



Statewide Historically Underutilized Business Program

# grow your business

Congratulations on your decision to join the Statewide HUB Program! HUB certification is an important step when introducing your products and services to Texas state government. We're here to help you succeed and guide you to resources that are designed to help your business flourish.

Texas is your business.





Texas state government spent more than **\$78.5 million** with HUBs on consumables and office supplies in fiscal **2013**.

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**grow**  
your business

Texas state government spent more than **\$117 million** with HUBs on furnishings and equipment in fiscal **2013**.



# look forward

Give your business the **attention** it deserves by joining the CMBL and keeping your vendor profile current.



## Centralized Master Bidders List (CMBL)

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In fiscal 2013, Texas state government awarded more than \$1.9 billion in contracts to companies certified as HUBs. Your HUB certification shows you are committed to seeing your business succeed. If you haven't already done so, take your business to the next level by registering for the Centralized Master Bidders List (CMBL).

CMBL registration increases your chances of doing business with the state because state entities must search the CMBL when planning to buy goods and services that cost more than \$5,000. Based on the results of their search, state entities contact vendors directly by mail, fax, email or phone with invitations to bid on the items they need. The CMBL includes each vendor's HUB status, a vital search criterion because of the state's commitment to include HUBs in the bidding process.

The CMBL registration fee is \$70 annually (averaging \$5.83 per month) and could open the door to thousands of dollars in new revenue for your business.

**Questions about the CMBL? Call 512-463-3459.**

## Vendor Profile

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Keep your vendor profile on both the HUB Directory and CMBL up-to-date. A current and accurate profile is crucial to reflect your business's goods and services and help state purchasers contact your business. You may want to search the CMBL for competing businesses to find the class and item codes you want to list on your profile.

**Questions about your vendor profile? Call 512-463-5872.**



## Sign Up for the CMBL and Update Your Vendor Profile:

You can register for the CMBL on the Comptroller's TxComptroller eSystems (formerly MyCPA) secure portal. You can also manage your vendor profile for both the HUB Directory and CMBL at this website.

1. Go to the Texas Comptroller's website at <http://www.window.state.tx.us>.
2. Select the **"State Purchasing"** tab at the top of the page.
3. Scroll down and on the right hand side of the screen select the **"Modify CMBL/HUB Account"** button, and then select the **"Continue to Login"** button on the next screen.
4. **Important:** Have you previously used the TxComptroller eSystems (formerly MyCPA) login to register or manage your company's HUB and/or CMBL vendor profile?
  - If **Yes**, enter the User ID and Password you created when you established your profile and select **"Login"** (skip to instruction number 5).
  - If **No**, select **"Sign up"** to create and establish your user profile account as follows:
    - **First-Time User: Create Profile** screen - Create a user ID (minimum seven characters) and enter the requested information, including your email address, your name, telephone number and password (minimum of eight characters). Select **"Continue."**
    - **Select Security Question and Answer** screen - Select a security question and provide an answer (minimum five characters), and select **"Continue."**
    - **Accept Terms of Use** screen - Read terms of use, check the **"I agree"** box and select **"Create User Profile"** to acknowledge your acceptance and agreement to comply with Terms of Use for TxComptroller eSystems.
    - **User Profile Created** screen - Your login is now set up. Select **"Continue"** to go to the menu.

