Opening Remarks

Carlos A. Balderas
HUB Program Director
Civil Right Division
Texas Department of Transportation

Texas Department of Transportation
Disparity Study

Brian Godinez
Colette Holt & Associates
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (DBE) CERTIFICATION OVERVIEW

CIVIL RIGHTS DIVISION
Title 49: Transportation

Part 26: Participation By Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs

49 CFR Part 26
Disadvantaged Business Enterprise (DBE)

- A for profit small business that is at least 51% owned by one or more individuals who are both socially and economically disadvantaged.

- Socially and economically disadvantaged individuals must possess the power to control the management, decision-making and day-to-day operations of the business.
Objectives

- To ensure nondiscrimination
- To create a level playing field
- To ensure the DBE program is narrowly tailored
- To ensure only eligible firms are permitted to participate
- To help remove barriers to participation
- To promote the use of DBEs in all federally-assisted contracts and procurements
- To assist the development of firms that can compete successfully in the marketplace
DBE Eligibility Requirements

- Must be an independent business

- Three-year average gross receipts must not exceed $23.98 million for highway construction firms and less for other work categories

- Personal net worth of the individuals cannot exceed $1.32 million
A disadvantaged owner must hold the highest officer position in the company (e.g., chief executive officer or president)

In a corporation, disadvantaged owners must control the board of directors

In a partnership, disadvantaged owners must serve as general partners, with control over all partnership decisions

The socially and economically disadvantaged owners must have an overall understanding, expertise and experience directly related to the type of business in which the firm is engaged and operates.
The contributions of capital by the socially and economically disadvantaged owners to acquire their ownership interests must be real and substantial.

**Examples of insufficient contributions include:**

- A promise to contribute capital
- An unsecured note payable to the firm or an owner who is not a disadvantaged individual, or
- Mere participation in a firm's activities as an employee
DBE Eligibility Requirements cont.

- The disadvantaged owners must manage, share in the risks, and be entitled to the profits and loss commensurate with their ownership interests.

- Non-disadvantaged individuals must not possess the power to control the firm.
Texas Unified Certification Program (TUCP)

The Texas Unified Certification Program (TUCP) is a certification program for the federal DBE Programs in Texas. DBE certification received from any of the TUCP members is valid and can be accepted by any Texas entity that receives U.S. Department of Transportation (DOT) funds.

Members of the TUCP:

- Texas Department of Transportation (TxDOT)
- City of Houston
- City of Austin
- Corpus Christi Regional Transportation Authority (CCRTA)
- North Central Texas Regional Certification Agency (NCTRCA)
- South Central Texas Regional Certification Agency (SCTRCA)
TUCP offers “One stop” shopping to applicant firms:

- One application
- One process
- One decision that is binding upon all TUCP Certifying Partners
Texas Unified Certification Program (TUCP), cont.
Disadvantaged Business Enterprise Program

The Disadvantaged Business Enterprise (DBE) Program was created to provide a level playing field for small, minority, and women-owned companies wanting to do business with TxDOT and other agencies receiving federal funds from the U.S. Department of Transportation. Refer to the Disadvantaged Business Enterprise Forms page for additional documents relating to the DBE Program.

You may apply for DBE certification using TxDOT's Diversity Management System.

Certification Overview

TxDOT is a member of the Texas Unified Certification Program (TUCP). The TUCP certifies DBEs for participation in Department of Transportation federal contracting projects across the State of Texas in compliance with Code of Federal Regulations (49 CFR Parts 26 and 23).

Businesses interested in becoming certified as a DBE must complete and submit an application through the TUCP. Upon approval, these companies can be used to meet the DBE goals established for federally-funded contracts. DBE is a federal program required by law.

You may search the TUCP Directory using TxDOT’s Diversity Management System.
Diversity Management System

TxDOT is pleased to provide its Diversity Management System. The following key features are available, depending upon levels of access:

- Enhanced online DBE and SBE Directory with keyword search capabilities
- Enhanced online certification applications
- Flexible reporting capabilities

- About the Diversity Management System
- Help/First Time Visitors
- Account Lookup
- Reset Password
- Contact Us and Support
- Apply for Certification
- Texas Unified Certification Program (TUCP) and TxDOT SBE Directory
- Information for Staff
- Training and Events

Customer Support

The Diversity Management System is powered by 82Gnow Software.
Apply for Certification

You are about to complete the online DBE, SBE, and HUB certification application for TxDOT. If your firm is certified as a DBE, it is automatically eligible for SBE certification and may be eligible for HUB certification if it qualifies under the rules promulgated by the Texas Comptroller of Public Accounts.

TUCP DBE Certifying Agencies

- **HOUSTON**  City of Houston
- **AUSTIN**  City of Austin
- **CCRTA**  Corpus Christi Regional Transportation Authority
- **NCTRCA**  North Central Texas Regional Certification Agency
- **SCTRCA**  South Central Texas Regional Certification Agency
- **TXDOT**  Texas Department of Transportation

- TUCP Certifying Entities Region Map
- TUCP Participating Entities

If you have any questions or need help while completing the application please contact TxDOT’s Office of Civil Rights at (866) 460-2518, Option 1 or send an email. Technical support is also available here.

### Renew Your Certification

- I Know My Username & Password  Login
- I Forgot My Username & Password  Lookup Account

### New Certification

Your firm is not currently certified with TxDOT.  Create Account

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our online support form.
Create Account

Please fill in the information below. The registration process takes only a couple of minutes, and all information can be updated at any time after registration.

Important Note: If you received any form of notice from a government regarding this system, an account may have been pre-configured for you. Please look up your business to see if an account already exists. You can also check with Customer Service before registering a duplicate account.

