[Texas Administrative Code, Chapter 20, Subchapter D](#)

##### Certified HUB Vendor Resources

[HUB Reports and Forms](#)

[HUB Coordinator & MOA Lists](#)

[HUB Mentor Protégé Program](#)

[Texas Statewide HUB Certification Portal](#)

[View ESD Bid Opportunities](#)

[Search for CMBL/HUB vendors](#)

[How to Register for CMBL](#)

[Modify CMBL Profile](#)

[Modify HUB Profile](#)

[NIGP Commodity Book](#)

[Delivery Zones and Districts](#)

# STATEWIDE HUB EVENTS PAGE

- View and register for all Statewide HUB sponsored events.
- Education and Outreach Forum (EOF) Calendar
- EOF lists all HUB related events hosted by MOAs and other government entities.

## HUB EVENTS

### Upcoming Sponsored Events

The Texas Comptroller of Public Accounts (CPA) provides a listing of Statewide HUB Program-sponsored events, which are events where Statewide HUB is assisting in the planning, outreach and advertising aspects or when spot bid fair opportunities will be available.

Vendors and buyers can also access the [Education and Outreach Forum \(EOF\) Calendar](#) which encompasses the CPA-sponsored events in addition to other vendor fairs, conventions, conferences, workshops and seminars, all of which support small Texas businesses. These EOF events are offered by state agencies, universities, local governments and other entities such as business development centers or trade organizations.



TxDmv 11th Annual HUB Vendor Fair (PDF)

#### Texas Department of Motor Vehicles (TxDMV) Marketing for Success 11th Annual HUB Vendor Fair

In Partnership with the Railroad Commission of Texas & the Texas General Land Office

Join us for tailored trainings and networking with state agencies, universities and more.

**Hotel Reservations must be completed by March 15, 2025.**

**Event Registration no later than March 20, 2025 is required to attend.**

Register by email at: [HUB@txdmv.gov](mailto:HUB@txdmv.gov).

**April 2-3, 2025**

[Marriott Courtyard](#)

16100 Impact Way

Pflugerville, Tx. 78660



DFWMSDC HUB Expo (PDF)

#### DFWMSDC HUB Expo and Doing Business Texas Style Spot Bid Fair

Join us in person for state procurement trainings and panel discussions, networking with state agencies and real-time bid opportunities!

The "Doing Business Texas Style" Spot Bid Fair is sponsored by Senator Royce West and the Comptroller of Public Accounts' Statewide Historically Underutilized Business (HUB) Program.

For more information, contact [StatewideHUBProgram@cpa.texas.gov](mailto:StatewideHUBProgram@cpa.texas.gov).

**May 13-14, 2025**

[Irving Convention Center](#)

500 W. Las Colinas Blvd.

Irving, Tx. 75039

[Register](#)

powered by [Google Translate](#)



### Related Links

[HUB Program](#)

[HUB Events](#)

[Calendar of Events](#)

[Download HUB Certified Vendor Logo](#)

[HUB Talk Series Recordings](#)

[Certification Process](#)

[How to Apply for CMBL or HUB](#)

# Education and Outreach 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](#)

April 2025

[month](#) [week](#) [day](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 12:30p How to Bid on Contracts	1	2	3 9a Texas Department of Motor Vehicles Marketing for Success 11th Annual HUB Vendor Fair	4	5
6	7	8	9	10	11	12
13	14	15	16 10a University of North Texas (UNT) Dallas HUB Vendor Fair 2025	17	18	19
20	21	22 1p Texas A&M University - System Wide HUB Expo	23 Women's Business Council - Southwest (WBCS) Connections to Contracts 10a The HUB Blueprint: Contracting & HUB Certification Essentials 10a Pest Control Meet & Greet	24 9a Governor's Small Business Summit — Orange 10a Travis County - Business & Community Connection Web Series	25 11:30a Maximize Your Impact: Leveraging Small Business Certifications for Government Contracts	26
27	28	29	30	1	2	3



