What is a HUB?
A HUB is a Texas business with at least 51% of the company owned by a minority or woman who (1) resides in Texas and (2) demonstrates active participation in the control, operations, and management of the business’ affairs.

Why is HUB Certification Important?
- State agencies receive HUB credit for their expenditures with your business in their Semi-Annual and Annual HUB reports.
- An agency’s HUB participation helps to measure an agency’s Good Faith Effort in the HUB Program.
- HUB certification tracks the success of minority businesses doing business with the State.

Benefits of HUB Certification
- Registers your business as a State of Texas HUB at no cost.
- Provides state agencies and institutions of higher education with a list of HUBs available for bids (State agencies are required to make a good faith effort to include HUBs in their procurement opportunities/bids).
- Other government agencies and private industry companies also use the HUB directory to identify eligible minority and/or women owned businesses for their procurement opportunities/bids.

Local Resources
- UTSA Purchasing and Distribution Services
  utsa.edu/purchasing
- Texas Procurement and Support Services
  www.cpa.state.tx.us
- UTSA Institute for Economic Development
  iedtexas.org
- S.A. Minority Business Enterprise Center
  sa-mbec.org
- South Central Texas Regional Certification Agency
  sctrca.org
- Centralized Master Bidder’s List (CMBL)
  cmblreg.cpa.state.tx.us/login_cmbl_only.cfm

There is no formal registration to become a UTSA vendor. However, we do strongly recommend your business be on the CMBL. This is a great resource that most State agencies use to find vendors.

Mentor Protégé Program
window.state.tx.us/procurement/prog/hub/mentorprotege/

The State of Texas Mentor Protégé Program is designed to foster long-term relationships between prime contractors and HUBs.
To encourage and assist participation by HUB businesses in the contracting and purchasing process. It is UTSA’s policy to be committed to maximizing when available, the number and value of purchases with HUBs. UTSA has consistently ranked among the top state agencies who spend the most money with HUBs for the last several years.

We strongly believe in the HUB Program and are committed to:

- Assisting businesses with obtaining state HUB certification
- Increasing the number of HUB businesses contacted for procurement opportunities
- Educating HUBs about UTSA’s purchasing policies and procedures
- Incorporating HUBs into all areas of UTSA purchasing activities

**HOW WE BUY**

**Small Dollar Purchases (0 to $5,000)**
Department buyers can make nonrestricted purchases directly from the vendor through the use of a Procurement Card or a small dollar purchase order.

**Informal Quotes ($5,000.01—$25,000)**
Buyers solicit a minimum of three informal bids from prospective vendors by telephone or with an informal written bid request. Two of the three bids must be sought from HUBs. After evaluating bids received, an award will be made to the successful bidder who offers the best value to UTSA.

**Formal Bids/Requests for Proposal ($25,000 and up)**
Buyers post bids/RFP’s to the EBSD. Bid openings are time sensitive and open to the public. After bids are evaluated, an award will be made to the successful bidder offering the best value to UTSA. For bids over $100,000, a HUB Submittal Plan is required and must accompany the sealed bid upon submission.

**Need More Info on HUBs?**
Contact Irene Maldonado
HUB Program Manager
Phone: (210) 458-4068
irene.maldonado@utsa.edu

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**Top Ten Tips For Vendors**

1. **Do your homework!** Visit [utsa.edu](http://utsa.edu) and read all you can to acquaint yourself with the university.

2. **Eliminate any possible obstacles** that would prevent you from doing business with us (i.e. vendor holds, tax issues, etc.)

3. **Develop marketing materials** and create a strategic plan before you approach us.

4. **Introduce your business** by making an appointment with the HUB Coordinator.

5. **Attend the pre-bid** to learn more about the project, meet the key team players and build relationships with potential partners.

6. **Win a cooperative purchasing agreement** such as those provided by TPASS, BuyBoard, E&I, etc.

7. **Participate in TPASS events** that bring procurement specialists to you. Visit [portal.cpa.state.tx.us/hub/EOF/](http://portal.cpa.state.tx.us/hub/EOF/) for a calendar of events.

8. **Go to TPASS HUB Reporting** and learn about your competition. Visit [cpa.state.tx.us/procurement/prog/hub/hub-reporting/](http://cpa.state.tx.us/procurement/prog/hub/hub-reporting/)

9. **Participate** with local Chambers of Commerce or trade organizations. Attend networking events (luncheons, mixers, etc.) in and out of your industry.

10. **Monitor the current bid listings** by visiting [utsa.edu/purchasing](http://utsa.edu/purchasing)