

★ HUB Certified – Now What? ★

Congratulations on obtaining your HUB certification! You've just completed the first step towards doing business with the State of Texas.



★ *How can I receive invitations to bid?*

Centralized Master Bidders List (CMBL)

The CMBL is an automated search engine that is used to identify vendors for the solicitation of good and services. Vendors interested in selling their goods and services to the state are highly encouraged to register. There is an annual fee of \$70.

To register please visit:

https://cmlreg.cpa.state.tx.us/login_cml_only.cfm

- ★ Under profile management enter your
Vendor ID
Or
Vendor Number
Click on "Get Password." Your login will be emailed to you within 15 minutes.
- ★ After you have gained access to your CMBL vendor profile, verify and/or update your business information.
- ★ Select only the Highway Districts your company is able provide its services/products to throughout the State of Texas.
- ★ Select the Class and Item Code numbers that identify the services and products your company provides. To view a complete list of class and item codes go to www.window.state.tx.us/procurement/tools/comm-book/

★ *How can I find a listing of state agency and university solicitations?*

Electronic State Business Daily (ESBD)

The ESBD is an automated search engine used by vendors. Statewide procurement opportunities valued at \$25,000 or more are posted on the ESBD. You can search by Agency, Requisition number, Class and Item Code, and key word.

Visit the following website for more information:

<http://esbd.cpa.state.tx.us/>

Agencies of Higher Education are EXEMPT from posting to the ESBD

Search individual university and agency Websites for bidding opportunities.

- ★ *How can I find out who is buying my services or products?*

HUB Report

The HUB Report is published twice a year and includes extensive data on statewide expenditures. You can find agencies procuring the services or products that your company provides.

Visit the following website for more information

www.window.state.tx.us/procurement/prog/hub/hub-reporting/

- ★ Click on the Fiscal Year report you wish to view.
- ★ Click on “Detail by Object Code” to find the code that matches your business
- ★ Click on the object code and a list of agencies that procure in that code will display
- ★ Click on the agency name and you will get a detailed list of vendors

For more information on how to utilize this report please call 512-463-5872

- ★ *Where can I meet HUB Coordinators and key purchasing agents?*

Economic Opportunity Forums (EOF)

Now that you have identified the agencies utilizing your services or products you can easily meet the HUB Coordinator at an EOF. You can view all forums hosted by various agencies on the EOF calendar. The forums offer a unique setting to network with HUB Coordinators and various procurement staff. Forums offer various training sessions, one-to-one meetings, and spot bid opportunities.

To view the calendar please visit:

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

- ★ Click on the Fiscal Year calendar you wish to view
- ★ Click on the month
- ★ A list of forums will display. The contact information is listed under the event should you wish to attend the event.

For more information on the EOF calendar, please call 512-463-5872.

★ *Can I partner with anyone to help me guide my business?*

Mentor/Protégé Program

This voluntary program intends to build long-term business relationships between prime contractors and emerging HUB vendors. Partnerships are formed with the intent to help grow successful HUB vendors and coordinators to pair with a company for other business opportunities.

For more information visit:

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

Or call 512-463-5872.

★ *Are there any additional ways to do business with the State?*

Subcontracting Opportunities

A subcontractor is a person who contracts with a vendor to work, supply commodities, or contribute toward completing work for a governmental entity. The utilization of HUB vendors as subcontractors in state contracts with an expected value of \$100,000 or more is encouraged by state agencies and universities. Respondents (i.e. prime/general contractors) are required to make a good faith effort to solicit HUB vendors for subcontracting opportunities and include as part of their solicitation a HUB Subcontracting Plan (HSP).

Call 512-463-5872 or visit the following website for more information:

www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/