



Texas Animal Health Commission

Historically Underutilized Business Program

ABOUT TAHC

The Texas Animal Health Commission (TAHC) was established in 1893 as the Livestock Sanitary Commission and charged with protecting the state's domestic animals "from all contagious or infectious diseases of a malignant character." Today, TAHC remains true to this charge while evolving with the times to protect the health and marketability of all Texas livestock and poultry.

The agency has 6 regional offices and 1 laboratory strategically located in Texas, while executive operations are run from the central office in Austin. All TAHC staff work closely with veterinarians, ranchers, livestock markets, livestock and poultry producers, federal, state and local jurisdictions.

TAHC PURCHASING DEPARTMENT

The TAHC has committed to demonstrate an ongoing good faith effort designed to eliminate the barriers which have traditionally prohibited growth of disadvantaged businesses, and to ensure historically underutilized businesses are offered meaningful opportunities to participate in the TAHC's procurement process.

The mission of the Purchasing Department is to facilitate best practices and to achieve savings opportunities when procuring goods and services necessary for the effective and efficient operation of the agency. Purchasing ensures those goods and services represent the best value, quality service, timely delivery, and are expended within the regulations and guidelines mandated by the State of Texas.

It is the responsibility of the Purchasing Department to maintain and ensure compliance with regulatory guidelines and internal control procedures, and to conduct business with the highest level of customer service, ethical standards, fairness, and transparency, while welcoming qualified, responsible, and diverse vendors

COMMONLY PURCHASED PRODUCTS AND SERVICES

- General office supplies
- Laboratory supplies
- Livestock equipment
- Ranch equipment
- Veterinary supplies and equipment
- Vehicle accessories
- Professional services – Medical Services
- Professional services – Auditing Services

HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM

In 1991, Texas instituted the historically underutilized business program (HUB) to increase the opportunities available to businesses owned by minorities and women in the area of state procurement and contracting. In accordance with [Title 34, Section §20.281](#) of the Texas Administrative Code, each state agency shall make a good faith effort to utilize HUBs in contracts for construction, services (including professional and consulting services) and commodity purchases.

HUB certification is free of charge and good for up to four years. Only certified HUBs are listed in the online Texas HUB Directory. For purchases of \$5,000.00 or less, state entities can directly contact a business to purchase goods and services. The Texas HUB Directory is also searched by vendors looking for certified HUBs to include in their subcontracting plans for projects of \$100,000.00 or more. If opportunities are found, bidding vendors must submit a subcontracting plan showing potential use of certified HUBs. Vendors are encouraged to become familiar with the subcontracting process. Once certified, your company will be listed in the online Texas HUB Directory. This listing will make your business known as a potential subcontracting partner.

HUB ELIGIBILITY

To qualify as a HUB, the following criteria must be met:

- Must be a U.S. citizen.
- Must be a for-profit entity that has not exceeded the size standard prescribed by [34 TAC §20.294](#) and has its principal place of business in Texas.
- Is at least 51 percent owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and /or a Service Disabled Veteran with a Service related disability of 20% or greater, who resides in Texas and actively participates in the control, operations and management of the entity's affairs.



HUB CERTIFICATION

The Statewide Procurement Division administers the HUB program. Vendors seeking certification as a HUB are required to submit a completed HUB certification application and supporting documentation to the Statewide HUB Program, affirming under penalty of perjury that their business qualifies as a HUB.

To sign up for the HUB Program access the link below or contact the Statewide Procurement Division via telephone or email.

- **HUB Toll Free Line:** 1-888-863-5881
- **HUB Local Line:** 512-463-5872
- **Email:** StatewideHUBProgram@cpa.texas.gov
- **Website:** <https://comptroller.texas.gov/purchasing/vendor/hub/certification-process.php>

CENTRALIZED MASTER BIDDERS LIST (CMBL)

HUB vendors are encouraged to register with the CMBL to receive bid invitations. When the TAHC plans to buy goods and services valued at more than \$5,000.00, we must search the CMBL for potential vendors. Based on the results of our search, we contact vendors directly with invitations for bids. You can register for the CMBL online to immediately be included on the list. The annual registration fee is \$70.00. The CMBL reflects a vendor's HUB status for state entities looking for potential bidders. To sign up for the CMBL call 512-463-3459 or access the website at: <https://comptroller.texas.gov/purchasing/vendor/cmb/>

ELECTRONIC STATE BUSINESS DAILY (ESBD)

Vendors are encouraged to search the ESBD for bidding opportunities over \$25,000.00. The TAHC is required to advertise solicitations valued at \$25,000.00 or more on the ESBD. 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. The ESBD may be accessed via <http://www.txsmartbuy.com/esbd>.

NETWORK

Pre-proposal conferences offer chances to network with experienced vendors for subcontracting opportunities. The TAHC point of contact on individual bid invitations can provide details on these conferences.

Economic Opportunity Forums (EOFs) allow you to network with HUB coordinators at individual state agencies and with state purchasers at bid fairs. The Statewide HUB Calendar of Events lists networking opportunities, including events by HUB development centers and trade organizations. The EOF calendar may be accessed via: <http://www.txsmartbuy.com/eof/index.html>

TRADE ORGANIZATIONS

The Statewide HUB Program collaborates with various minority and women business trade organizations and development centers to circulate information pertaining to the initiatives of the Statewide HUB Program. These organizations may have information on subcontracting opportunities from prime vendors.

- Asian Contractor Association
- Bexar County Small Business & Entrepreneurship Department
- Dallas/Fort Worth Minority Supplier Development Council
- El Paso Hispanic Chamber of Commerce
- Golden Triangle Minority Business Council
- Hispanic Contractors Association de San Antonio
- Houston Minority Supplier Development Council
- Regional Hispanic Contractors Association (RHCA)
- Southwest Minority Supplier Development Council
- Texas Association of African American Chambers of Commerce (TAAACC)
- Texas Association of Mexican American Chambers of Commerce (TAMACC)
- Tri-County Black Chamber of Commerce
- US India Chamber of Commerce DFW
- US Pan Asian American Chamber of Commerce SW
- Women's Business Council - Southwest
- Women's Business Enterprise Alliance

For more information, visit <https://comptroller.texas.gov/purchasing/vendor/hub/resources.php>

HUB MENTOR PROTÉGÉ PROGRAM

Pursuant to [34 TAC §20.298](#), the State of Texas Mentor Protégé Program is designed to foster relationships between prime contractors and 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.

The mentor-protégé relationship is mutually beneficial since mentors can use their protégés to fulfill HUB subcontracting requirements when bidding on contracts. It is advantageous to build a partnership prior to a solicitation or contract award to establish confidence in performance.

Participation in the program requires the protégé to be State of Texas HUB certified and the Mentor Protégé Agreement be sponsored by a state agency.

For more information about the TAHC Mentor Protégé program, please call the TAHC Purchasing Department at 512-719-0762.