



Maximize Your Opportunities

**Now that you're HUB certified,
grow your business with
tools for success.**





HUB

Statewide Historically Underutilized Business Program



Congratulations on your decision to join the Statewide HUB Program! HUB certification is an important step to introduce your products and services to the state of Texas. We're here to help you succeed and guide you to resources that are designed to help your business flourish.

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Visit us on the Web.
www.Texas4HUBs.org



PD Morrison of *PD Morrison Enterprises*
(an office-supply business) in Cedar Park, Texas.
HUB certified since: August 1994.



Take Your Business to the Next Level

Centralized Master Bidders List (CMBL)

Your HUB certification shows you are committed to seeing your business succeed. Take your business to the next level and register for the Centralized Master Bidders List (CMBL) if you haven't already done so.

CMBL registration increases your chances of doing business with the state, which awarded more than \$1.9 billion in contracts to companies certified as HUBs in fiscal 2009. State entities must search the CMBL when planning to buy goods and services that cost more than \$5,000. Based on the results of their search, they contact vendors directly by mail, fax, e-mail or phone with invitations for bids. The CMBL reflects a vendor's HUB status, an important search criteria because of agencies' efforts to include HUBs in the bidding process.

The CMBL registration fee is \$70 and could potentially open the door to thousands of dollars in new revenue for your business. The fee covers the cost of the program, averaging only \$5.83 per month.

The state spent more than \$103 million with HUBs on consumables and office supplies in fiscal 2009.

Sign Up for the CMBL:

1. Go to the Comptroller's Web site at <https://cmbereg.cpa.state.tx.us>.
2. Enter your user ID and password in the Profile Management section located on the left of the Web page; click the "Login" button.

Note: To obtain your user ID and password for the first time, use one of the options below.

- If you indicated an e-mail address in your HUB application:
Enter your five-digit vendor number in the Profile Management section. (Your vendor number is displayed on your HUB certificate.) Click the "Get Password" button, and your user ID and password will be e-mailed to you.
- If you didn't indicate an e-mail address in your HUB application:
Contact the CMBL Program at (512) 463-3459 and request your user ID and password.

3. Once you're logged in to the Profile Management section, verify and update your company's information as needed. Make sure you have selected the National Institute of Governmental Purchasing (NIGP)

class and item codes that best identify the goods and services your company can provide. State entities use these codes when looking for potential vendors. (The NIGP class and item codes can be viewed online at www.window.state.tx.us/procurement/com_book/index.html.)

Questions about the CMBL?

Call (512) 463-3459.

4. To save the updates you have made to your company's vendor profile and to register for the CMBL, click on the "Pay Now" button and follow the instructions given.



The state spent more than \$104 million with HUBs on furnishings and equipment in fiscal 2009.



Boost Your Business Connections

Electronic State Business Daily (ESBD)

The Electronic State Business Daily (ESBD) advertises bid opportunities on state contracts valued over \$25,000. Bid opportunities are normally posted for 14 or 21 days. Individual bid invitations will indicate a closing date and a contact person who can answer questions about the bid opportunity.

State entities often hold pre-proposal conferences prior to awarding a contract. Attending these conferences helps you get your business noticed and connect with state purchasers. The contact person listed on the bid invitation can provide conference details.

Search the ESBD:

1. Go to the Comptroller's Web site at <http://esbd.cpa.state.tx.us>.
2. Search for bid opportunities by state agency, requisition number or NIGP class and item codes at the top of the Web page. (Click on "NIGP Class – Item Number" to view the class and item codes online.) Once you have entered the search criteria, click on the "Go" button.

Note: You can also search for contract awards by the criteria mentioned above. The state agency that posted the original bid opportunity can provide additional information on the bids submitted for selection.

Questions about the ESBID?

Call (512) 463-3034.

3. Search for bid opportunities by keyword under “Search Postings.” Once you have entered the keyword or words, click on the “Go” button.
4. To view only the most recent postings, click on “View Newest Postings” at the top of the Web page.

Subcontracting Opportunities

State entities carefully examine state contracts with expected values of \$100,000 or more for subcontracting opportunities. If opportunities are found, each bidding vendor must submit a HUB Subcontracting Plan showing potential use of certified HUBs.

Your business’s listing in the online HUB Directory will make your business known as a potential subcontracting partner. Registration with the CMBL also increases your exposure to bidding vendors. In addition, pre-proposal conferences for these large state contracts offer your business an opportunity to network with vendors looking for a potential partner.

Questions about HUB subcontracting?

Call (512) 463-6958.

Get Details About HUB Subcontracting:
www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan.



The state spent more than \$136 million with HUBs on computer equipment in fiscal 2009.



Tap in to HUB Program Resources

Agency HUB Coordinators

HUB coordinators can be your business's strongest advocate. The coordinators, who are experts in their agency's purchasing requirements and processes, will give you valuable guidance and are great contacts for promoting your business. Take the time to introduce yourself and your business to a HUB coordinator at a state entity with which you'd like to do business.

Contact a HUB Coordinator:

1. Go to the Comptroller's Web site at <http://esbd.cpa.state.tx.us/agaddress/addresslist.cfm>.
2. To find an agency HUB coordinator and contact information, click on an agency name.
3. To get a list of all agency HUB coordinators and contact information, follow the steps below.
 - Go to "Click here for download versions."
 - Click "hubcords.dat."
 - Save the file to your computer. Make sure to set the format as "Text File" before saving.
 - Access Microsoft Excel and open the file you saved to your computer. Make sure to view "All Documents" as the file type when finding and opening the file.