## **VENDOR RESOURCES**



# STATEWIDE HUB PROGRAM WEBSITE

- Education and outreach HUB events
- HUB Coordinator List
- ESBD opportunities
- CMBL
- **NIGP codes**



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#### Translation:

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[Modify HUB Profile](#)

[NIGP Commodity Book](#)

[Delivery Zones and Districts](#)

# NIGP COMMODITY CODE BOOK

- **National Institute of Governmental Purchasing Codes**
- Purchasers use these class-item codes to **describe the products or services** they search to purchase. This ensures that a good faith effort is given to HUBs through formal and informal bid opportunities.
- Bidders are encouraged to include the **NIGP codes that best describe** the products or services the business provides in the Vendor Profile.
- It is extremely important to both agencies and potential bidders that **NIGP code selections are correct.**
- **Note: Class Codes 001 to 899 are commodities/products and 900 to 999 are services.**

# LOOKING UP NIGP CODES

## NIGP Commodity Book Numeric Index

The National Institute of Governmental Purchasing (NIGP) Commodity Book has been prepared for the use of bidders, vendors, and state agency personnel.  
The State of Texas has marked certain codes for information technology and related commodities and services as Automated Information System (AIS).

Please type keywords or class codes to search

Clear



Results per page 100 ▼

[Download Commodity Book](#) 

Class Code ↕	Description
<a href="#">005</a>	ABRASIVES
<a href="#">010</a>	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<a href="#">015</a>	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<a href="#">019</a>	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<a href="#">020</a>	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<a href="#">022</a>	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<a href="#">025</a>	AIR COMPRESSORS AND ACCESSORIES

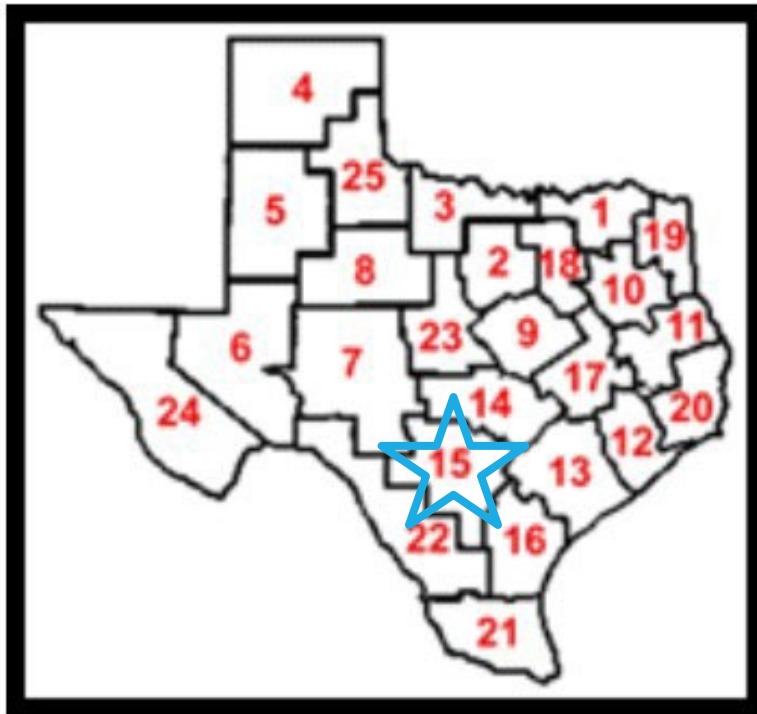
## NIGP Commodity Book Class 019

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The State of Texas has marked certain codes for information technology and related commodities and services as Automated Information System (AIS).