If you have questions about this registration process or need more information, please contact Customer Service.

* required entry

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</tr>
<tr>
<td>State/Province *</td>
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<tr>
<td>Zip Code/Postal Code *</td>
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</tbody>
</table>
North American Industry Classification System (NAICS)

- [https://www.census.gov](https://www.census.gov)

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**Introduction to NAICS**

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
2017 NAICS Key Word Search

Search results for: Concrete
Number of records found: 121

- 237310  Concrete paving (i.e., highway, road, street, public sidewalk)
- 238110  Chimney, concrete, construction
- 238110  Concrete resurfacing
- 238110  Concrete repair
- 238110  Concrete pumping (i.e., placement)
- 238110  Retaining wall (except anchored earth), poured concrete, construction
- 238110  Concrete pouring
- 238110  Grouting (i.e., reinforcing with concrete)
- 238110  Concrete floor surfacing
- 238110  Foundation, building, poured concrete, contractors
- 238110  Concrete finishing
Required Documents for DBE Certification

- Resumes (that include places of employment with corresponding dates) for all owners, officers and key personnel
- Personal Net Worth Statement for each socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm.
- Personal Federal tax returns for the past 3 years. Required for each owner.
- Federal tax returns filed by business and its affiliates with related schedules, for past 3 years
- Documented proof of contributions used to acquire ownership for each owner
- Proof of citizenship (birth certificate or passport)
- List of equipment and/or vehicles owned and leased, including VIN numbers, titles, proof of ownership, and insurance cards for each vehicle.
- Licenses, permits, and hauling authority forms
- Descriptions of all real estate (including office/storage space) owned/leased by your firm.
- Signed loan, security, and bonding agreements
- Bank authorization and signatory cards
- Schedule of Salaries paid to all officers, managers, owners and or directors.
- DBE/ACDBE and SBA 8(a) denials or decertification's
- Sole proprietorship - Doing Business As (DBA) or Assumed Named Certificate
- Limited Liability Corporation (LLC) – Official Certificate of Formation and Operating Agreement with any amendments
- Corporations – Articles of Incorp, Cert of filing, Operating Agreements, By-Laws, Minutes, Stock Certificates and Ledger
- Document proof of any transfer or assists to/from your and/or to/from any of its owners over past 2 years
- Suppliers; Provide list of product lines, and distribution equipment owned or leased.
- End of year balance sheets and income statements (past 3 years)
How to Access the TUCP Directory

Disadvantaged Business Enterprise Program

Home > Inside TxDOT > Divisions > Civil Rights

The Disadvantaged Business Enterprise (DBE) Program was created to provide a level playing field for small, minority-, and women-owned companies wanting to do business with TxDOT and other agencies receiving federal funds from the U.S. Department of Transportation. Refer to the Disadvantaged Business Enterprise Forms page for additional documents relating to the DBE Program.

You may apply for DBE certification using TxDOT’s Diversity Management System.

Certification Overview

TxDOT is a member of the Texas Unified Certification Program (TUCP). The TUCP certifies DBEs for participation in Department of Transportation federal contracting projects across the State of Texas in compliance with Code of Federal Regulations (49 CFR Parts 26 and 23).

Businesses interested in becoming certified as a DBE must complete and submit an application through the TUCP. Upon approval, these companies can be used to meet the DBE goals established for federally-funded contracts. DBE is a federal program required by law.

You may search the TUCP Directory using TxDOT’s Diversity Management System.
TUCP Directory

Texas Unified Certification Program

The Texas Unified Certification Program is a certification program for the Federal Disadvantaged Business Enterprises (DBE) Programs in Texas. Presently, the members of the TUCP are listed below. A business’ DBE certification received from any of the TUCP members is valid and can be relied upon by any Texas entity that receives U.S. Department of Transportation (DOT) funds.

Small businesses desiring DBE certification must submit an application and a personal net worth statement (PNW) to one of six certifying agencies within the state. The business’ location determines which agency to contact.

Key Certifying Agencies

The following agencies are members of the TUCP:
- City of Houston, Office of Business Opportunity
- City of Austin, Small Business Development
- Corpus Christi Regional Transportation Authority
- El Paso City of Transportation Authority
- South Central Texas Certification Agency
- Texas Department of Transportation

Use the TUCP Certifying Agencies Regional Map to identify the applicable. You can apply for DBE Certification online.

DBE Interstate Application

DBE firms certified in other states as their home state are required to follow the Interstate certification expectations as outlined in 49 CFR §26.85(c) of the Code of Federal Regulations. Below are links to the Texas Unified Certification Program (TUCP) DBE Interstate Certification Checklist and the Texas Unified Certification Program (TUCP) Interstate DBE Affidavit:

- DBE Interstate Certification Checklist and Affidavit

You also need to submit a hardcopy of your home-state DBE application.

DBE Annual Update

You may submit the DBE Annual Update Affidavit online at the Diversity Management System. More information about updating can be found on the DBE program page.

Benefits of DBE Certification through TUCP

- Listing your business in a central DBE directory
- Receiving a Federal DBE program certificate
- Bidding as a DBE at all participating state entities for all DOT transportation modes including aviation, highways and public transportation

Resources

- TUCP DBE Directory
- TUCP Standard Operating Procedure (SOP)
- TUCP Memorandum of Agreement (MOA)
- DBE Application
- Personal Net Worth Statement (PNW)
- DBE Annual Update Affidavit
Categories for Searching the TUCP Directory

- Business Name
- Business Description
- Commodity Code-NAICS
- Contact Person/Owner
- Location
- Work Districts/Regions
- Certification Type
### TUCP Directory Search: Business Description

#### Search by Business Name or DBA
**Business Name/DBA:**
Tip: Try just a few letters of the firm's name.

#### Search by Business Description
**Business Description:** Landscape
Tip: Try just a few letters of a keyword.

#### Search by Commodity Code
**Commodity Code:**
Click to Lookup Commodity Code
(popup window will appear to browse and search available Commodity Codes)

#### Search by Contact Person
**Contact Person/Owner:**
**First name:** [ ]
**Last name:** [ ]
Tip: Use the first letter.
Tip: Try just the first few letters.

