

## GIVE YOUR BUSINESS A LEADING ADVANTAGE

### Competitive tools for your business

#### Search the Electronic State Business Daily (ESBD)

When state entities have contract opportunities over \$25,000, they must advertise them on the Electronic State Business Daily. This online search engine is available to anyone and allows you to find bid opportunities by type, entity, vendor award or National Institute of Governmental Purchasing Codes.

SEARCH THE ESBD: <http://esbd.cpa.state.tx.us>

#### Explore HUB Subcontracting Plan Opportunities

Subcontracting is another excellent opportunity for your business. When a state contract's expected value is \$100,000 or more, state entities carefully examine it for subcontracting opportunities. If opportunities are found, bidding vendors must submit a subcontracting plan showing potential use of certified HUBs. Become familiar with the subcontracting process. Once certified, your listing in the online Texas HUB Directory will make your business known as a potential subcontracting partner.

GET DETAILS: [www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-allfms.pdf](http://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-allfms.pdf)

#### Vendor Guide

The Comptroller's Vendor Guide is available online and offers a wealth of information to help vendors better understand the state of Texas purchasing process.

[www.comptroller.texas.gov/purchasing/docs/sb20/DPS.pdf](http://www.comptroller.texas.gov/purchasing/docs/sb20/DPS.pdf)

#### HUB Report

Twice a year, state entities report their expenditures in specific categories. Use the report to determine which entities might match up best with what your business has to offer.

[www.comptroller.texas.gov/purchasing/vendor/hub/reporting.php](http://www.comptroller.texas.gov/purchasing/vendor/hub/reporting.php)

## TPWD RESOURCES

#### WEBSITE

[www.tpwd.texas.gov](http://www.tpwd.texas.gov)

#### CURRENT BID AND VENDOR OPPORTUNITIES

[www.tpwd.texas.gov/business/bidops/current\\_bid\\_opportunities/index.phtml](http://www.tpwd.texas.gov/business/bidops/current_bid_opportunities/index.phtml)

#### HUB INFORMATION

[www.tpwd.texas.gov/business/bidops/hub/index.phtml](http://www.tpwd.texas.gov/business/bidops/hub/index.phtml)

#### MENTOR/PROTÉGÉ PROGRAM INFORMATION

[www.tpwd.texas.gov/business/bidops/hub/mentor\\_protege/](http://www.tpwd.texas.gov/business/bidops/hub/mentor_protege/)

#### TPWD HUB ADMINISTRATION

Phone: (512) 389-4784 Fax: (512) 389-4677  
E-mail: [hub@tpwd.texas.gov](mailto:hub@tpwd.texas.gov)

#### TPWD HEADQUARTERS

4200 Smith School Road, Austin, TX 78744  
(512) 389-4800 | (800) 792-1112

#### TPWD PROCUREMENT CONTACTS

**Purchasing and Contracting** sections purchase supplies, materials, equipment, services, professional and consulting services, and facility leases.  
(512) 389-4784 | [purchasing@tpwd.texas.gov](mailto:purchasing@tpwd.texas.gov)

**Infrastructure Division** is responsible for construction solicitation including professional service contracts.  
(512) 389-4442 | [contracting@tpwd.texas.gov](mailto:contracting@tpwd.texas.gov)

**Information Technology** coordinates technology purchases. (512) 389-4981



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*Doing Business with  
the State of Texas  
and*

# Texas Parks and Wildlife Department

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*Texas Parks and Wildlife  
has over 200 field offices  
located across Texas!*

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#### TPWD MISSION STATEMENT

*To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing, and outdoor recreation opportunities for the use and enjoyment of present and future generations.*

## NOT HUB/CMBL CERTIFIED?

**State agencies are unable to locate your business — increase visibility by registering for the CMBL or becoming HUB certified.**

As a state agency we have two ways of locating vendors to participate in solicitation opportunities.

1. **Centralized Master Bidders List (CMBL)** – The CMBL is a master database used by State of Texas purchasing entities seeking vendors for the agency’s solicitations.
2. **Historically Underutilized Business (HUB) Directory** – A search engine available to State Purchasers to find HUB vendors that are able to provide requested products or services.