☒ All ☐ AIS Only ☐ Non AIS Only  

Class Code	Item Code ↕	AIS	Description
019	20	No	Barley
019	21	No	Berry Crops
019	24	No	Buckwheat
019	30	No	Corn
019	32	No	Cotton
019	41	No	Fruits, Citrus
019	42	No	Fruits, Deciduous Tree

# TEXAS HIGHWAY DISTRICTS CMBL/HUB



Highway District Number	Counties
District 01	Delta, Fannin, Franklin, Grayson, Hopkins, Hunt, Lamar, Rains, Red River
District 02	Erath, Hood, Jack, Johnson, Palo Pinto, Parker, Somervell, Tarrant, Wise
District 03	Archer, Baylor, Clay, Cooke, Montague, Throckmorton, Wichita, Wilbarger, Young
District 04	Armstrong, Carson, Dallam, Deaf Smith, Gray, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Potter, Randall, Roberts, Sherman
District 05	Bailey, Castro, Cochran, Crosby, Dawson, Floyd, Gaines, Garza, Hale, Hockley, Lamb, Lubbock, Lynn, Parmer, Swisher, Terry, Yoakum
District 06	Andrews, Crane, Ector, Loving, Martin, Midland, Pecos, Reeves, Terrell, Upton, Ward, Winkler
District 07	Coke, Concho, Crockett, Edwards, Glasscock, Irion, Kimble, Menard, Reagan, Real, Runnels, Schleicher, Sterling, Sutton, Tom Green
District 08	Borden, Callahan, Fisher, Haskell, Howard, Jones, Kent, Mitchell, Nolan, Scurry, Shackelford, Stonewall, Taylor
District 09	Bell, Bosque, Coryell, Falls, Hamilton, Hill, Limestone, McLennan
District 10	Anderson, Cherokee, Gregg, Henderson, Rusk, Smith, Van Zandt, Wood
District 11	Angelina, Houston, Nacogdoches, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity
District 12	Brazoria, Fort Bend, Galveston, Harris, Montgomery, Waller
District 13	Austin, Calhoun, Colorado, De Witt, Fayette, Gonzales, Jackson, Lavaca, Matagorda, Victoria, Wharton
District 14	Bastrop, Blanco, Burnet, Caldwell, Gillespie, Hays, Lee, Llano, Mason, Travis, Williamson
District 15	Atacosa, Bandera, Bexar, Comal, Frio, Guadalupe, Kendall, Kerr, McMullen, Medina, Uvalde, Wilson
District 16	Aransas, Bee, Goliad, Jim Wells, Karnes, Kleberg, Live Oak, Nueces, Refugio, San Patricio
District 17	Brazos, Burleson, Freestone, Grimes, Leon, Madison, Milam, Robertson, Walker, Washington
District 18	Collin, Dallas, Denton, Ellis, Kaufman, Navarro, Rockwall
District 19	Bowie, Camp, Cass, Harrison, Marion, Morris, Panola, Titus, Upshur
District 20	Chambers, Hardin, Jasper, Jefferson, Liberty, Newton, Orange, Tyler
District 21	Brooks, Cameron, Hidalgo, Jim Hogg, Kenedy, Starr, Willacy, Zapata
District 22	Dimmit, Duval, Kinney, La Salle, Maverick, Val Verde, Webb, Zavala
District 23	Brown, Coleman, Comanche, Eastland, Lampasas, McCulloch, Mills, San Saba, Stephens
District 24	Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio
District 25	Briscoe, Childress, Collingsworth, Cottle, Dickens, Donley, Foard, Hall, Hardeman, King, Knox, Motley, Wheeler

San Antonio is in  
Bexar County  
**District 15**



# STATE AGENCY BID POSTING THRESHOLDS

*\*UNIVERSITIES MAY HAVE  
DIFFERENT BID POSTINGS*

- **Procurement Opportunities up to \$10,000:** Competitive bids are not required but purchasing from state of Texas certified HUBs is encouraged. In such instances agencies will frequently refer to vendors registered (active) on the CMBL with the NIGP Class/Item \*Note: Universities thresholds are slightly different from state agency thresholds.
- **Procurement Opportunities of \$10,000 to \$25,000:** State agencies are required to solicit a minimum of three vendors registered (active) on the CMBL two of the three vendors solicited through this process are required to be state of Texas certified HUBs
- **Procurement Opportunities over \$25,000:** State agencies are required to send notice of the procurement opportunity to all the vendors registered (active) on the CMBL

*\* Bid responses must match the NIGP Class/Item Codes applicable to the products and/or services being procured by the agency and are relevant to the Texas Highway District(s) where vendors can provide their products or services.*



# STATEWIDE HUB PROGRAM WEBSITE

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- HUB events
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[Texas Government Code, Chapter 2161](#)

[Texas Administrative Code, Chapter 20, Subchapter D](#)

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[Modify CMBL Profile](#)

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[NIGP Commodity Book](#)

[Delivery Zones and Districts](#)

## CENTRALIZED MASTER BIDDERS LIST (CMBL)

- This is the state's official procurement vendor list.
- **\$70 annual fee** to be added to list.
- Certification is not required to be on CMBL.
- State purchasers are required to search the CMBL.
- Vendors are responsible for registering and creating their profile with accurate contact information, completed NIGP codes.



# 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. 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 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, etc.), click [CMBL/HUB Directory Search Tips](#).

SEARCH FOR

☐ CMBL Only

☐ HUBs Only

☐ HUBs On CMBL

☒ All Vendors

Expand All

▶ SINGLE VENDOR SEARCH

▶ MULTIPLE VENDOR SEARCH

▶ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

▶ SELECT FIELDS FOR OUTPUT

▶ OUTPUT OPTIONS

Search

Reset

# Are you HUB Certified? Are you on the CMBL? Search here:

Related Links

CMBL/HUB Directory Search Tips

Register For CMBL - HUB

HUB Mentor Protege Agreement Listing

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SEARCH FOR

☐ CMBL Only

☒ HUBs Only

☐ HUBs On CMBL

☐ All Vendors

+ Expand All

▼ SINGLE VENDOR SEARCH

Vendor ID

Vendor Number

Vendor Name

contains

Include Inactive Vendors

☒ Note: If this box is checked, you must enter either a Vendor ID, Vendor Number or Vendor Name.

► MULTIPLE VENDOR SEARCH

# How HUB Coordinators Find You

## Related Links

[CMBL/HUB Directory Search Tips](#)

[Register For CMBL - HUB](#)

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### SEARCH FOR

☐ CMBL Only

☒ HUBs Only

☐ HUBs On CMBL

☐ All Vendors

[+ Expand All](#)

### ▶ SINGLE VENDOR SEARCH

### ▼ MULTIPLE VENDOR SEARCH

	NIGP Class Code	Items	Highway District(s)
Selection1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Selection2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Selection3	<input type="text"/>	<input type="text"/>	<input type="text"/>

### ▶ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

### ▶ SELECT FIELDS FOR OUTPUT

35

### ▶ OUTPUT OPTIONS

# STATEWIDE HUB PROGRAM WEBSITE

- Education and outreach HUB events
- HUB Coordinator List
- **ESBD opportunities**
- CMBL
- NIGP codes



## HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

*The Statewide Procurement Division Historically Underutilized Business (HUB) Program administers the HUB program in accordance with Texas Government Code Section 2161 and Texas Administrative Code, Title 34, Chapter 20, Subchapter D, Division 1, Sections 20.281 to 20.298.*

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#### Translation:

Select Language ▼

Powered by [Google Translate](#)

#### Related Links

##### General HUB Information

[Statewide HUB Sponsored Events](#)

[Calendar of Events](#)

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# ELECTRONIC STATE BUSINESS DAILY (ESBD)

- <https://www.txsmartbuy.gov/>
- Procurement posting site
- Purchasers MUST post procurements opportunities over \$25,000 on the ESBD for the general public to search.
- ESBD searches by Entity, NIGP Codes, and Wording
- Search status to see past, cancelled, and current postings.