- Using the Text Import Wizard, select “Delimited” under “Original data type” and then click on the “Next” button. Select “Comma” under “Delimiters” and then click on the “Finish” button.

Vendor Guide

The Comptroller’s Vendor Guide is available online and can answer your questions about doing business with Texas. In it, you’ll find information about marketing to state agencies, submitting effective bid proposals, a bidder’s checklist and more.

Get the Vendor Guide:

www.window.state.tx.us/procurement/pub/vendor_guide.pdf.

HUB Report

The HUB Report, issued twice a year, gives you news on state expenditures in specific categories. Check out the report to determine which agencies and universities might match up best with what your business has to offer.

Questions about the
HUB Report?

Call (512) 463-6958.

Read the HUB Report:

1. Go to the Comptroller’s Web site at www.window.state.tx.us/procurement/prog/hub/hub-reporting.
2. Click on the fiscal year report of your choice in the Related Links section located on the right of the Web page.
3. Click on “Detail by Object Code” in the third section of the Table of Contents.
4. Choose the object code that best fits what you provide.

The state spent nearly \$7 million with HUBs on telecommunication equipment in fiscal 2009.



Mentor Protégé Program

The HUB Mentor Protégé Program partners you and your business with experienced vendors. Its goal is to grow your business with guidance from experts on state purchasing. The mentor-protégé relationship is mutually beneficial since mentors can use protégés to fulfill HUB subcontracting requirements when bidding on state contracts with expected values of \$100,000 or more.

State agencies sponsor Mentor Protégé agreements between established vendors and emerging HUBs. Contact state agencies you have already done business with or search the HUB Report for agencies that purchase the goods and services your company provides. Ask these agencies about partnering your business with an experienced vendor.

Questions about the
Mentor Protégé Program?
Call (512) 463-6958.

Get Mentor Protégé Information:

www.window.state.tx.us/procurement/prog/hub/mentorprotege.

The state spent more than \$103 million with HUBs on consumables and office supplies in fiscal 2009.





The Statewide HUB Program is part of the Texas Procurement and Support Services division of the Texas Comptroller of Public Accounts. We're here to help you. E-mail us at Texas4HUBs@cpa.state.tx.us or call (888) 863-5881.



Give Your Business the Attention It Deserves

Vendor Profile

State entities contact HUB vendors directly by mail, fax, e-mail or phone with invitations for bids. Keep your vendor profile on the HUB Directory and CMBL up to date. A current profile is crucial in accurately reflecting your business's goods and services and in helping state purchasers contact your business. You may want to search the CMBL for competing businesses in order to find the class and item codes you want to list on your profile.

Update Your Vendor Profile:

1. Go to the Comptroller's Web site at <https://cmbreg.cpa.state.tx.us>.
2. Enter your user ID and password in the Profile Management section located on the left of the Web page; click the "Login" button.

Note: To obtain your user ID and password for the first time, use one of the options below.

- If you indicated an e-mail address in your HUB application: Enter your five-digit vendor number in the Profile Management section. (Your vendor number is displayed on your HUB certificate.) Click the "Get Password" button, and your user ID and password will be e-mailed to you.

Questions about your vendor profile?

Call (512) 463-6958.

- If you didn't indicate an e-mail address in your HUB application: Contact the CMBL Program at (512) 463-3459 and request your user ID and password.
3. To save the updates you have made to your company's vendor profile, click on the "Update Profile" button.

HUB Calendar of Events


Stay up to date with the Statewide HUB Calendar of Events, which lists Economic Opportunity Forums (EOFs) in Texas. These are terrific networking sessions with HUB coordinators and state purchasers. Training sessions are often a part of these forums.

Want more information on events?

Call (512) 463-6958.

View the HUB Calendar of Events:

<http://hub.cpa.state.tx.us/eof/>.



Have a success story?
We'd love to hear from you.

E-mail us at Texas4HUBs@cpa.state.tx.us
or call (888) 863-5881.

What to Do if the Phone's Not Ringing

Being HUB certified is a vital step in boosting your business opportunities with the state, but certification alone doesn't guarantee success. Keep this checklist handy to make the most of your HUB opportunities:

- ✓ Register for the CMBL; be sure you have accurately described the goods and services you offer.
- ✓ Keep your vendor profile and contact information on the HUB Directory and CMBL up to date. A current profile is critical for purchasers to contact potential bidders.
- ✓ Check the ESBID regularly for bid prospects and award information to keep up with the competition.
- ✓ Carefully read and follow the instructions for submitting bid proposals.
- ✓ Use the HUB Report to track statewide expenditures and to see the types of goods and services state entities seek.
- ✓ Stay in touch with state agency HUB coordinators to market your business.
- ✓ Understand the state purchasing process to take advantage of services available to you.
- ✓ Stay up to date with networking opportunities through pre-proposal conferences and the HUB Calendar of Events.

HUB Certification — A Smart Choice

We're glad you're here. Texas is rich with opportunities for your business, and we're committed to making the Statewide HUB Program a success for you and all its members.



Statewide Historically Underutilized Business (HUB) Program

www.Texas4HUBs.org

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