#### Search by Location
**City:**
**State:**
**Zip Code:**
**Phone Area Code:**

#### Search by Work Districts/Regions
**Work Districts/Regions:**
Selection of any combination below will find firms that have at least one assigned work district/region match.
- Abilene
- Amarillo
- Atlanta
- Austin
- Beaumont
- Brownwood
- Bryan
- Childress
- Corpus Christi
- Dallas
- El Paso
- Fort Worth
- Houston
- Laredo
- Lubbock
- Lufkin
- Odessa
- Paris
- Pharr
- San Angelo
- San Antonio
- Tyler
- Waco
- Wichita Falls
- Yoakum

#### Search by Certification Type
**Certifications:**
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Small Business Enterprise (SBE)
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<th>Location</th>
<th>Certification</th>
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<td>AAN GARRETT-COLEMAN &amp; ASSOCIATES, INC.</td>
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<td>AquaGreen Global, LLC</td>
<td>Dallas, TX</td>
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<td>Southlake, TX</td>
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<td>Beyond Landscaping LLC</td>
<td>Dallas, TX</td>
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<td>BOEN LANDSCAPING &amp; IRRIGATION, LLC</td>
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<td>CAROLYN KELLEY, dba Carolyn Kelley ASLA Landscape Architect</td>
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<td>Classic Tejas Construction, Inc</td>
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<td>Cleveland Building Maintenance Services, LLC</td>
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<td>Diana L. Wilson Consulting, Inc.</td>
<td>Montgomery, TX</td>
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<td>Entelechy LLC, dba Entelechy</td>
<td>Wheat Ridge, CO</td>
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<td>G &amp; B Environmental Services</td>
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<td>Garcia Design Inc.</td>
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<td>George Melis LandPRO, Inc.</td>
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<td>Hernandez Construction Services</td>
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<td>Hydrozone Landscape Corporation</td>
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<td>The Clean up Crew</td>
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<td>THIRD LAND, INC.</td>
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<tr>
<td>URBANTRANS CONSULTANTS, INC.</td>
<td>DENVER, CO</td>
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<td>VAQUERO COMMERCIAL, INC.</td>
<td>AUSTIN, TX</td>
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<tr>
<td>Xellent Services</td>
<td>Cypress, TX</td>
<td>DBE</td>
</tr>
</tbody>
</table>
DBE Certification Benefits

- Increased business exposure
- Business profile is listed in DBE Directory (updated in real-time)
- Bid as a DBE at participating city, county, state, and local governments on DOT-funded contracts
- DBE certification is recognized nationwide
- DBE’s have the opportunity to participate in a variety of supportive services training, technical assistance, and business development programs
Texas Department of Transportation

Civil Rights Division

125 East 11th St.

Austin, TX 78701

(512) 416-4700

CivilRights@txdot.gov

www.txdot.gov

DBE Program

http://www.txdot.gov/business/partnerships/dbe.html

DBE Application

https://txdot.txdotcms.com/

NAICS Code web-site

https://www.census.gov
Texas Comptroller of Public Accounts
Statewide Historically Underutilized Business (HUB) Program

Presented
By
Delia Lopez Molina
HUB Marketing Coordinator
Statewide HUB Program

The statewide HUB Program facilitates the use of HUBs in state procurement and provides information on the state's procurement process.
Annual Procurement Utilization Goals

In accordance with TAC § 23.61, 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.

- Agencies may achieve the annual procurement goals by contracting directly with HUBs or indirectly through subcontracting opportunities.

- Agencies shall make a good faith effort to assist HUBs in receiving a portion of the total contract value of all contracts that the agency expects to award in a fiscal year in accordance with the Annual Procurement Utilization Goals.
A "Historically Underutilized Business"...

... is at least 51% owned by an:

- Asian Pacific American
- Black American
- Hispanic American
- Native American
- American woman

...is a 20% Service Disabled Veteran

(Effective Sept. 1, 2013 Service Disabled Veterans can qualify for HUB certification based on a service-connected disability, and a disability rating of 20% or more).
20% Service Disabled Veteran

Required Documentation

- Military Discharge form DD214 issued by the Department of Veterans Affairs or the Department of Defense
- Certification of Military Service form 13038 issued by the National archive
- Disability Rating Letter issued by the Department of Veterans Affairs
HUB Qualifications

...is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC § 20.23, and 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

...eligible HUB owners must be a United States citizen and a Texas resident
HUB Certification Benefits

✓ HUB Certification is free of charge.

✓ 4 year certification, provided that the business continues to meet the eligibility requirements.

✓ Business profile is captured in the Comptroller’s web-based HUB Directory.

State agencies use the CMBL/HUB Directory to solicit bids from certified HUBs for state purchasing and public works contracts. Prime contractors also use the CMBL/HUB Directory to identify HUBs for their subcontracting opportunities.

✓ Increased exposure to the general public, as well as, other entities who have a supplier diversity program and are searching for minority, woman-owned businesses, and SDV’s.

*Note: If HUB certification is granted through a certification agreement approved through the TPASS Division of the Comptroller’s, the term of the applicant’s HUB certification shall coincide with the certifying entity’s certification.*
HUB Certification Agreements

In accordance with Texas Administrative Code § 23.61, in order to maximize the number of certified HUBs, SPD pursues certification agreements with local governments and nonprofit organizations in Texas which certify businesses under substantially the same definition as a HUB and meet certification standards as defined by SPD.