## Electronic State Business Daily Search Statewide Procurement Division (SPD)

View any solicitation by selecting or entering a field below. Sign in is NOT required. For instructions on submitting bid responses, please review the posting entity's solicitation and attached bid documents.

Solicitations   Awards No Solicitation   Pre-Solicitations

Agency/Texas SmartBuy Member Name

Agency/Texas SmartBuy Member Number

Status

Class/Item Codes

Keyword Search

Solicitation ID

Date Range

Start Date

End Date

Search

Clear Filters

Export to CSV

CSV export is limited to 20,000 results.

View Bid Opportunities

TXMAS  
CMBL  
HUB  
NIGP Codebook  
DIR



### Doing Business With The State of Texas

Centralized Master List (CMBL)  
Electronic State Business Daily Search (ESBD)

How to Apply for a TXMAS Contract  
Historically Under Utilized Business (HUB)



### Application Help Guides

Texas SmartBuy User Guides  
Vendor Performance System (VPTS)  
ESBD/POD  
SmartBuy Membership



### Purchaser Quick Links

Review Contracts  
ESBD Search  
TPPD Reporting  
Search VPTS  
Order History  
PO Lookup



### Upcoming Events

Education and Outreach Forums  
Upcoming Inperson Trainings  
Continuing Education Catalog

Home > ESBG Solicitations

## Electronic State Business Daily Search

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View any solicitation by selecting or entering a field below. Sign in is NOT required. For instructions on submitting bid responses, please review the posting entity's solicitation and attached bid documents.

Solicitations Awards No Solicitation Pre-Solicitations

Agency/Texas SmartBuy Member Name Comptroller Of Public Accounts - 304 ▾	Agency/Texas SmartBuy Member Number <input type="text"/>	Status Posted ▾
Class/Item Codes <input type="text"/>	Keyword Search <input type="text"/>	Solicitation ID <input type="text"/>
Date Range Custom ▾	Start Date <input type="text" value="mm/dd/yyyy"/>	End Date <input type="text" value="mm/dd/yyyy"/>

Search Clear Filters Export to CSV

#### ESBG Solicitations

name	
Solicitation ID: stuff1_1-test Due Date: 7/25/2024 Due Time: 1:00 PM Created Date: 3/25/2024 12:20 pm   Last Updated: 4/2/2024 11:19 am	Agency/Texas SmartBuy Member Number: 304 Status: Addendum Posted Posting Date: 3/29/2024
Not a Pod Solicitation	
Solicitation ID: NotAPODSolicitation Due Date: 4/29/2024 Due Time: 1:00 PM Created Date: 3/28/2024 10:44 am   Last Updated: 3/28/2024 10:45 am	Agency/Texas SmartBuy Member Number: 304 Status: Posted Posting Date: 3/28/2024

[Home](#) > [ESBD Solicitations](#) > 304T-24-300CF.1

## Electronic State Business Daily

### Cafeteria Food Products, Supplemental

**Solicitation ID:** 304T-24-300CF.1  
**Status:** Addendum Posted  
**Contact Name:** Dugue, Kayla  
**Contact Number:** 512-936-5182  
**Contact Email:** kayla.dugue@cpa.texas.gov  
**Response Due Date:** 4/25/2024  
**Response Due Time:** 13:30  
**Agency/Texas SmartBuy Member Number:** 304  
**Posting Requirement:** 21+ Days for Solicitation Notice