create  
opportunity

5. **eSystem Menu** screen - Select “**Manage CMBL and HUB Accounts**” in the right-hand column.
6. **Manage CMBL and HUB Accounts** screen - Enter the first 11 digits of your 13-digit VID number, and select “**Continue.**”
  - **Tip:** Look up your VID number online at [www.window.state.tx.us/procurement//cdbl/cdblhub.html](http://www.window.state.tx.us/procurement//cdbl/cdblhub.html). More instructions for finding your number are available under the “Help with this page” link found in the upper right of the Manage CMBL and HUB Accounts screen.
7. **CMBL/HUB Access** screen
  - **Assigned Locations** - If the vendor profile account you wish to access appears here, select it (continue to instruction number 8 of this page below).
  - **Available Locations** - If the vendor profile account you wish to access appears here, select it and take the following steps to associate your user profile with that location:
    - **CMBL/HUB - Enter Personal Identification Code** screen - Enter the personal identification code (beginning with RG) that you received from the Comptroller’s office and select “**Create Access.**”
  - **Tip:** If you have not received this number, call us at **1-888-863-5881** to request it.
    - **CMBL/HUB - Access Disclaimer** screen - Read the disclaimer, check the box next to “**I Agree**” and select “**Continue.**”
    - **CMBL/HUB - Access Rights Confirmed** screen - Select “**Continue.**”
    - **CMBL/HUB Access** screen - The vendor profile account you previously selected should now appear under Assigned Locations. Select it to go to the next screen.
8. Select the “**View/Edit Vendor Profile**” or “**Pay CMBL Fee.**”

**Note:** We encourage you to first “**View/Edit Vendor Profile**” and review your company’s vendor profile information to ensure that it is complete then update if necessary before selecting the “**Pay CMBL Fee**” option.





Texas state government spent more than **\$150 million** with HUBs on computer equipment in fiscal 2013.

# advance

and get ahead

Boost your **business connections** through ESBD and subcontracting opportunities.

## Electronic State Business Daily (ESBD)

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The Electronic State Business Daily (ESBD) advertises bid opportunities on state contracts valued at more than \$25,000. Bid opportunities are normally posted for 14 or 21 days. Individual bid invitations will indicate a closing date and a contact person who can answer questions about the bid opportunity. State entities often hold pre-proposal conferences prior to awarding a contract. Attending these conferences helps you get your business noticed and connected with state purchasers. The contact person listed on the bid invitation can provide conference details.

### Search the ESBD:

1. Go to the Comptroller's website at <http://esbd.cpa.state.tx.us>.
2. Search for bid opportunities by state agency, requisition number or class and item codes at the top of the Web page. (Click on "NIGP Class - Item Number" to view the class and item codes online.) Once you have entered the search criteria, click on the "Go" button.

Note: You can also search for contract awards by the criteria mentioned above. The state agency that posted the original bid opportunity can provide additional information on the bids submitted for selection.

3. Search for bid opportunities by keyword under "Search Postings." Once you have entered the keyword or words, click on the "Go" button.

4. To view only the most recent postings, click on "View Newest Postings" at the top of the Web page.

**Questions about the ESBD? Call 512-463-3034.**

## Subcontracting Opportunities

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State entities carefully examine state contracts with expected values of \$100,000 or more for subcontracting opportunities. If opportunities are found, each bidding vendor must submit a HUB Subcontracting Plan showing potential use of certified HUBs.

Your business's listing in the online HUB Directory will make your business known as a potential subcontracting partner. Registration with the CMBL also increases your exposure to bidding vendors. In addition, pre-proposal conferences for these large state contracts offer your business an opportunity to network with vendors looking for a potential partner.

### Get Details About HUB Subcontracting:

[www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan](http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan).

## State Agency HUB Coordinators

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HUB coordinators can be your business's strongest advocate. The coordinators, who are experts in their agency's purchasing requirements and processes, will give you valuable guidance and are great contacts for helping or assisting your business. Take the time to introduce yourself and your business to a HUB coordinator at a state entity with which you'd like to do business.

### Contact a HUB Coordinator:

1. Go to the Comptroller's website at <http://esbd.cpa.state.tx.us/agaddress/addresslist.cfm>.
2. To find an agency HUB coordinator and contact information, click on an agency name.
3. To download a mailing list and contact information for all agency HUB coordinators, follow the steps below.
  - Go to "Click here for download versions."
  - Click "State Agency HUB Coordinators."
  - Open the Microsoft Excel file.
  - You can copy all or individual email addresses into your send-to list.

**resourceful**  
promoting

Get **valuable tips** from experienced HUB coordinators and promote your business.





Texas state government spent more than **\$9.1 million** with HUBs on telecommunication equipment in fiscal **2013**.



# questions

answered

Tap into HUB program **resources for doing business** with the state.