Texas based minority, woman owned, or service disabled veteran businesses who are certified with an organization listed below may automatically receive HUB certification if:

- The certifying entity determines that the business is HUB-eligible, and
- The certifying entity submits the business' information to the Statewide HUB Program for approval and inclusion in the CMBL/HUB Directory.

- City of Austin
- City of Houston
- Dallas/Fort Worth Minority Supplier Development Council
- El Paso Hispanic Chamber of Commerce
- Golden Triangle Minority Business Council
- Houston Minority Supplier Development Council
- South Central Texas Regional Certification Agency
- Southwest Minority Supplier Development Council
- Texas Department of Transportation
- Women’s Business Council - Southwest
- Women’s Business Enterprise Alliance
Centralized Master Bidders List (CMBL)

What are the qualifications?

Why should I register?

What are the benefits?
The Centralized Master Bidder’s List

- CMBL is for **HUB** and **Non-HUB vendors**. Vendors that are interested in providing services or goods to the state can register for the CMBL to receive bidding opportunities (contracts are above $5000.00).

- Annual registration fee is **$70.00**.

- Database used by State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to the State of Texas.

- CMBL is a research tool – you can search the database at no cost (without being a member).
When state entities have contract opportunities over $25,000, they must advertise them on the Electronic State Business Daily (ESBD).

The ESBD is an online search engine that is available to anyone, and allows you to find bid opportunities by type, entity, vendor award or National Institute of Governmental Purchasing [NIGP]Codes.
State Procurement

Opportunities over $25,000

State agencies are required to send notice of the procurement opportunity to all the vendors registered/active on the CMBL with the NIGP (class/item) codes applicable to the products or services being procured, and are relevant to the Texas Highway District (s) where vendors can provide their products or services.
State Procurement

Opportunities over $5,000 to $25,000

State agencies are required to solicit a minimum of three (3) vendors registered/active on the CMBL with the NIGP (class/Item) codes applicable to the products or services being procured to include relevant Texas Highway District(s) where vendors can provide their products or services.

Two of the three (3) vendors solicited are required Texas certified HUBs.
State Procurement

Opportunities up to $5,000

Competitive bids are NOT REQUIRED; purchasing from state of Texas certified HUBs is encouraged.

Agencies will frequently refer to vendors registered/active on the CMBL with the NIGP class/item codes applicable to the products or services being procured by the agency, and relevant to the Texas Highway District (s) where vendors can provide their products or services.
Search The CMBL/ HUB Directory
Recommended Links

https://comptroller.texas.gov/purchasing
Purchasing then click on HUB

https://comptroller.texas.gov/purchasing/vendor/hub/mentor.php
Mentor Protégé Program

http://www.txsmartbuy.com/eof/index.html
Calendar of Events
Statewide HUB Program
Contact Information

Laura Cagle Hinojosa – Statewide HUB Manager

- Suzette Charity – Compliance Team Lead (512) 463-3364
- Ricardo Perez - Certification Team Lead  (512) 463-0294
- Delia Lopez Molina-HUB Marketing Specialist (512) 463-3653

Toll Free (888) 863-5881

Email - Texas4HUBS@cpa.texas.gov

Website - Texas4HUBS.org
PEPS-Professional Engineering Procurement Services
CIV HUB Outreach Initiative

May 31st, 2018
Mission

Work with our TxDOT customers and external partners to procure the most qualified consultants to deliver effective solutions for Texas.

Goals

Deliver the right projects; Focus on the Customer; Foster Stewardship; Optimize System Performance; Preserve our Assets; Promote Safety, and Value our Employees.

Values

People, Accountability, Trust, Honesty.

Procuring the most qualified consultants to deliver effective transportation solutions for Texans.
PEPS Organization

Division Director
Martin L. Rodin, PE
850 3

Executive Assistant
Kristina Kottke

Deputy Division Director
Lucio Vasquez, PE
850 1

Center of Excellence
Section Director
Dan Neal, PE
431 12

Austin Service Center
Manager
Charles Davidson, PE
050 6

Central Service Center
Section Director
Jaime A. Vela, PE
056 22

Service Center for Divisions
Section Director
Kori Rodriguez, PE
080 16

Dallas Service Center
Section Director
Joseph Jancuska, PE
051 11

El Paso Service Center
Manager
Efrain Esparza, PE
055 6

Fort Worth Service Center
Manager
Norma Glasscock, PE
052 6

Houston Service Center
Section Director
Gail Morea, PE
053 14

San Antonio Service Center
Manager
Larry Wenger, PE
054 7

Business Operations Manager
Roy Gonzalez
480 10
PEPS - Leadership Organization

**Division Director** – Martin L. Rodin

**Deputy Division Director** – Lucio Vasquez

**Center of Excellence** – Dan Neal

**Business Operations Center** – Roy Gonzales

- **Austin Service Center** – Charles Davidson
- **Dallas Service Center** – Joseph Jancuska
- **Fort Worth Service Center** – Norma Glasscock
- **Houston Service Center** – Gail Morea
- **San Antonio Service Center** – Larry Wenger
- **El Paso Service Center** – Jaime Perales
- **Central Service Center** – Jaime Vela Jr.
- **Service Center for Divisions** – Kori Rodriguez
## Engineering Contract Types

