

July 24, 2024

## Statewide HUB Program NIGP Codes Training

Presented by:



**Mariah Thompson-Carter**

*Statewide HUB  
Program Marketing  
Coordinator*

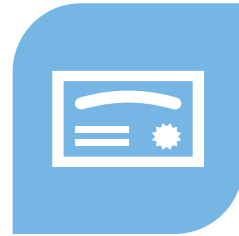


**Learn • Connect • Grow**

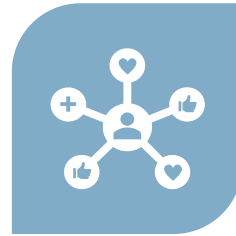
# PRESENTATION OVERVIEW



WELCOME!



STATEWIDE  
HUB PROGRAM  
OVERVIEW



WHAT IS AN  
NIGP CODE?



NIGP ONLINE  
RESOURCES



QUESTIONS  
AND ANSWERS

# 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 Statewide 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 Statewide HUB procurement goals.\*

# 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.

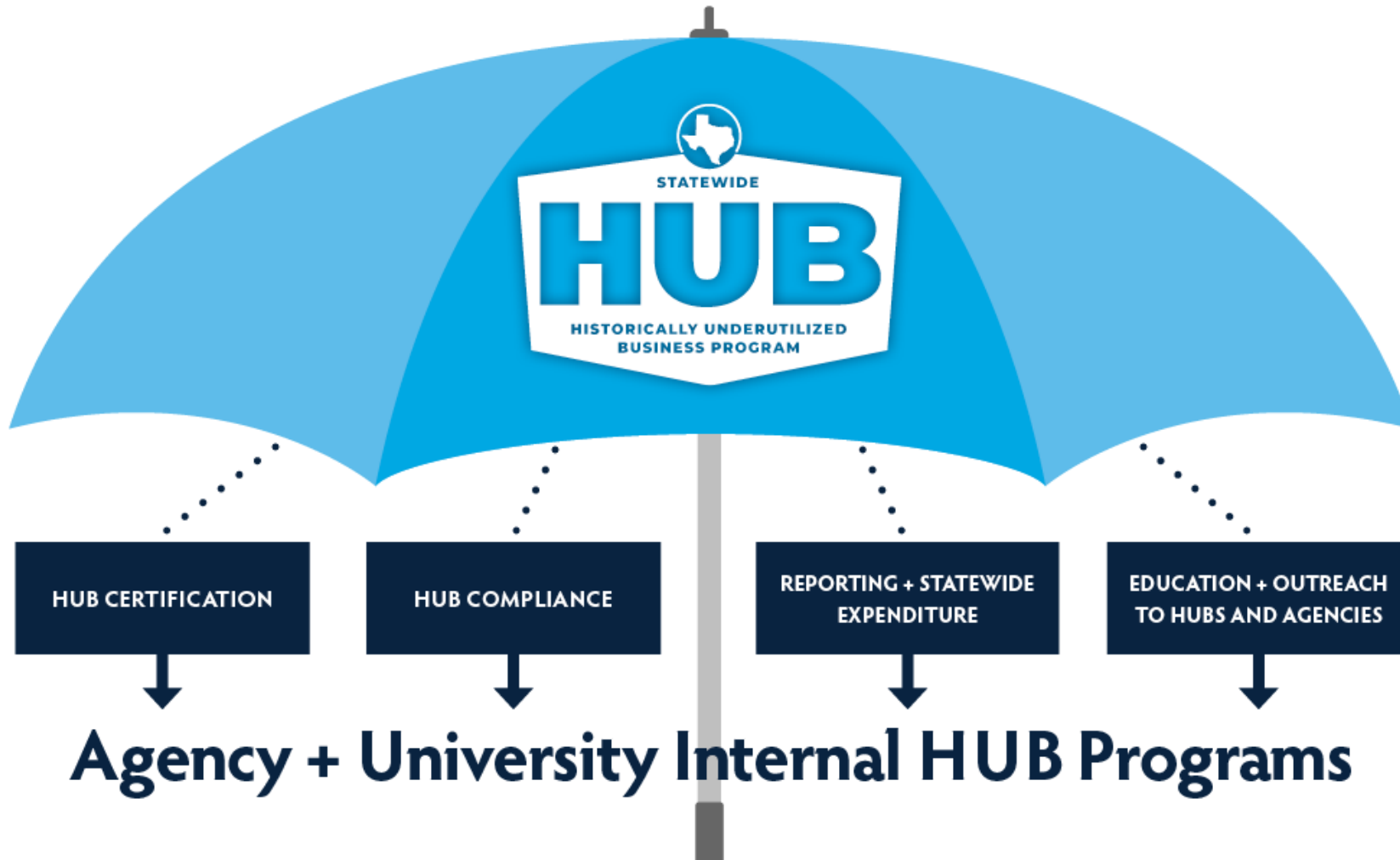
# STATEWIDE HUB UTILIZATION GOALS

- **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 STRUCTURE

Texas Comptroller of Public Accounts



# WHAT IS AN NIGP CODE AND WHY DO WE USE IT?

- **N**ational **I**nstitute of **G**overnmental **P**urchasing (**NIGP**) codes classify the goods and services offered by the State of Texas.
- Agencies and purchasers use the NIGP class-item numbering and descriptions found in this book to properly code products or services on their requisitions and purchases.
- Purchasers search vendor profiles by NIGP codes to notify vendors of active informal and formal bid solicitations.
- **Note: Class Codes 001 to 899 are commodities/products and 900 to 999 are services.**

**NIGP Code = Class code + Item code**  
first 3 numbers + last 2 numbers

## 3 IMPORTANT LOCATIONS TO LIST NIGP CODES

### 1) Centralized Master Bidder's List (CMBL)

- This is the state's official procurement vendor list.
- \$70 annual fee.
- Purchasers use NIGP codes to pull businesses to email bid solicitations.

### 2) HUB Directory

- List of HUB Certified Vendors only.
- No cost. Automatically added once HUB Certified.
- Purchasers use NIGP codes to pull HUB business and email bid solicitations and use this directory to meet the good faith effort policy and purpose of the Statewide HUB Program.

### 3) HUB Certification Application

- When you apply for certification, the application will ask you for your NIGP codes.

*BONUS: Include NIGP codes on your capabilities statement for any outreach to agencies.*



# COMPTROLLER OF PUBLIC ACCOUNTS WEBSITE



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## ➤ 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](#)

# STATEWIDE HUB PROGRAM WEBSITE

## Texas4HUBs.org

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



## 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.*



### New Fraud Alert - March 12, 2024

close