State agencies must utilize the CMBL, in conjunction with the HUB directory, to obtain a vendor list to send the solicitation documents. Below are the minimum requirements for each type of solicitation:

### **Purchases up to \$5,000**

Are considered spot purchases and competitive bidding is not required although purchasers may utilize the CMBL/HUB directories to assist in finding vendors that are able to provide the needed goods or services.

### **Purchases of \$5,000.01 to \$25,000**

Agencies must obtain bids from at least three CMBL vendors, two of which must be Texas certified HUBs.

### **Purchases over \$25,000**

Agencies must solicit bids from all vendors on the CMBL registered under the appropriate class-item code for the requested products or services under the appropriate geographic region.

### **Purchases over \$100,000**

Agencies must solicit bids from all vendors on the CMBL registered under the appropriate class-item code for the requested products or services under the appropriate geographic region. In addition, vendors are required to complete a HUB Subcontracting Plan meeting minimum good faith effort requirements.\*

\*HUB Subcontracting Plan (HSP) Details:  
[www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-allfms.pdf](http://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-allfms.pdf)

## REGISTER FOR THE CMBL AND BECOME A TEXAS CERTIFIED HUB

**Be ready for greater business opportunities!**

### **Benefits of CMBL Certification**

- State agencies, colleges, universities and local governments use the CMBL online directory to find vendors.
- Bid notifications are sent directly to YOU.
- Registration is easy, annual fee of \$70 to help increase your business opportunities.

### **Benefits of HUB Certification**

- HUB certification is free of charge.
- Certification is valid for four (4) years, provided that business continues to meet the eligibility requirements.
- Business is registered on the Comptroller’s web-based HUB Directory. State agencies use the HUB Directory in conjunction with the Comptroller’s Centralized Master Bidders List (CMBL) to solicit bids from certified HUBs for state purchasing and public works contracts. Prime contractors also use the HUB Directory to identify HUBs to whom they will send notification of their subcontracting opportunities.
- Increased exposure to the general public, as well as other entities that have a supplier diversity program and are searching for minority-owned, woman-owned, and/or service disabled veteran-owned businesses.

### **A “Historically Underutilized Business”...**

- is at least 51% owned by a minority, woman and/or service disabled veteran;
- is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23;
- has its principal place of business in Texas; and
- has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity’s affairs.

In accordance with 34 TAC §20.13, each state agency shall make a good faith effort to utilize HUBs in contracts for construction, services (including professional and consulting services) and commodities purchases.

*For all the details, go to [www.Texas4HUBs.org](http://www.Texas4HUBs.org)*

## PUT THE STATEWIDE PROGRAMS TO WORK FOR YOU!

**Give your business the advantage of CMBL registration and HUB certification.**

*Texas awarded more than \$2 billion in contracts to certified HUBs in fiscal year 2014. Follow these easy steps to open the door to more business.*

### **CMBL Program**

Use the tools available to you to do business with the state. Register on the Centralized Master Bidders List (CMBL) at [www.comptroller.texas.gov/purchasing/vendor/cmb/](http://www.comptroller.texas.gov/purchasing/vendor/cmb/).

### **HUB Certification Program**

Apply for HUB certification today at [www.comptroller.texas.gov/purchasing/vendor/hub/](http://www.comptroller.texas.gov/purchasing/vendor/hub/) or call (888) 863-5881 to get additional information to get started.

### **HUB Mentor/Protégé Program**

The State of Texas 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.

State agencies serve as sponsors for the Mentor Protégé agreements. Companies interested in establishing a state Mentor Protégé agreement should:

- Contact a state agency you have already done business with or search the HUB Report for agencies that purchase the goods and services your company provides.
- Ask how they match prospective mentors and protégés

For TPWD program information visit [www.tpwd.texas.gov/business/bidops/hub/mentor\\_protege/](http://www.tpwd.texas.gov/business/bidops/hub/mentor_protege/)

Statewide program details at [www.comptroller.texas.gov/purchasing/vendor/hub/mentor.php](http://www.comptroller.texas.gov/purchasing/vendor/hub/mentor.php)