Introduction

Welcome to Texas A&M University - Corpus Christi (TAMU-CC) Procurement and Disbursements Department and the Veteran Heroes United in Business (VetHUB) Program. This vendor information brochure was prepared with the sincere hope that it will be helpful to all Veteran Heroes United in Business (VetHUBs) engaged in selling supplies, material, equipment, and/or services; and to all who would like to do business with the University.

The mission of TAMU-CC's VetHUB program is to promote participation of service-disabled veteran-owned small businesses, through the State of Texas VetHUB Program, and to make a "good faith effort" of ensuring that VetHUBs are afforded an opportunity to compete for all procurement and contracting activities.

It is the practice of the Procurement and Disbursements Department to encourage Service-Disabled Veteran owned businesses to participate in all procurement practices to compete for contracts for construction, services, and purchase of goods. TAMU-CC Departments are highly encouraged to purchase from VetHUB vendors.

This brochure is intended as a general guide and may not answer all questions. If you have any questions which are not addressed here, please contact us at the information below.

Contact Information:
Ruben Gonzalez, CTCD, CTCM
HUB Coordinator
Texas A&M University-Corpus Christi
6300 Ocean Drive, Unit 5731
Corpus Christi, TX 78412-5731
361-825-5822
Email: hub@tamucc.edu

HUB coordinators can be your business's strongest advocate and are experts in their agency's purchasing requirements & processes.

Policy

All TAMU-CC purchases are governed by the following policies, rules, and regulations:

- Texas Government Code, Chapter 2161
- Texas Administrative Code Title 34, Part 1, Chapter 20, Subchapter D, Division 1 (Historically Underutilized Businesses)
- Texas A&M University–Corpus Christi Regulation 25.06.01.C1 (Historically Underutilized Business Program)

The Comptroller of Public Accounts issued emergency rules on December 2, 2025, to ensure the Historically Underutilized Business (HUB) program complies with the Texas Constitution and U.S. Constitution. The emergency rules posted on the Texas Register **revise the eligibility standards** for the program, **remove statewide utilization goals**, and **instruct agencies and their employees to implement the program in a way that upholds the equal protection** guarantees of our federal and state law, with an effective date as of May 12, 2026.

Under the updated rules, the program will serve small businesses owned by service-disabled veterans (SDV), regardless of race, sex or ethnicity and will be referred to as **Veteran Heroes United in Business**, or **VetHUB**. Businesses that were certified in the past based on their owners' race, ethnicity, or gender will no longer qualify, unless they prove ownership and control by SDVs.

The program now focuses on certification of service-disabled veterans (SDV) to facilitate their growth & development & increase HUB contracts and subcontracts with the state of Texas.



Objectives

The Texas A&M University - Corpus Christi VetHUB program's objectives are:

- To identify, educate, & assist VetHUB vendors to increase their participation in TAMU-CC opportunities
- To increase the number & value of contracts & purchases awarded to VetHUBs
- Provide education & outreach regarding the Statewide VetHUB Program & its initiatives
- Compiling & reporting information for the Semi-Annual & Annual reports due to the State of Texas in compliance with Texas Government Code 2161

VetHUB Certification

In order to determine whether a vendor qualifies as a VetHUB, the interested vendor must complete an online VetHUB application that can be found at https://texashub.gob2g.com/

The VetHUB Directory is composed of VetHUB businesses that have applied for and received certification as a VetHUB vendor. The VetHUB certification is **"free of charge"** and can be renewed every four (4) years.

A VetHUB is defined as a business with its principal place of business in Texas formed for the purpose of making a profit in which 51% of the assets, interest, stock, or securities are owned by one or more **Service-Disabled Veterans** (SDV)– who have suffered at least a **20 percent service-connected disability.**

Centralized Master Bidders List (CMBL)

The Centralized Master Bidders List (CMBL) is a comprehensive mailing list of vendors who pay a fee to actively compete for state business. To maximize benefits of the State's HUB program, businesses are "encouraged" to register with the Centralized Master Bidders List (CMBL), the application can be found at: https://security.app.cpa.state.tx.us/. The CMBL will enable vendors to receive Invitation for Bids and have their commodities/services advertised by class-item codes to all state agencies. CMBL registration fee **is $70 per year.** *(Not to be confused with VetHUB Certification which is free)*

The VetHUB and CMBL lists are used by state agencies and institutions of higher education for the purchase of materials, supplies, equipment, and all services to include construction. Purchasers obtain vendors from the CMBL/VetHUB Directory for purchases over $10,000 to find businesses interested in bidding on university purchases. Vendors can also use the VetHUB Directory Search and locate additional VetHUB Vendors/Suppliers and Subcontractors: https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do

VetHUB Certification Process / Steps

To **apply for the Veteran Heroes United in Business (VetHUB) certification**, you need to set up your VetHUB user account at the following link: https://texashub.gob2g.com/



- On the **Texas Statewide VetHUB System Homepage**, select the "Apply for / Renew Certification" and continue following the prompts as instructed through the registration process.