Historically Underutilized Business members have reported receiving suspicious emails.  
[Read more.](#)

## 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](#).

**Due to the overwhelming number of applications submitted to the Statewide HUB Program, there is a delay in processing times.** Note: Normal processing times do not include weekends, holidays or other days the Comptroller's office is closed.

#### HUB application processing timelines:

- New Application: 5 months out before being reviewed
- Recertification Applications: 4 months out before being reviewed

Once a fully completed application (not missing information or documentation) is provided, then a final decision will be made within 90 business days per Texas Administrative Code, Title 34, Chapter 20.288(d).

Various partner organizations through the agency's Memorandums of Agreements offer the same HUB Program certification. Please feel free to contact these organizations for their specific processing times.

**Connect with state agency and university HUB Coordinators today!**

Translation:

Select Language

Powered by [Google Translate](#)



## Related Links

### General HUB Information

[Statewide HUB Sponsored Events](#)

[Calendar of Events](#)

[Certification Process](#)

[Texas Government Code, Chapter 2161](#)

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

### Certified HUB Vendor Resources

[Download HUB Certified Vendor Logo](#)

[HUB Forms and Reports](#)

[HUB Coordinator & MOA Lists](#)

[HUB Mentor Protege Program](#)

[Texas Statewide HUB Certification Portal](#)

[View ESBD 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](#)

[HUB Frequently Asked Questions](#)

# NIGP COMMODITY CODE BOOK RESOURCES

1. NIGP Code FAQs
2. Search NIGP  
Commodity Book
3. NIGP Code Help  
Guide (PDF)

[home](#) » [purchasing](#) » [nigp](#)



## NIGP COMMODITY CODES

The [National Institute of Governmental Purchasing](#) (NIGP) Commodity Book has been prepared for the use of bidders, vendors, and state agency personnel.

- Agencies use the class-item numbering and descriptions found in this book to properly code products or services on their requisitions and purchases, so informal and formal invitations for bid will reach vendors that have indicated they are capable of furnishing the required materials, equipment, supplies, and services.
- Bidders are encouraged to become familiar with the format and contents of this book as they apply to the [Centralized Master Bidders List](#) search and vendor profiling. It is *extremely* important to both agencies and potential bidders that bidder class-item selections are correct.

