UTSA Vendor Fairs Set for April

The UTSA Vendor Fairs will be held on Tuesday, April 10 at the Downtown Campus, Buena Vista Bldg., and Wednesday, April 11 at the Main Campus, UC Ballrooms I & II. The UTSA Vendor Fairs are sponsored by the HUB Program in partnership with the Purchasing and Distribution Services Department and the Staff Coordinating Group. The vendor fairs offer a unique opportunity to meet face to face with company representatives who provide a variety of supplies and services to the university. Invited vendors include HUBs, Preferred Suppliers, approved caterers and local small businesses.

“If you want to find an experienced vendor who understands UTSA, come to the Vendor Fairs,” said Irene Maldonado, HUB Program Manager. “You can also learn about special pricing they offer to the university.”

Regular attendees to both fairs include Commonwealth Computers, Consolidated Office Systems, Accu-print, Burgoon, Austin Ribbon and Computer and Caprice Productions.

Both fairs are free and open to all UTSA Faculty and Staff. Procard holders are highly encouraged to attend. For more information about the fairs, please contact Irene Maldonado at ext. 4068.

The HUB Program encourages all staff and faculty to consider using a Historically Underutilized Business (HUB) whenever possible. When searching for vendors, it’s always important to review the certifications they have. Certifications can be found at the bottom of the vendor profile in PointPlus. Each acronym stands for different local, state and federal types or certifications.

In order to receive a certification, businesses must go through an application process and meet all criteria. Listed below are the most common acronyms and their definitions:

- **CMBL** - Centralized Master Bidder’s List (this is the State of Texas master database where many vendors are listed)
- **DBE** - Disadvantaged Business Enterprise
- **HUB/BLM or BLF** - State of Texas HUB Certified - BL: Black – F: Female – M: Male
- **HUB/HIF or HIM** - State of Texas HUB Certified - HI: Hispanic – F: Female – M: Male
- **MBE** - Minority Business Enterprise
- **MIN** - Minority Business
- **SB** - Small Business
- **SBD** - Small Disadvantaged Business Enterprise
- **SDB** - Small Disadvantaged Business
- **VET** - Veteran Owned Business
- **WBE** - Women Business Enterprise
- **WOM** - Woman Owned Business
Non-Profit Vendors Provide Services to UTSA

San Antonio Lighthouse for the Blind and the San Antonio Food Bank Make Strides on Campus

Non-profit organizations are versatile, offering a combination of support and advocacy for various causes. The San Antonio Lighthouse for the Blind and the San Antonio Food Bank are two such non-profits in San Antonio that offer more than services to those they serve.

For over 78 years, the San Antonio Lighthouse for the Blind has provided training, employment opportunities and education to both individuals with blindness and low vision; in addition to being a leader in manufacturing for the military and government agencies.

“When you purchase supplies from us, we reinvest the proceeds into programs for the blind,” said Chris Crane, National Sales Manager for the San Antonio Lighthouse for the Blind. “That not only creates jobs in our community; it allows us to serve 5,000 clients a year.”

The San Antonio Lighthouse for the Blind offers more than pens and pencils to the university. Currently, they have 34,000 catalog items including furniture from national vendors that will soon be available through a TXMAS contract.

UTSA Approved Caterer, Catalyst Catering is the social enterprise of the San Antonio Food Bank, generating funding by providing catering services to Southwest Texas. Catalyst Catering has a variety of menu options for several types of events.

Catalyst Catering has received praise and awards for their food. In November, they won “Best Dish” at the Slow Food South Texas Harvest Gala, showcasing foods from local farmers and ranchers. Catalyst Catering also won 1st Place at the Max’s Wine Dive “Mac N’ Cheese Throw Down” and was awarded the “Celebrity Judges’ Award” for Best Chili at the Stone Oak Chili Cook-Off and Tailgate Event.

“We’re proud to be on the preferred caterer’s list for UTSA,” said Heather Roberts. “We’ve provided catering for Recognition Ceremony and the SECC Kick-off Event.”

For more information on the San Antonio Food Bank and Catalyst Catering, contact Heather Roberts at 210-431-8401 or hroberts@safoodbank.org.

We had the pleasure of working with Austin Ribbon & Computer (ARC) on the purchase of new computers for our department. I selected them from the list of HUB vendors recommended on the UTSA OIT website for departmental computer purchasing.

We made two purchases last fiscal year and one large purchase this year. The first two purchases were fairly simple and they worked from the quotes we sent via the UTSA OIT computer purchasing website. Our third order was another issue. The model of the systems we ordered was changed by Dell and therefore our quote information was off. Dell had not arranged with UTSA OIT the new specifications or details of the change. This meant changing order details (systems could not be pre-imaged as is usually done when purchasing via the OIT website). Our ARC contact Jeff McClendon, was tremendous throughout the process of getting everything modified with the Purchasing Dept. to change the purchase order. The change resulted in a lower price since the software/imaging was removed.

Jeff maintained communication with me each step of the way and ARC processed the refund almost immediately. The folks at ARC are always friendly, prompt, professional and a pleasure to work with.

Janet Allen-McConkey, Administrative Service Officer I
UTSA - Writing Program
The UTSA Purchasing and Distribution Services Department and Historically Underutilized Business (HUB) Program invites you to attend the

2012 Vendor Fairs

**UTSA Downtown Campus**
Tuesday, April 10, 2012
9:00 am to 1:00 pm
Buena Vista Bldg. 1.338
Meeting Assembly Room

**UTSA Main Campus**
Wednesday, April 11, 2012
9:00 am to 1:00 pm
University Center 1.104 & 1.106
Ballrooms I & II

For more information, call Irene Maldonado at (210) 458-4068
or visit [www.utsa.edu/HUB](http://www.utsa.edu/HUB)

**HUB Program Office**
Irene Maldonado
HUB Program Manager
(210) 458-4068

**Mission**
The University of Texas Historically Underutilized Business (HUB) initiative is to encourage and assist participation by such businesses in University contracting and purchasing. It is the policy of UTSA to maximize opportunities for HUBs.

**Resources**
UTSA is committed to increasing the number and value of purchases with HUBs, and to encourage and assist HUB participation in the purchasing process.

Visit [UTSA.edu/HUB](http://UTSA.edu/HUB) for HUB related resources, including:

- HUB Vendor List (Excel Spreadsheet)
- Vendor Fair Participants
- “Purchasing from HUB Vendors” class info
- And much more!

**NEXT ISSUE: April 2012**
Do you have a suggestion for an article? Did you work with a HUB vendor who did an outstanding job? Share your story!

Contact Irene Maldonado at ext 4068 or email irene.maldonado@utsa.edu today!