<table>
<thead>
<tr>
<th>Disciplines</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Procurement Engineering (PcE)</td>
</tr>
<tr>
<td>Bridge Inspection</td>
<td>Schematic</td>
</tr>
<tr>
<td>Bridge On/Off Replacement</td>
<td>Schematic / Environmental</td>
</tr>
<tr>
<td>Construction, Engineering, Inspection (CEI)</td>
<td>Schematic/Environmental/PS&amp;E</td>
</tr>
<tr>
<td>Critical Path Method Scheduling (CPM)</td>
<td>Survey</td>
</tr>
<tr>
<td>Engineering</td>
<td>Traffic Engineering</td>
</tr>
<tr>
<td>General Engineering Consultant (GEC)</td>
<td>Traffic Signal Timing</td>
</tr>
<tr>
<td>Geotechnical</td>
<td>Utility Engineering</td>
</tr>
<tr>
<td>Hydraulic</td>
<td>Materials Engineering</td>
</tr>
<tr>
<td>Planning</td>
<td>Facilities Engineering</td>
</tr>
<tr>
<td>Plans, Specifications and Estimates (PS&amp;E)</td>
<td>Independent Engineer (IE)</td>
</tr>
<tr>
<td></td>
<td>Traffic &amp; Revenue (T&amp;R)</td>
</tr>
</tbody>
</table>

**Disciplines with most demand**
## Contracting Goals for FY 18

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>$6,000,000</td>
</tr>
<tr>
<td>Bridge Inspection</td>
<td>$52,000,000</td>
</tr>
<tr>
<td>Bridge On/Off Replacement</td>
<td>$9,000,000</td>
</tr>
<tr>
<td>Construction, Engineering, Inspection (CEI)</td>
<td>$300,000,000</td>
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<tr>
<td>Critical Path Method Scheduling (CPM)</td>
<td>$6,000,000</td>
</tr>
<tr>
<td>Engineering</td>
<td>$1,000,000</td>
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<tr>
<td>General Engineering Consultant (GEC)</td>
<td>$40,000,000</td>
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<tr>
<td>Geotechnical</td>
<td>$19,000,000</td>
</tr>
<tr>
<td>Hydraulic</td>
<td>$18,000,000</td>
</tr>
<tr>
<td>Other (describe in Comments)</td>
<td>$16,000,000</td>
</tr>
<tr>
<td>Planning</td>
<td>$17,000,000</td>
</tr>
<tr>
<td>Plans, Specifications and Estimates (PS&amp;E)</td>
<td>$400,000,000</td>
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<tr>
<td>Procurement Engineering (PcE)</td>
<td>$20,000,000</td>
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<tr>
<td>Schematic</td>
<td>$25,000,000</td>
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<tr>
<td>Schematic / Environmental</td>
<td>$200,000,000</td>
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<tr>
<td>Schematic/Environmental/PS&amp;E</td>
<td>$45,000,000</td>
</tr>
<tr>
<td>Survey</td>
<td>$60,000,000</td>
</tr>
<tr>
<td>Traffic Engineering</td>
<td>$16,000,000</td>
</tr>
<tr>
<td>Traffic Signal Timing</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Utility Engineering</td>
<td>$12,000,000</td>
</tr>
<tr>
<td>Materials Engineering</td>
<td>$12,000,000</td>
</tr>
<tr>
<td>Facilities Engineering</td>
<td>$6,500,000</td>
</tr>
<tr>
<td>Independent Engineer (IE)</td>
<td>$20,000,000</td>
</tr>
<tr>
<td>Traffic &amp; Revenue (T&amp;R)</td>
<td>$5,000,000</td>
</tr>
</tbody>
</table>
| **Grand Total**                         | **$1,310,500,000**

Three categories make up 70% of the annual procurement.
$900 Million annually
- CEI
- PS&E
- Schematic/ENV
So what is driving this........TxDOT’s Annual Letting

Prop 7 significantly increases TxDOT Letting Volume

$4.3 Billion Average Letting (FY 2012 – 2016)

$6.5 Billion Average Letting (FY 2017 – 2025)
Future Procurement Volume

 NOTE: FY 18 to FY 20 are projections only.
### Projected Contracts List

#### Professional Engineering Procurement Services (PEPS Division) - Projected Contracts for Architectural, Engineering, and Surveying Services

Below is a list of statewide projected contracts with consulting architecture, engineering, and surveying services, as of May 23, 2014. A project's presence on this list is not an indication that a project contract is authorized for advertisement. The information is subject to change.

<table>
<thead>
<tr>
<th>Estimated Date of Advertisement</th>
<th>Discipline of Procurement (Consultant Name/Description)</th>
<th>PEPS Service Center</th>
<th>Procurement Solicitation</th>
<th>Procurement Engineer (Name and Contact Information)</th>
<th>Selection Process</th>
<th>District or Division Name</th>
<th>Contract Solicitation</th>
<th>Description of Project and Project Limits, if Applicable</th>
<th>Project Location (County, District, or Waterbody)</th>
<th>Contract Type Specific Deliverable (BD)</th>
<th>Target Amount to Procure</th>
<th>Contact Name for Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2015 Wave 1</td>
<td>Planning</td>
<td>Central</td>
<td>Central</td>
<td>Judith Soto-Beaser</td>
<td>TSO</td>
<td>D. Toms</td>
<td>D. Toms</td>
<td>Traffic Engineering studies and support services for D. Toms district corridors and local improvement corridor, including: I-35 northbound 0.1 mi, I-35 EB 0.1 mi, SH 71 EB 0.1 mi, FM 1190 EB 0.1 mi, and FM 1190 WB 0.1 mi.</td>
<td>D. Toms District</td>
<td>SC</td>
<td>100</td>
<td>Judith Soto-Beaser</td>
</tr>
<tr>
<td>May 2015 Wave 1</td>
<td>Planning</td>
<td>Central</td>
<td>Central</td>
<td>Judith Soto-Beaser</td>
<td>TSO</td>
<td>D. Toms</td>
<td>D. Toms</td>
<td>Rearline Project, 6.0 mi. SH 71 EB 0.1 mi, FM 1190 EB 0.1 mi, and FM 1190 WB 0.1 mi.</td>
<td>D. Toms District</td>
<td>SC</td>
<td>100</td>
<td>Judith Soto-Beaser</td>
</tr>
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<td>100</td>
<td>Judith Soto-Beaser</td>
</tr>
</tbody>
</table>