**Note to Bidders:** please do not select classes or items for which you **CANNOT** do business. If you are unable to bid or provide goods/services upon award, you may be removed from the Centralized Master Bidders List (CMBL).

### Code Support and Access

Vendors registering with the State of Texas CMBL that need help identifying class and item codes that are applicable to your company, should email the [CMBL Help Desk](#) or call 512-463-3459.

State agencies or Texas Smartbuy Members may access the [NIGP Living Code](#) through the annual site license obtained by SPD. Each agency is allowed one free agency account with the capability to set-up multiple users. If you anticipate having multiple users logged in at the same time on a regular basis, you may want to purchase additional seats from NIGP. The accessing features of the Living Code include:

- Real-time access to correct State of Texas commodity or service class and items
- Standardization of generally accepted specifications
- Support for inventory management and procurement planning and management

To set up your entity's living code access or to set up new commodity codes for government entity use, please email the [NIGP coordinator](#) or call 512-463-3459.



### Resources

[NIGP Code FAQs](#)  
[Search NIGP Commodity Book](#) ←  
[NIGP Code Help Guide \(PDF\)](#)

# 3 Different ways to find Your NIGP Codes

[CMBL/HUB Search](#) [ESBD Search](#) [FAQs](#) [Help](#)

## 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).

Results per page:

| Class Code | Description |
|------------|-------------|
| 005        | ABRASIVES   |

## 1. Commodity Book Downloadable File

We recommend when using this method that you re-download the file any time you are updating your NIGP codes because it is a living document that can be updated without notification to users.

## 2. Commodity Code Listing by Class







This tool is helpful if you are unsure of what wording to use when describing your business. When using this resource, make sure you searching by class AND by item number.

## 3. Keyword search

This is a great tool if you want a quick way to see all NIGP codes related to a certain keyword. Be specific and use the commodity code class listing resource to give you ideas for keyword searches.

# NIGP COMMODITY BOOK DOWNLOADABLE EXCEL FILE

9,464 codes

| AutoSave <input type="checkbox"/> Off      comm_book.csv  Search (Alt+Q) |       |      |   |
|--|-------|------|---|
| 1  | Class | Item | Description   |
| 2  | 005   | 00   | ABRASIVES   |
| 3  | 005   | 05   | Abrasives Equipment and Tools   |
| 4  | 005   | 14   | Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.  |
| 5  | 005   | 21   | Abrasives, Sandblasting, Metal  |
| 6  | 005   | 28   | Abrasives, Sandblasting, Other than Metal   |
| 7  | 005   | 42   | Abrasives, Solid: Wheels, Stones, etc.  |
| 8  | 005   | 56   | Abrasives, Tumbling (Wheel)   |
| 9  | 005   | 63   | Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class 075 For Valve Grinding Compounds)                        |
| 10   | 005   | 70   | Pumice Stone (Inactive, effective January 1, 2016)  |
| 11   | 005   | 75   | Recycled Abrasives, Products and Supplies   |
| 12   | 005   | 84   | Wool, Steel, Aluminum, Copper, and Lead   |
| 13   | 010   | 00   | ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES   |
| 14   | 010   | 05   | Acoustical Tile, All Types, Including Recycled Types  |
| 15   | 010   | 08   | Acoustical Tile Accessories: Channels, Grids, Mounting Hardware, Rods, Runners, Suspension Brackets, Tees, Wall Angles, and Wires |
| 16   | 010   | 09   | Acoustical Tile Insulation  |
| 17   | 010   | 11   | Adhesives and Cements, Acoustical Tile  |
| 18   | 010   | 14   | Adhesives and Cements, Insulation   |
| 19   | 010   | 17   | Insulation, Aluminum Foil   |
| 20   | 010   | 30   | Hardware, Pipe Insulation: Bands, Clips, and Wires  |
| 21   | 010   | 38   | Hardware, Duct Insulation: Clips, Pins, etc.  |
| 22   | 010   | 41   | Insulation: Cork, Blocks, Boards, Sheets, etc.  |
| 23   | 010   | 45   | Insulation and Finish Systems, Exterior   |
| 24   | 010   | 53   | Insulation, Fiberglass: Batts, Blankets and Rolls   |
| 25   | 010   | 56   | Foam Glass: Blocks, Sheets, etc.  |
| 26   | 010   | 57   | Insulation, Foam-in-Place: Phenolic, Urethane, etc.   |
| 27   | 010   | 59   | Insulation, Foam Plastics: Blocks, Boards, Sheets, etc.   |
| 28   | 010   | 61   | Insulation, Reflective, Radiant Barrier   |
| 29   | 010   | 62   | Insulation, Interior  |
| 30   | 010   | 63   | Insulation, Blown Type  |
| 31   | 010   | 64   | Insulation. Loose Fill  |