- After creating and logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard."

VetHUB Requirements for State Agencies

Each state agency is required by the Legislature to make a good faith effort to assist VetHUBs in receiving a portion of the total contract value of all contracts, unless self-performing.

Texas A&M University-Corpus Christi Agency Goals for Fiscal Year 2027:

1. 1% for all building construction, including general contractors and operative builders' contracts

2. 1% for all special trade construction contracts

3. 1% for professional services contracts

4. 1% for all other services contracts

5. 1% for commodities contracts



Purchasing Procedures

Procurement Credit Card (PCard)
Departments are authorized to use State of Texas Procurement Credit Cards for purchases of a single transaction up to $5,000.00.

Purchase Order
An official purchase order with an authorized purchase order number affixed thereon is the only method for the purchase of supplies, materials, equipment, and/or services obligating the University for orders over **$10,000.00**.

Purchases up to $25,000.00
Requires one (1) bid / quote. Upon receipt of a written quotation from a single bidder, a purchase order may be issued to that bidder.

Purchases from $25,000.01 to $50,000.00
Requires the solicitation of three (3) informal bids or quotes and must include at least two (2) bids from VetHUBs.

Purchases $50,000.01 and over
Requires the solicitation of formal bids / request for proposals & if in the best interest of the University, can be posted on the Electronic State Business Daily for a minimum of 14 days when time allows. Qualified VetHUB vendors should be solicited when possible / available. A bidder has the sole responsibility to ensure that bids are signed, properly identified in a sealed envelope, received at the designated site, and officially time stamped prior to bid opening. Follow posted Bid instructions. Late bids will be rejected, and failure to manually sign a bid will disqualify the bid.

Exempt Purchases
Includes use of Cooperatives (CoOps), example BuyBoard, E&I, GoodBuy, Choice, etc. Purchases through CoOps utilize existing items / services that have already been bid out formally. Vendors may contract with CoOps & be added to their list of available Suppliers for Agency use. A list of common CoOps & their POCs can be found at: https://www.tamucc.edu/finance-and-administration/financial-services/purchasing/hub-program/vendor-resources.php

State of Texas Subcontracting Plan (SP)
Texas A&M University - Corpus Christi must evaluate contracts that are expected to exceed over $100,000 to determine whether subcontracting opportunities are probable. A SP will be required for a bid or proposal to be considered responsive. The plan will demonstrate that a good faith effort was made to subcontract work to VetHUB vendors. Once an award has been made, the Subcontracting Plan becomes a part of the contract. Compliance with the plan is monitored throughout the contract term.

Electronic State Business Daily (ESBD)
The ESBD is a searchable database of state procurement opportunities, in which may be accessed online **free of charge** at https://www.txsmartbuy.com/esbd.

Invitation for Bid
Award of a purchase order will be made to the responsive bidder submitting the lowest and best value, which meets the specifications, terms and conditions contained in the Bid. Consideration will also be given to the bidder's potential ability to successfully perform the terms and conditions contained in the Bid, the bidder's integrity, and past performance record. After the award has been made, the Purchasing Department will issue a purchase order to the successful bidder. The purchase is not consummated until the vendor receives the official University purchase order and/or an executed copy of the contract.

TAMU-CC's Bid Opportunities can be found at https://www.tamucc.edu/finance-and-administration/financial-services/purchasing/bid-opportunties.php

Delivery of Materials

All purchases are normally made as F.O.B. destination. Unless otherwise specifically stated, the University title to goods occurs upon satisfactory delivery at the delivery point shown on the purchase order.

Deliveries for the University must be cleared through Central Receiving located at the end of Island Boulevard and Oso Lane. Deliveries may be required to be made to different departments and divisions on campus once cleared through Central Receiving. Deliveries are accepted by Central Receiving from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Goods and Services Purchased

Goods and services most frequently purchased from qualified vendors including contractors and subcontractors:

Computer and Office Equipment, Supplies, Software Services, Professional Services, Furniture, Networking Equipment, Consulting Services, Electrical Services, Construction Services, Plumbing Services, Laboratory Equipment, and subcontracting opportunities on construction projects.

Mentor Protégé Program

The Mentor Protégé Program is designed to foster relationships between prime contractors and VetHUB vendors. The objective of the Mentor Protégé Program is to provide professional guidance and support to the protégé (VetHUB) in order to facilitate their growth, and development and increase VetHUB contracts and subcontracts with the State of Texas.

Supporting Links

TAMU-CC VetHUB Program Website:
https://www.tamucc.edu/finance-and-administration/financial-services/purchasing/hub-program/index.php

State of Texas Comptroller VetHUB Website:
https://comptroller.texas.gov/purchasing/vendor/hub/

TEXAS A&M UNIVERSITY
CORPUS CHRISTI

VETHUB PROGRAM



Vendor's Guide

Veteran Heroes United in Business

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