

## Introduction

Welcome to Texas A&M University - Corpus Christi (TAMU-CC) Procurement and Disbursements Department and the Historically Underutilized Business (HUB) Program. This vendor information brochure was prepared with the sincere hope that it will be helpful to all Historically Underutilized Businesses (HUB) 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 HUB program is to promote small business participation of minority-, women-, and/or service-disabled veteran-owned, through the State of Texas HUB Program for procurement of goods and/or services and to make a "good faith effort" of ensuring that HUBs are afforded an equitable opportunity to compete for all procurement, construction, and contracting activities.

It is the practice of the Procurement and Disbursements Department to encourage minority-, women-, and/or service-disabled veteran-owned business enterprises to participate in all procurement practices and to provide equal opportunities to compete for contracts for construction, provisions of professional services, and purchase of goods. TAMU-CC Departments are highly encouraged to purchase from HUB vendors.

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

### Contact Information:

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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)

## Objectives

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

- To identify, educate, and assist a diverse group of HUB vendors to increase their participation in TAMU-CC opportunities
- To increase the number and value of contracts and purchases awarded to minority-, woman-, and service-disabled veteran-owned businesses
- Provide education and outreach regarding the Statewide HUB Program and its initiatives
- Compiling and reporting information for the Semi-Annual and Annual reports due to the State of Texas in compliance with Texas Government Code 2161



## HUB Certification

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

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

A HUB 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 persons, who are economically disadvantaged persons of the following groups:

**Black American** – includes all persons having origins in any of the Black racial groups of Africa

**Hispanic American** – includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish/Portuguese culture or origin, regardless of race

**Asian Pacific American** – includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S., Territories of the Pacific or the Northern Marianas and Subcontinent Asian Americans which includes persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal

**Native American** – includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians

**American Women** – which includes all women of any ethnicity, except those specified above

**Service-Disabled Veterans** – 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. In order 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 HUB Certification which is free)

The HUB 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/HUB Directory for purchases over \$5,000 to find businesses interested in bidding on university purchases. Vendors can also use the HUB Directory Search and locate additional HUB Vendors/Suppliers and Subcontractors: <https://mycpa.cpa.state.tx.us/tpasscblsearch/tpasscblsearch.do>

## HUB Certification Process / Steps

To apply for the **Historically Underutilized Business (HUB) certification**, you need to set up your HUB user account at the following link: <https://texashub.gob2g.com/>

- On the **Texas Statewide HUB 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."

## HUB Requirements for State Agencies

Each state agency is required by the Legislature to make a good faith effort to assist HUBs in receiving a portion of the total contract value of all contracts. During the fiscal year, a state agency is encouraged to meet certain percentages:

**Texas A&M University-Corpus Christi Agency  
Goals for Fiscal Year 2024:**

1. 19.78% for all building construction, including general contractors and operative builders' contracts
2. 13.31% for all special trade construction contracts
3. 17.60% for professional services contracts
4. 12.32% for all other services contracts
5. 25.13% 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 \$5,000.00.

**Purchases up to \$25,000.00**

Requires one (1) bid. Upon receipt of a written quotation from a single bidder, a purchase order may be issued to that bidder.

**Purchases \$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 HUBs.

**Purchases \$50,000.01 and over**

Requires the solicitation of formal bids and/or request for proposal and 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 HUB vendors are to be solicited to the greatest extent on all procurements. A bidder has the sole responsibility to ensure that bids are manually 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 the 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 and be added to their list of available Suppliers for University use and other Agencies.

**HUB Subcontracting Plan**

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 HUB Subcontracting Plan (HSP) will be required for a bid or proposal to be considered responsive. The plan must demonstrate that a good faith effort was made to subcontract work to HUB vendors. Once an award has been made, the HUB 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 <http://www.txsmartbuy.com/sp>.

**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-opportunities.php>

**Delivery of Materials**

All purchases are normally made 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, 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 Historically Underutilized Businesses (HUBs). The objective of the Mentor Protégé Program is to provide professional guidance and support to the protégé (HUB) in order to facilitate their growth, and development and increase HUB contracts and subcontracts with the State of Texas.