**Business -> Consultants -> Architectural, Engineering, and Surveying Consultants -> Projected Contract Solicitations**
Procurement Processes

- Accelerated
- Streamlined wo/interview
- Streamlined w/interview
- Comprehensive
- Federal
- Federal Management
- Urgent and Critical
- Emergency

TxDOT’s core provider selection processes for ID Contracts
## Procurement Methods/Timeline

<table>
<thead>
<tr>
<th>Process</th>
<th>RFQ Creation and Posting</th>
<th>RFQ Advertising*</th>
<th>Evaluation and Selection</th>
<th>Negotiation**</th>
<th>Execution</th>
<th>Total Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>30</td>
<td>70</td>
</tr>
<tr>
<td>Strmlnd without interview</td>
<td>12</td>
<td>10</td>
<td>13</td>
<td>10</td>
<td>30</td>
<td>75</td>
</tr>
<tr>
<td>Strmlnd with interview</td>
<td>12</td>
<td>10</td>
<td>28</td>
<td>10</td>
<td>30</td>
<td>90</td>
</tr>
<tr>
<td>Comprehensive</td>
<td>23</td>
<td>15</td>
<td>32</td>
<td>30</td>
<td>30</td>
<td>130</td>
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<tr>
<td>Federal</td>
<td>15</td>
<td>15</td>
<td>40</td>
<td>30</td>
<td>30</td>
<td>130</td>
</tr>
<tr>
<td>Federal Management</td>
<td>25</td>
<td>15</td>
<td>40</td>
<td>30</td>
<td>30</td>
<td>140</td>
</tr>
</tbody>
</table>
Accelerated Process

- **Applicability**
  - For contracts not subject to the other processes
  - By default this will be for the majority of the indefinite deliverable (ID) contracts
  - An SD contract less than $1M is rare, but possible

- **Basic Steps (1)**
  - Publish an RFQ
  - Providers selected based on the SOQ scores

- Designed for less complex and lower-risk services
- Standardized core ID contracts, typically $2M or less
- ID contract requires negotiation of rates only
- Implication – it will go faster than the other processes
Streamlined Process

- **Applicability**
  - ID contracts for higher-risk services based on project costs, number of contracts, or type of services

- **With interviews (2 steps)**
  - Publish RFQ
  - Short-list and conduct interviews
  - Providers selected based on interview scores

- **Without interviews (1 step)**
  - Providers selected based on SOQ scores

- Standard or non-standard ID contracts
- Dollar-value, number of contracts, or services may be out of the ordinary or
- Provides for interviews if additional rigor is warranted, but questions without a presentation may be adequate
- ID contract requires negotiation of rates only
- Implication – it will go faster than the comprehensive, but not as fast as the accelerated
Comprehensive Process

- **Applicability**
  - Must be used for any specific deliverable (SD) contract that is $1M or more
  - And not subject to §9.35 (an engineering or design related service contract directly related to a highway construction project and reimbursed with federal-aid highway program (FAHP) funding)

- **Basic Steps (2)**
  - Publish an RFQ
  - Short-list the most qualified providers based on the SOQ scores
  - Interview short-listed providers
  - Providers selected based on interview scores

- Designed for higher-dollar value projects
- Each SD project is unique
- SD contract requires negotiation of detailed scope and budget with rates for execution
- Implication – it will take longer than the other processes
HUB Program Goals

- 11.2% for Heavy Construction other than building construction
- 21.1% Building Construction
- 32.9% Special Trade Construction
- 23.7% Professional Services
- 26.0% All Other Services
- 21.1% Commodities
For a state funded contract with a HUB goal, a solicitation will contain the aspirational goal of 23.7%.

For contracts that are more than $100K, with subcontracting opportunities, a completed HUB Subcontracting Plan (HSP) is required. A firm is required to demonstrate a good faith effort to consider HUBs for all available subcontracting opportunities.

The firm demonstrates their good faith effort through one of four methods built into the HSP:

- Method 1 – Utilizing Only Texas Certified HUBs (100% HUB Subs)
- Method 2 – HUB and Non-HUB Utilization (meet or exceed the HUB Goal)
- Method 3 – HUB and Non-HUB (does not meet or exceed the HUB Goal)
- Method 4 – Self-performing
When using one of the four methods in the HSP a firm is committing to meet or exceed the goal or to not meet or exceed the HUB goal.

- Method 1 – Utilizing Only Texas Certified HUBs [(meet or exceed) or (not meet or exceed)], this is 100% HUB subs only.
- Method 2 – HUB and Non-HUB Utilization (meet or exceed)
- Method 3 – HUB and Non-HUB (does not meet or exceed) – needs additional document of their good faith efforts
- Method 4 – Self-performing [No subprovider usage - 0%]
Once the HUB Subcontracting Plan is determined to be acceptable, then the contract goal is established. The contract goal is established using the subcontracting commitment from the HSP, which can meet, exceed, or be below the aspirational goal.

