

# Statewide Historically Underutilized Business Program



Dedicated to encouraging and effectively promoting the utilization of Historically Underutilized Businesses by all state agencies and institutions of higher education.

Texas Building and Procurement Commission  
Statewide HUB Program  
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## Statewide HUB Program

The State of Texas is a massive marketplace with purchasing power greater than many small countries. Collectively, Texas state agencies and universities purchase billions of dollars worth of goods and services annually.

The Statewide Historically Underutilized Business (HUB) Program was created in 1994 and operates under the Texas Building and Procurement Commission (TBPC), as outlined in Texas Gov't. Code, Chapter 2161.

The Statewide HUB Program was created to promote full and equal procurement opportunities for minority and women owned businesses.

Minority and women-owned businesses that qualify for the Statewide HUB Program and are interested in doing business with the state are encouraged to become HUB certified.

HUB certification increases a vendor's exposure to the state's agencies and universities.

State agencies and universities are required to make a good faith effort to include HUB vendors in their procurement opportunities for goods and services.

Texas Building and Procurement Commission

## HUB Certification ELIGIBILITY

- A business must be at least 51 percent owned by an Asian Pacific American, Hispanic American, Native American, African American and/or an American woman, who is a resident of the State of Texas and a United States citizen. Individuals meeting this criteria are considered eligible applicants.
- Eligible applicants must have managerial control of the business and actively participate in the day-to-day operations of the business at a level commensurate to ownership interest.  
  
Absentee or titular ownership (owners who do not actively control the business) by the eligible applicants is not consistent with the HUB eligibility standards.
- The principal place of business must be located in the State of Texas and must be a for-profit business.

**HUB Certification is free and renewable every four years.**

For additional information, including a copy of the HUB Certification Application visit:  
<http://www.tbpc.state.tx.us/hub/index.html>

## MEMORANDUMS OF AGREEMENT (MOA) WITH CERTIFICATION ENTITIES

To maximize the number of certified historically underutilized businesses the TBPC pursues memorandums of agreement with local governments and nonprofit organizations in Texas who certify businesses into their program under substantially the same definition as HUBs and meet certification standards as defined by the TBPC.

Thus far, the TBPC has established memorandums of agreement with the following entities:

- o Central & South Texas Minority Business Council
- o City of Houston
- o Dallas/Fort Worth Minority Business Development Council
- o Houston Minority Business Council
- o Texas Department of Transportation
- o Women's Business Council – Southwest
- o Women's Business Enterprise

The MOA allows for the automatic HUB certification of Texas-based minority and women-owned businesses, who the certifying entity has determined as meeting the HUB eligibility requirements. Accordingly, the certifying entity will submit the business' data to TBPC for HUB certification and registration into the HUB Directory located at [www.tbpc.state.tx.us/cmbli/hubonly.html](http://www.tbpc.state.tx.us/cmbli/hubonly.html)

Note that in order for a business' HUB certification to be valid, the business must maintain their certification in the certifying entity's program and continue to meet the HUB eligibility requirements.

For more information visit [www.tbpc.state.tx.us/hub/certificationagreements.htm](http://www.tbpc.state.tx.us/hub/certificationagreements.htm)

## GUIDE TO DOING BUSINESS WITH THE STATE AND HUB RESOURCES

### ■ TBPC VENDOR GUIDE

The TBPC Vendor Guide is intended to acquaint vendors with the State of Texas procurement processes and encourage vendors to become suppliers to the state. To view the TBPC Vendor Guide visit [www.tbpc.state.tx.us/vendorguide.html](http://www.tbpc.state.tx.us/vendorguide.html)

### ■ CENTRALIZED MASTER BIDDERS LIST (CMBL)

The CMBL is a public list of vendors interested in doing business with the State of Texas. The CMBL is an automated search engine that is used to identify vendors for the solicitation of goods and services. Vendors interested in selling goods and services to the state can register for an annual fee of \$70. For more information and/or to register on the CMBL visit [www.tbpc.state.tx.us/cmbli](http://www.tbpc.state.tx.us/cmbli) or you may call 512/463-3459.

### ■ ELECTRONIC STATE BUSINESS DAILY (ESBD)

The ESBD is a free TBPC-hosted, searchable database of state procurement opportunities worth \$25,000 or more. To view and search the ESBD visit <http://esbd.tbpc.state.tx.us>

### ■ SUBCONTRACTING OPPORTUNITIES

State agencies and universities review bid solicitations over \$100,000 and identify subcontracting opportunities. Respondents to solicitations must make a good faith effort to locate HUB vendors for the subcontracting opportunities and complete the required Historically Underutilized Business Subcontracting Plan (HSP). For more information visit [www.tbpc.state.tx.us/hub/hubsubcontractingplan.htm](http://www.tbpc.state.tx.us/hub/hubsubcontractingplan.htm)

## GUIDE TO DOING BUSINESS WITH THE STATE AND HUB RESOURCES (cont.)

### ■ CATALOG INFORMATION SYSTEMS PURCHASING PROGRAM (CISV)

CISV is a designation for information technology vendors. Agencies and universities use the CISV list to identify eligible vendors. For more information and/or to register visit [www.tbpc.state.tx.us/stpurch/cisv.html](http://www.tbpc.state.tx.us/stpurch/cisv.html)

### ■ DEPARTMENT OF INFORMATION RESOURCES (DIR)

Effective September 1, 2005, state agencies must purchase information technology products and services from DIR contracts. Bid opportunities can be found on the ESBD. For more information visit [www.dir.state.tx.us](http://www.dir.state.tx.us)

### ■ MENTOR/PROTÉGÉ PROGRAM

The State of Texas Mentor Protégé Program is designed to foster long-term business relationships between prime contractors and HUBs. Through these relationships, the protégés/HUBs may receive professional guidance and support to facilitate their growth and development and increase HUB contracts and subcontracts with the State of Texas. For more information visit [www.tbpc.state.tx.us/hub/mentorprotege.htm](http://www.tbpc.state.tx.us/hub/mentorprotege.htm)

### ■ HUB COORDINATOR LIST

HUB coordinators serve as agency liaisons for certified HUB vendors. HUB Coordinators are primary contacts for the agencies and universities, and they offer invaluable guidance on the organizations they serve. For more information and/or to view the HUB Coordinator list visit <http://www.tbpc.state.tx.us/hub/agycoordr.html>

## GUIDE TO DOING BUSINESS WITH THE STATE AND HUB RESOURCES (cont.)

### ■ ECONOMIC OPPORTUNITY FORUMS (EOF) CALENDAR OF EVENTS

The EOF Calendar of Events is a monthly list of forums held around the state. EOFs offer vendors the opportunity to network with HUB coordinators and to learn about bid opportunities, the state procurement processes and tips on how to market themselves to the state agencies and universities. For more information and/or to view the monthly calendar of events visit [www.tbpc.state.tx.us/hub/eofinfo.html](http://www.tbpc.state.tx.us/hub/eofinfo.html)

### ■ HUB REPORT

The HUB Report is published twice a year and includes extensive data on state expenditures. For more information and/or to the HUB Reports visit [www.tbpc.state.tx.us/hub/hubreport](http://www.tbpc.state.tx.us/hub/hubreport)

### ■ CONTACT INFORMATION

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