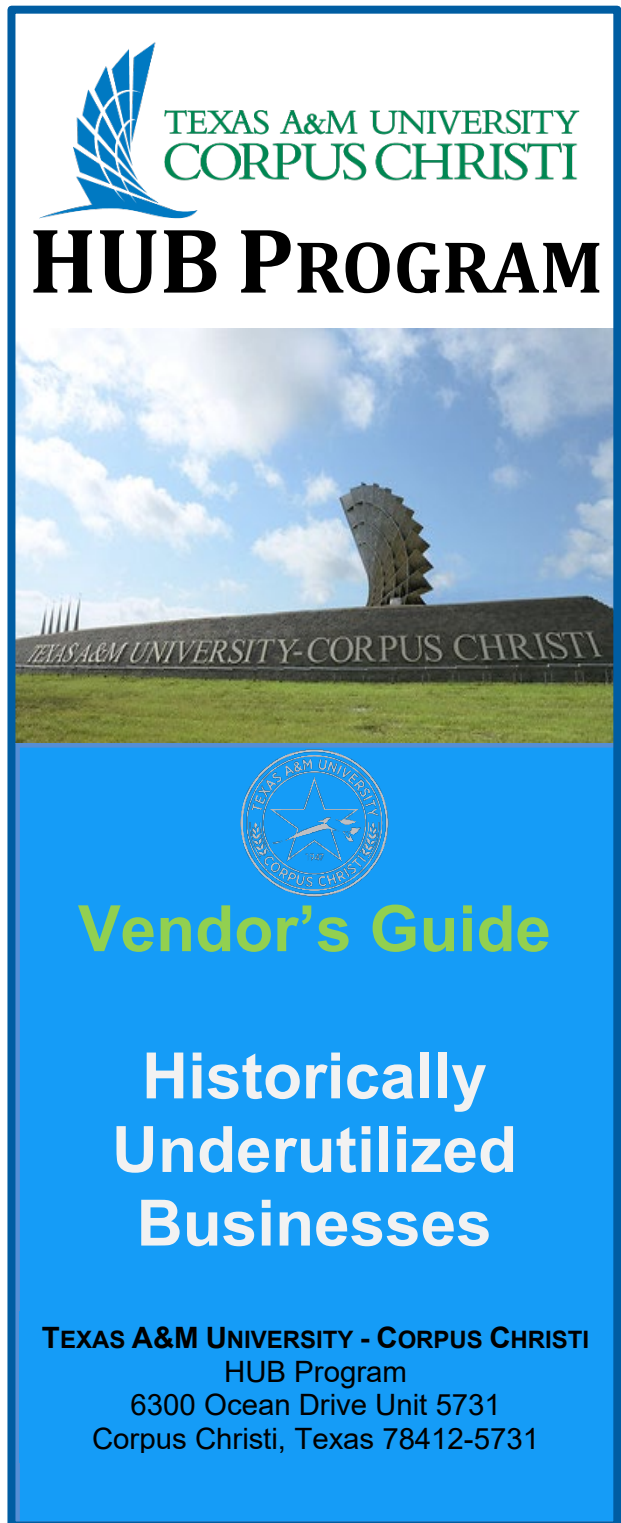
**Supporting Links**

**TAMU-CC HUB Program Website:**

<https://www.tamucc.edu/finance-and-administration/financial-services/purchasing/hub-program/index.php>

**State of Texas Comptroller HUB Website:**

<https://comptroller.texas.gov/purchasing/vendor/hub/>



The image is a promotional graphic for the HUB Program. At the top, it features the Texas A&M University - Corpus Christi logo, which includes a stylized blue and green leaf design. Below the logo, the text 'TEXAS A&M UNIVERSITY CORPUS CHRISTI' is written in green. The main title 'HUB PROGRAM' is in large, bold, black letters. Below this is a photograph of the 'The Arch' monument at Texas A&M University - Corpus Christi, with the text 'TEXAS A&M UNIVERSITY - CORPUS CHRISTI' visible on the base. The bottom half of the graphic has a blue background. It features the Texas A&M University - Corpus Christi seal, which is a circular emblem with a star and the text 'TEXAS A&M UNIVERSITY - CORPUS CHRISTI'. Below the seal, the text 'Vendor's Guide' is written in yellow, 'Historically Underutilized Businesses' is in white, and 'TEXAS A&M UNIVERSITY - CORPUS CHRISTI HUB Program' is in white. The address '6300 Ocean Drive Unit 5731 Corpus Christi, Texas 78412-5731' is also in white.