The aspirational goal of 23.7% is just a target. The contract goal is established based on the approved HSP.
Important Tips for HSP

- Read HUB language in solicitation carefully
- Use Up-To-Date HSP
- Reference HSP Quick Checklist
- Attend Pre-Bids
- HSP Training on TxDOT Internet
- Cursory Review of HSP
How to search for HUBS

SEARCH FOR
- CMBL Only
- HUBs Only
- HUBs On CMBL
- All Vendors

- Expand All

SINGLE VENDOR SEARCH

MULTIPLE VENDOR SEARCH

BUSINESS CATEGORY / VENDOR LOCATION SEARCH

- Business Category: Select
- County Location: Select
- City Location: begins with
- Zip Code Location: exact
- Highway District(s) Location

Link: Texas Comptroller of Public Accounts
Networking

- Study Projected Contracts List
- Visit with the PEPS Service Centers
  - Make appointment with Service Center Manager(s)
- Visiting the Districts
  - Visit with the Directors of Transportation Planning and Development at the district.
  - Visit with Directors of Construction at the district.
- Network with potential business partners
  - Professional organizations
  - TxDOT and other sponsored conferences
HOW DO I GET STARTED?
How do I get started? / Requirements and Certifications

Getting Started

✓ Be registered as a business with the State of Texas
  http://comptroller.texas.gov

✓ Be registered as engineering firm with the Texas PE Board
  http://engineers.texas.gov

✓ Obtain precertification with TxDOT

✓ Become administratively qualified with TxDOT

✓ Check the TxDOT webpage for listing of projected contracts and pre-RFQ meetings

✓ Submit your qualifications
Procurement Tips

- Check that all mandatory forms are in your package
- Keep alert to amendments
- Ask questions when you have the opportunity
- Showcase your PM and task leaders
- Focus on providing challenges, solutions and lessons learned
- Present innovative ideas or alternatives
- Be clear, concise and technical
- Use space wisely, it is not for marketing
- QA/QC the SOQ by referring directly to the RFQ Cover Page
- Use your best examples and give credit to the firm that did the work
Keys to Success

Be RESPONSIVE and do GOOD work!
HUB OUTREACH INITIATIVE

Support Services Division

Dewitt C. Greer State Highway Building
Austin, TX. Est. 1933

January 2018
Facts

- Total Number of Buildings = 2551
  - Office Buildings – 657 (26%)
  - Special Purpose – 963 (38%) (Equip. Shops)
  - Support Structures – 931 (36%) (Storage, Fuel)

- Total Number of Locations = 345
- Asset Value $1.5B (Land and Buildings)
Requested Funds for FY18/19 (Our Wish List)

*DEFERRED MAINTENANCE (Renovations, Repairs):*  
$115M (Requested Authority and Funding)  
- $83M FY18, $32M FY19

*CAPITAL CONSTRUCTION (New & Replacements):*  
$135M (Requested Authority and Funding, not tied to Real Property Sales)  
- $40M FY18, $95M FY19

*LAND ACQUISITIONS:*  
$3M (Requested Authority and Funding, not tied to Real Property Sales)  
- $3M FY18, with UB Authority to FY19

**AUSTIN HQ CONSOLIDATION:**  
$139M (Requested Authority and Funding)  
(Land Purchase with Previous Real Property Sales = $22M)
TYPES OF GOODS AND SERVICES

District Headquarters Building
San Angelo, TX. Est. 1969
AY 18-19 Projects include but not limited to:

- Building Renovations / Repairs / Demolition
- Ccure Security Upgrades
- Roof Replacement / Repairs
- Concrete Flume / Detention Ponds / Culverts / Drainage
- Parking Lot Expansion / Repairs
- Fuel Tanks
- Generators
- State HQ Austin Campus Consolidation Plan
- Radio Towers
Our Approved Spending Plan

- Deferred Maintenance: $50 Million
- Statewide HQ Consolidation: $30 Million
- Radio Towers: $6 Million
District Headquarters Building
Fort Worth, TX. Est. 1959

CURRENT CONTRACTING GOALS
Building Construction 21.1%

Special Trade Construction 32.9%
The CPA has established statewide HUB participation goals for different categories of contracts in 34 T.A.C. §20.284. In order to meet or exceed the HUB participation goals, TxDOT encourages outreach to certified HUBs. Contractors shall make a good faith effort to include certified HUBs in the procurement process.
District Headquarters Building
Austin, TX. Est. 1987

PURCHASING METHODS
# SSD’s Primary Contracting Types

## Purchase Orders
### Requirements
- Typically for services like janitorial, landscape, carpet installation, painting, etc.
- PO’s less than $25K Purchasers have the ability to select the vendor pool
- Solicitations over $25k are posted to ESBD and open for competitive bidding
- PRO strongly recommends registering with CMBL

## Routine Facility Contract
### Requirements
- Advertised with a construction estimate between $25k-$300K
- Typically for services like, HVAC, Interior and Exterior Remodeling, Generators, Sheds, etc.
- Solicitations are posted to ESBD
- Proposals are received and evaluated in Austin

## Vertical Construction Contracts
### Requirements
- Advertised with a construction estimate greater than $300K
- Typically for services like, New Buildings, Major Renovations or Repairs, etc.
- Solicitations are posted to ESBD
- Proposals are received and evaluated in Austin

---

[http://www.txsmartbuy.com/sp](http://www.txsmartbuy.com/sp)
District Headquarters Building
El Paso, TX. Est. 1997

CONTRACTING REQUIREMENTS
Contracts (RFC and VCSLC)

- Download the Contract Documents from ESBD or TxDOT Plans Online
- Attend the Pre-Bid Meeting
- Completely and accurately fill out ALL contract pages
- Submit required supporting documents by advertised letting deadline
  - E-Verify, HUB, Priority Invoicing, HB89 Israel Boycott Certificate, Bid Bond/Bid Guaranty
District Headquarters Building
Abilene, TX. Est. 1959