## Vendor Guide

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The Comptroller's Vendor Guide is available online and can answer your questions about doing business with Texas. In it, you'll find information about marketing to state agencies, submitting effective bid proposals, a bidder's checklist and more.

### Download the Vendor Guide:

[www.window.state.tx.us/procurement/pub/vendor\\_guide.pdf](http://www.window.state.tx.us/procurement/pub/vendor_guide.pdf)

## HUB Report

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The HUB Report, issued twice a year, gives you news on state expenditures in specific categories. Check out the report to determine which agencies and universities might match up best with what your business has to offer.

Read the HUB Report:

1. Go to the Comptroller's website at [www.window.state.tx.us/procurement/prog/hub/hub-reporting](http://www.window.state.tx.us/procurement/prog/hub/hub-reporting).
2. Click on the fiscal year report of your choice in the Related Links section located on the right of the Web page.
3. Click on "Detail by Object Code" in the third section of the Table of Contents.
4. Choose the object code that best fits the goods or services you provide.

**Questions about the HUB Report? Call 512-463-5894.**

## Mentor Protégé Program

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The HUB Mentor Protégé Program is designed to connect you and your business with experienced vendors. Its goal is to provide your business with guidance from experts on state purchasing. The mentor-protégé relationship is mutually beneficial since mentors can use protégés to fulfill HUB subcontracting requirements when bidding on state contracts with expected values of \$100,000 or more.

State agencies sponsor Mentor Protégé agreements between established vendors and emerging HUBs. Contact state agencies you have already done business with or search the HUB Report for agencies that purchase the goods and services your company provides. Ask these agencies about partnering your business with an experienced vendor.

### Get Mentor Protégé Information:

[www.window.state.tx.us/procurement/prog/hub/mentorprotege](http://www.window.state.tx.us/procurement/prog/hub/mentorprotege).

**contact**  
opportunities

Meet **state purchasers** at Economic Opportunity Forums or learn from **other experienced vendors** through the HUB Mentor Protégé Program.

## HUB Calendar of Events

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Stay up-to-date with the Statewide HUB Calendar of Events, which lists Economic Opportunity Forums in Texas. These are valuable networking sessions with HUB coordinators and state purchasers. Training sessions are often conducted during these forums.

View the HUB Calendar of Events: <http://hub.cpa.state.tx.us/eof/>.

Have a HUB success story? We'd love to hear from you.

Email us at [Texas4HUBs@cpa.state.tx.us](mailto:Texas4HUBs@cpa.state.tx.us) or call 1-888-863-5881.



# checklist

if the phones not ringing

## What to Do if the Phone Isn't Ringing

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Being HUB certified offers an excellent opportunity to boost your business opportunities with the state, but certification alone doesn't guarantee success. Keep this checklist handy to make the most of your HUB opportunities.

- Register for the CMBL. Be sure you have accurately described the goods and services you offer.
- Use the HUB Report to track statewide expenditures and to see the types of goods and services state entities seek.
- Keep your vendor profile and contact information on the HUB Directory and CMBL up-to-date. A current profile is critical for purchasers to contact potential bidders.
- Stay in touch with state agency HUB coordinators to market your business.
- Check the ESBD regularly for bid prospects and award information to keep up with the competition.
- Understand the state purchasing process to take advantage of services available to you.
- Carefully follow the instructions for submitting bid proposals.
- Stay up-to-date with networking opportunities through pre-proposal conferences and the HUB Calendar of Events.

The Statewide HUB Program is part of the Texas Procurement and Support Services division of the Texas Comptroller of Public Accounts. We're here to help you. Email us at [Texas4HUBs@cpa.state.tx.us](mailto:Texas4HUBs@cpa.state.tx.us) or call 1-888-863-5881.



# grow your business

HUB Certification — A Smart Choice.

We're glad you're here. We're committed to making the Statewide HUB Program a success for you and all of its members.

Statewide Historically Underutilized  
Business (HUB) Program

**[www.Texas4HUBs.org](http://www.Texas4HUBs.org)**

1-888-863-5881

Publication 96-1320-A,  
printed January 2014.



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