**Solicitation Posting Date:** 3/14/2024  
**Last Modified:** 4/2/2024 2:38 pm  
**Class/Item Code:**  
 38547-Entrees, Specialty, Including Corn Dogs, Lasagna, Macaroni/Cheese, Mexican Food, Pasta, etc.; 39335-Cereals, Ready-To-Eat; 39336-Cereals, Uncooked; 39341-Coffee, Whole Bean And Ground; 39348-Dressings, Condiments, Sauces, And Gravies; 39359-Jams, Jellies, And Preserves; 39376-Soda, Baking; 39381-Sugar And Sweeteners; 39382-Syrups And Molasses (Except Fountain); 39386-Vegetables, Canned, Processed And Preserved (Incl. Canned Salads, Sauces And Puree); 39387-Vegetables, Dried, Beans, Peas, Etc.;  
**Addendum:**  
 Addendum #1 to extend Response Due Date, Q & A, Part A and Mandatory Price Sheet updates. 4/2/2024

### Solicitation Description:

The Statewide Procurement Division (SPD), a division of CPA, requests sealed responses for Cafeteria Food Products. A major Customer for these items is the Texas Department of Criminal Justice (TDCJ).

### Attachments

#	Name	Description
1	<a href="#">ESBD_File_352636_1_Part A 304T-24-300CF.1 Cafeteria Food.pdf</a>	1_Part A 304T-24-300CF.1 Cafeteria Food
2	<a href="#">ESBD_File_352636_2_Part B 304T-24-300CF.1 Cafeteria Food.pdf</a>	2_Part B 304T-24-300CF.1 Cafeteria Food
3	<a href="#">ESBD_File_352636_3_Attachments A-D 304T-24-300CF.1 Cafeteria Food.pdf</a>	3_Attachments A-D 304T-24-300CF.1 Cafeteria Food
4	<a href="#">ESBD_File_352636_4_Attachment E 304T-24-300CF.1 Cafeteria Food.pdf</a>	4_Attachment E 304T-24-300CF.1 Cafeteria Food
5	<a href="#">ESBD_File_352636_300CF.1 Addendum #1.pdf</a>	304T-24-300CF.1 Addendum #1
6	<a href="#">ESBD_File_352636_300CF.1 Pre-Bid Meeting.pdf</a>	304T-24-300CF.1 Pre-Bid Meeting
7	<a href="#">Mandatory Price Sheet Rev #1 304T-24-300CF.1 Cafeteria Food.xml</a>	

Solicitation  
Contact  
Information

NIGP  
Codes

Solicitation  
Description

Instructions  
for Bid



# STATEWIDE HUB PROGRAM WEBSITE

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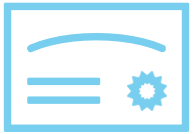
[Delivery Zones and Districts](#)

# MENTOR PROTÉGÉ PROGRAM

- **Mentors are generally a larger company that volunteers to guide and train a protégé HUB certified business to be more successful.**
- Mentor Protégé agreements are sponsored and supervised by agency/university HUB Coordinators.
- Every agency and university has a different mission and responsibility. The HUB Coordinator and Procurement Director know the entity's procurement needs best.
- **Research the agencies and universities and determine which entity buys the products or services you provide. To participate, contact the HUB Coordinator to request assistance in finding a mentor.**

*Note: internal HUB Programs are established in Texas Government Code 2161.*

# TAKEAWAYS AND STEPS FOR SUCCESS



## GET HUB CERTIFIED

- 2 free certification options:
- Partner Organizations (MOAs)
- Texas State Comptroller (Statewide HUB Program)



## ACCURATE VENDOR PROFILE

- Only use NIGP codes that your business can provide (less is more)
- Keep contact information accurate and up-to-date



## CMBL (highly recommended)

- Register on the CMBL for **\$70 annual fee**
- Do not have to be certified to be on CMBL
- Purchasers use NIGP codes to notify vendors of bid opportunities.



## BE PROACTIVE!

- Search ESBD to view active bid opportunities
- Research agencies who buy your goods and services
- Consider a Mentor Protégé Agreement

# QUESTIONS?



## STATEWIDE HUB PROGRAM

[www.Texas4HUBS.org](http://www.Texas4HUBS.org)



1-888-863-5881 | 512-463-5872

[StatewideHUBProgram@cpa.texas.gov](mailto:StatewideHUBProgram@cpa.texas.gov)

