Instructions to Become a State of Texas Vendor:

The instructions provided herein should be utilized to become a Texas registered Historically Underutilized Business (HUB) vendor and register with the Centralized Master Bidders List (CMBL) to receive additional bidding opportunities from all Texas State Agencies. The State of Texas Comptroller of Public Accounts is responsible for managing all Texas procurement related procedures. This form does not take the place of the Texas Comptroller’s Office instructions on becoming a State of Texas Vendor, HUB Communication, Registration etc., the below link to the Comptroller of Texas website for your convenience.

<https://comptroller.texas.gov/purchasing/vendor/information.php>

For information on registering as a HUB vendor and the requirements, please see the below link to the Comptroller of Public Accounts webpage.

<https://comptroller.texas.gov/purchasing/vendor/hub/certification-process.php>

The Centralized Master Bidders List (CMBL) is a listing of vendors who have paid a seventy-five-dollar annual fee to receive further bidding opportunities from all Texas State Agencies. To register for the CMBL, please follow the link below.

<https://comptroller.texas.gov/purchasing/vendor/registration/>

To search for all opportunities available through Texas State Agencies please find the below link to the Electronic State Business Daily (ESBD). All State Agencies are required to post bidding opportunities expected to exceed $25,000 to this portal. The ESBD is a free site for any vendor to review bidding opportunities.

<http://www.txsmartbuy.com/esbd>

A HUB Subcontracting Plan (HSP) is a required document for all procurement types expected to exceed $100,000. This document is to insure as a vendor for the State of Texas you are giving good faith effort to utilize Texas certified HUBs for subcontracting opportunities. A subcontracting opportunity is defined as being an opportunity to allow underutilized businesses a chance to contract with their larger subsidiaries. Most all contracts allow for subcontracting, whether it be in the form of delivering goods, or buying parts to service a machine. Subcontracting is to be utilized when your company is unable to complete a portion of the contract scope, no matter how big or how small. Another point to mention is it does not matter if your company is a HUB itself, you must still show “Good Faith Effort” in enlisting other HUB vendors to assist in fulfilling areas your company may not be able to for the contract.

To correctly complete the forms, please follow the instructions listed on the document itself. If you need further assistance, please contact Bridget Dunn, CTCD at dunnb@tsbvi.edu, or (512)206-9151.