# NIGP COMMODITY CODE LISTING BY CLASS SEARCH

[CMBL/HUB Search](#) [ESBD Search](#) [FAQs](#) [Help](#)

## NIGP Commodity Book Numeric Index

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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="#">909</a> | BUILDING CONSTRUCTION SERVICES, NEW, INCLUDING MAINTENANCE AND REPAIR SERVICES |
| <a href="#">010</a> | ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES   | <a href="#">910</a> | BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES                         |
| <a href="#">015</a> | ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC. | <a href="#">911</a> | CONSTRUCTION AND UTILITIES, HIGHER EDUCATION                                   |
| <a href="#">019</a> | AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES                   | <a href="#">912</a> | CONSTRUCTION SERVICES, GENERAL, INCLUDING MAINTENANCE AND REPAIR SERVICES)     |
| <a href="#">020</a> | AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)                   | <a href="#">913</a> | CONSTRUCTION SERVICES, HEAVY, INCLUDING MAINTENANCE AND REPAIR SERVICES        |
| <a href="#">022</a> | AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS  | <a href="#">914</a> | CONSTRUCTION SERVICES, TRADES, NEW CONSTRUCTION                                |
| <a href="#">025</a> | AIR COMPRESSORS AND ACCESSORIES   | <a href="#">915</a> | COMMUNICATIONS AND MEDIA RELATED SERVICES                                      |
| <a href="#">031</a> | AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES                     | <a href="#">916</a> | COMMUNICATIONS AND TECHNICAL SERVICES, HIGHER EDUCATION                        |
| <a href="#">035</a> | AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES   | <a href="#">917</a> | CONTRACTED SERVICES AND RENTALS, HIGHER EDUCATION                              |
| <a href="#">037</a> | AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.  | <a href="#">918</a> | CONSULTING SERVICES  |
| <a href="#">040</a> | ANIMALS, BIRDS, MARINE LIFE, INSECTS AND POULTRY, LIVE, INCLUDING ACCESSORY ITEMS               | <a href="#">920</a> | DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES                  |
| <a href="#">045</a> | APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE  | <a href="#">924</a> | EDUCATIONAL AND TRAINING SERVICES  |
| <a href="#">050</a> | ART EQUIPMENT AND SUPPLIES  |                     |  |

•Note: Class Codes 001 to 899 are commodities/products and 900 to 999 are services.



# NIGP COMMODITY CODE LISTING BY CLASS SEARCH

[CMBL/HUB Search](#) [ESBD Search](#) [FAQs](#) [Help](#)


## NIGP Commodity Book Class 918

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

☒ All ☐ AIS Only ☐ Non AIS Only

Download Table 

[Back to Numeric Index](#) 

| Class Code | Item Code # | AIS | Description   |
|------------|-------------|-----|---|
| 918        | 63          | No  | Housing Consulting  |
| 918        | 65          | No  | Human Resources, Relations Consulting   |
| 918        | 66          | No  | Human Resources Consulting (Inactive, please see commodity code 918-65 effective January 1, 2016) |
| 918        | 67          | No  | Human Services Consulting, Including Mental Health Consulting                                     |
| 918        | 69          | No  | Insurance Consulting  |
| 918        | 70          | No  | Inventory Consulting  |
| 918        | 71          | Yes | IT Consulting, (Not Otherwise Classified)   |
| 918        | 72          | No  | Lakes, Rivers, and Other Waterway Management Consulting   |
| 918        | 73          | No  | Landscaping Consulting  |
| 918        | 74          | No  | Legal Consulting  |
| 918        | 75          | No  | Management Consulting   |
| 918        | 76          | No  | Marketing Consulting  |

# LOOKING UP NIGP CODES – KEYWORD SEARCH

[CMBL/HUB Search](#) [ESBD Search](#) [FAQs](#) [Help](#)

