

PUT THE STATEWIDE HUB PROGRAM TO WORK FOR YOU!

Give your business the advantage of HUB certification.

Texas awarded more than \$2 billion in contracts – including more than \$877 million in subcontracts – to certified HUBs in fiscal 2010. Follow these easy steps to open the door to more business.

STEP 1:

Apply for HUB certification today at www.window.state.tx.us/procurement/prog/hub/hub-certification or call (888) 863-5881 to get additional information to get started.

STEP 2:

Use the tools available to you to do business with the state. Register on the Centralized Master Bidders List (CMBL) at www.window.state.tx.us/procurement/registration.

STEP 3:

Network and market your business.

For all the details, go to www.Texas4HUBs.org

OTHER ONLINE RESOURCES

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.window.state.tx.us/procurement/pub/vendor_guide.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.window.state.tx.us/procurement/prog/hub/hub-reporting



TPWD RESOURCES

WEBSITE

www.tpwd.state.tx.us

CURRENT BID AND VENDOR OPPORTUNITIES

www.tpwd.state.tx.us/business/bidops/current_bid_opportunities/index.phtml

HUB INFORMATION

www.tpwd.state.tx.us/business/bidops/hub/index.phtml

TPWD HUB ADMINISTRATION

Phone: (512) 389-4784

Fax: (512) 389-4677

E-mail: hub@tpwd.state.tx.us

TPWD HEADQUARTERS

4200 Smith School Road, Austin, TX 78744

(512) 389-4800 | (800) 792-1112

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.



Life's better outside.®

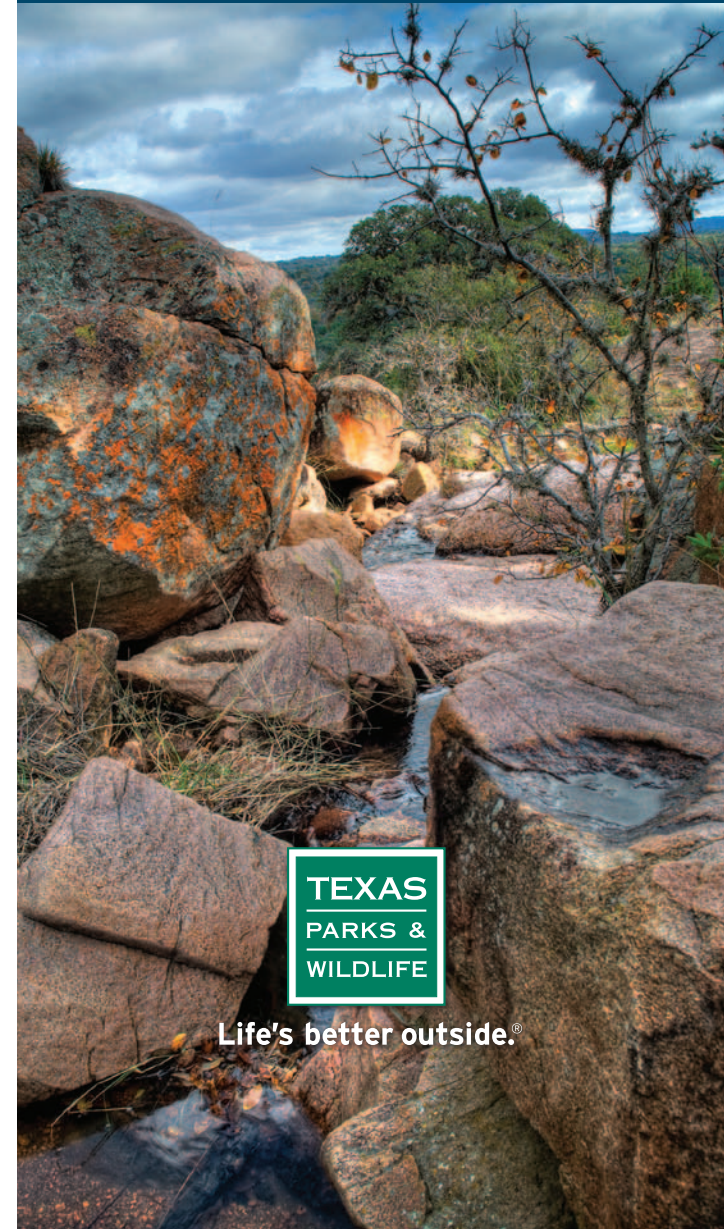
4200 Smith School Road
Austin, Texas 78744

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Doing Business with Texas Parks and Wildlife Department



Life's better outside.®

TPWD OBJECTIVES

- Provide outdoor recreational opportunities
- Manage and protect wildlife and wildlife habitat
- Acquire and manage parklands and historic areas

The following information is designed to assist in better understanding our agency's purchasing needs and requirements. It should also serve as a business tool to help you successfully market your company to our agency and to increase the level of Historically Underutilized Business (HUB) participation.

TPWD is largely a field organization with approximately 75% of its employees working outside Austin headquarters at more than 200 field offices located across the state. Our structure necessitates that we delegate a large portion of our purchasing authority to our field personnel. Approximately 85% of all purchasing transactions made by the agency are accomplished through this delegated purchasing authority. TPWD purchases commodities and services in almost every classification identified in the National Institute of Governmental Purchasing, Inc. (NIGP) Commodity Book located on the Comptroller of Public Accounts' website. These commodities and services are purchased by hundreds of our employees throughout the state.

TPWD deems it in the public's interest to ensure that all businesses, regardless of size, social, economic or ethnic status, have an equal opportunity to participate in the agency's procurement process. To increase the participation of HUBs, it is the policy of this agency to use its best efforts to increase opportunities for Texas-certified HUBs in the purchase of all commodities and services, including construction, professional and consulting services.

Procurement Contacts

Purchasing and Contracting sections purchase supplies, materials, equipment, services, professional and consulting services, and facility leases. (512) 389-4811

Infrastructure Division is responsible for construction project purchases statewide. (512) 389-4944

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

BECOME A TEXAS-CERTIFIED HUB

Be Ready for Greater Business Opportunities!

A "Historically Underutilized Business"...

- is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, and/or American woman;
- 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.

The Comptroller of Public Accounts' Statewide HUB Program facilitates the use of HUBs in state procurement and provides information on the state's procurement process to minority- and woman-owned businesses.

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.

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- and woman-owned businesses.

GIVE YOUR BUSINESS A LEADING ADVANTAGE

Competitive Tools for Your Business

HUB certification is a powerful advantage and a vital step. In addition to applying for HUB certification, explore the many other tools available for creating new opportunities to do business with the state.

1 Register with the Centralized Master Bidders List (CMBL) to Receive Bid Invitations

When state entities plan to buy goods and services that cost more than \$5,000, they must search the CMBL for potential vendors. Based on the results of their search, they contact vendors directly by mail, fax, e-mail or phone with invitations for bids. You can register for the CMBL online to immediately be included on the list. The annual registration fee is \$70 and covers the cost of the program. It's a worthwhile investment, averaging no more than \$5.83 per month. The CMBL reflects a vendor's HUB status for state entities looking for potential bidders.

SIGN UP FOR THE CMBL:

www.window.state.tx.us/procurement/prog/cmb1

2 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>

3 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.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan