What is a HUB?
A Texas business with at least 51% owned by a member of a minority or woman, who resides in Texas; and have a proportionate interest and demonstrate active participation in the control, operations, and management of the entity’s 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
  www.utsa.edu/purchasing
- Texas Procurement and Support Services
  http://www.cpa.state.tx.us/
- UTSA Institute for Economic Development
  http://www.iedtexas.org/
- S.A. Minority Business Enterprise Center
  http://sa-mbec.org/
- South Central Texas Regional Certification Agency
  http://www.sctrca.org/
- Centralized Master Bidder’s List (CMBL)
  https://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
http://www.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 such 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 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 (Up 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)**
Purchasers solicit a minimum of three informal bids from prospective vendors by telephone or with an informal written pricing request. Two of the three bids must be sought from HUBs. The purchaser tabulates responses and makes an award to the vendor that offers the best value to UTSA.

**Formal Bids/Requests for Proposal ($25,000 and up)**
Purchasers issue written specifications that must be received at a certain date and time. Bid openings are open to the public. After evaluating bids received, the purchaser will make an award to the successful bidder. For bids over $100,000, a HUB Submittal Plan is required and must accompany the sealed bid.

**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 [www.utsa.edu](http://www.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. **Join a co-operative** Attend networking events (luncheons, mixers, etc.) in and out of your industry.

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


9. **Participate** with local Chambers of Commerce or trade organizations.

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