## NIGP Commodity Book Numeric Index

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| Class Code ↕             | Description   |
|--------------------------|---|
| <a href="#">905 - 11</a> | Aircraft Painting Services  |
| <a href="#">910 - 54</a> | Painting, Maintenance and Repair Services, Including Caulking   |
| <a href="#">914 - 61</a> | Painting and Wallpapering   |
| <a href="#">928 - 57</a> | Painting, Vehicle   |
| <a href="#">929 - 67</a> | Painting Services, Road and Heavy Industrial Equipment  |
| <a href="#">934 - 00</a> | EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT               |
| <a href="#">934 - 58</a> | Painting Equipment Maintenance and Repair   |
| <a href="#">936 - 84</a> | Towers, Radio/Radar, etc., Maintenance and Repair, Including Painting   |
| <a href="#">961 - 66</a> | Sign Making and Painting Services   |
| <a href="#">962 - 31</a> | Electrostatic Painting Services   |
| <a href="#">962 - 72</a> | Restoration and Preservation Services: Antiques, Costumes, Paintings, and Other Objects                               |
| <a href="#">983 - 00</a> | RENTAL OR LEASE SERVICES OF CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, LABORATORY AND TEXTILE EQUIPMENT |
| <a href="#">983 - 55</a> | Painting Equipment and Supplies Rental or Lease   |

Example of a Service Search: Painting

•Note: Class Codes 900 to 999 are services.



# LOOKING UP NIGP CODES – KEYWORD SEARCH

CMBL/HUB Search ESD Search FAQs Help

## NIGP Commodity Book Numeric Index

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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).

Paint

Clear

Results per page 25

Download Commodity Book

| Class Code               | Description   |
|--------------------------|---|
| <a href="#">010 - 75</a> | Insulation Paints, Primers, Sealers, etc.   |
| <a href="#">050 - 40</a> | Drawing and Painting Supplies: Brushes, Canvas, Chalk, Colors (Acrylic, Oil, Water, etc.), Crayons, Palettes, Paper and Pads, Staples, etc. |
| <a href="#">052 - 56</a> | Paintings, Originals: Oil, Acrylic, Water Color, etc.   |
| <a href="#">075 - 60</a> | Refinisher Product, Including Polish and Body Filler, (See Class 630 For Paint)   |
| <a href="#">145 - 45</a> | Paint and Varnish Brushes   |
| <a href="#">192 - 65</a> | Paint Spray Booth Compounds, Water-Soluble  |
| <a href="#">232 - 50</a> | Liquid Embroidery and Fabric Painting Supplies  |
| <a href="#">450 - 18</a> | Cans, Buckets, and Lids, General Purpose, Including Paint Cans and Buckets  |
| <a href="#">545 - 07</a> | Can Crusher, Industrial: Paint, etc.  |
| <a href="#">570 - 31</a> | Lead: Bulk, Granulated, Strips, etc., Not Plumbing or Paint   |
| <a href="#">630 - 00</a> | PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS  |
| <a href="#">630 - 03</a> | Additives and Miscellaneous Paint Ingredients: Driers, Fungicides, Latexes, Pigments, Surfactants, etc.                                     |

Example of a Product Search: Paint

•Note: Class Codes 001 to 899 are commodities/products.

# STATEWIDE HUB PROGRAM WEBSITE



## HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

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**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](#)

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[View ESBD 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](#)

# How HUB Coordinators Find You

## 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. Manufacturers, suppliers, and other 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 use [NIGP Class and Item Codes](#) 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, Output Options) that may be used to create lists of potential vendors as well as retrieve detailed information on a specific vendor, 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

|            | 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

19

### ▶ OUTPUT OPTIONS

# STATEWIDE HUB PROGRAM WEBSITE



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*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](#)

# ELECTRONIC STATE BUSINESS DAILY (ESBD)

- <https://www.txsmartbuy.com/>
- 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.

## 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**

# NIGP BEST PRACTICES



## Do

- Utilize the 3 different NIGP resource tools.
- Reach out to agency HUB Coordinators and ask how they would code your business.
- Make sure your CMBL and HUB Directory profile includes NIGP Codes.



## Do not

- Use NIGP codes that describe a product/service you can't or are not willing to provide.
- Copy/paste entire list of NIGP codes into profiles (less is more).

# QUESTIONS?



**NIGP Resources:**  
**[www.Texas4HUBS.org](http://www.Texas4HUBS.org)**

**NIGP Support**  
**512-463-3034 - Option 1**  
**[e.cmb1@cpa.texas.gov](mailto:e.cmb1@cpa.texas.gov)**