SEARCHING FOR
HUBS & JOBS
Where to get HUB Contractors or Research Advertised Jobs

Centralized Master Bidders List (CMBL)

- https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do

Electronic State Business Daily (ESBD)

- http://www.txsmartbuy.com/sp
HOW TO NETWORK WITH SSD FACILITIES
SSD Facilities Planning and Management has a diverse group of employees who specialize in the areas of:

- Architectural
- Business Services
- Contracting
- Engineering
- Project Management
- Security
- Space Planning
- State Headquarters Operations
All questions regarding facility projects should be submitted to:

SSD_ContractLettings@TxDOT.gov
Additional Contact Information

- **HUB Questions:**
  - CIV_Hub@TxDOT.gov

- **Procurement Questions:**
  - GSD-PURCH_GENERAL@TxDOT.gov

- **Early Payment Program Questions:**
  - onboarding@oxygen-finance.com

- **Finance Questions:**
  - Fin_invoices@TxDOT.gov

- **Electronic State Business Daily:**
  - http://www.txsmartbuy.com/sp
got questions
SELLING GOODS AND SERVICES TO TXDOT

Small Business Briefing
<table>
<thead>
<tr>
<th></th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TxDOT’s Procurement Division (PRO)</td>
<td>3-6</td>
</tr>
<tr>
<td>2</td>
<td>Purchasing Limits</td>
<td>7-11</td>
</tr>
<tr>
<td>3</td>
<td>Solicitations</td>
<td>12-14</td>
</tr>
<tr>
<td>4</td>
<td>Award</td>
<td>15-16</td>
</tr>
<tr>
<td>5</td>
<td>Payment</td>
<td>17-18</td>
</tr>
<tr>
<td>6</td>
<td>Centralized Master Bidders List (CMBL)</td>
<td>19-20</td>
</tr>
</tbody>
</table>
Purchases are made to support various TxDOT functions:

- Highway construction and maintenance
- Professional services such as architects, engineers, surveyors
- General commodities and non-professional services
PRO Procures Goods and Non-Professional Services

- For Twenty-five districts
- and Thirty-five supporting divisions
- approximately $900 million per year
TxDOT’s Procurement Division (PRO)

- Examples of non-professional services (services)
  - Plumbing
  - Electrical
  - HVAC
  - Hazardous waste removal
  - Vehicle and equipment repair
  - Oil changes & lube
  - Traffic counting
  - Building landscaping
  - Security
  - IT Commodities and services
TxDOT’s Procurement Division (PRO)

TxDOT Purchases - Percent of Total as of August 31, 2017

- Purchase of Services, Other: 4.20%
- Road Materials, Asphal jointly: 3.89%
- Toll Management & Operations Service: 3.44%
- Information Technology Services: 2.48%
- Major Equipment: 2.14%
- Traffic Control Equipment & Materials: 1.78%
- Equipment Maintenance & Repair Service: 1.50%
- Customer Service & Media Related Services: 1.19%
- Road Materials, Other: 1.15%
- Equipment Parts & Accessories: 0.98%
- Technology Purchases: 0.85%
- Rental of Heavy Equipment w/Operator Service: 0.81%
- Building & Construction Maintenance Services: 0.73%
- Fuels: 0.55%
- Personnel & Administrative Services: 0.38%
- Shop Equipment & Supplies: 0.32%
- Radio, Telecommunications, & Phone Systems: 0.31%
- Traffic Control Service: 0.10%
- Specialized Equipment: 0.10%
- Financial Services: 0.10%
- Office Furniture, Supplies, & Equipment: 0.10%
- Facilities Maintenance Equipment & Supplies: 0.10%
- Printing Service: 0.10%
How TxDOT purchases goods and services is determined by the estimated cost of the solicitation including the specified term. There are different requirements based on the estimate.

- $5,000 and less
- Greater than $5,000 and less than or equal to $25,000
- Greater than $25,000

NOTE: Purchasers search the CMBL for vendors by NIGP class and item. NIGP code is a coding system that organizes goods and services by Class, Item, Group and Detail. The CMBL uses the Class and Item to identify vendors based on the good or service offered. All services start with a 9XX NIGP number.
At least one quote requested. Purchasers are encouraged to check the CMBL for available vendors. Applies to:

- Purchase of commodities
- Purchase of services
- Purchase of petroleum, oil & lubricants
- Distributor purchases (Original Equipment Manufacturer (OEM) parts)
Three informal competitive quotes requested. Applies to:

• Purchase of commodities
• Purchase of services
• Purchase of petroleum, oil & lubricants
• Distributor purchases—OEM distributors only
Formal competitive sealed bids solicited from all eligible CMBL vendors:

• Purchase of commodities
• Purchase of services
• Purchase of petroleum, oil & lubricants
• Distributor purchases—Formal competitive sealed bids solicited from all eligible OEM vendors

NOTE: For commodities greater than $50,000, CPA typically procures
- Information technology (IT) items are purchased using contracts established by Department of Information Resources (DIR)

- IT commodities and services not on a DIR contract are obtained following the appropriate method of purchase
- Each bid line item must reflect a unit price and this price will prevail should there be an extension error.
- Delivery must be quoted F.O.B destination with freight included in the unit price, unless otherwise specified.
- Quote a realistic delivery time.
- If no delivery time is specified, delivery is expected within 14 calendar days.
Solicitations

- Vendors must note any exceptions or deviations from specifications on the bid response
- If written exceptions are not taken, the vendor will be expected to provide products and services meeting all advertised requirements

NOTE: Exceptions may result in the bid being disqualified and not considered for award
Solicitations

- If a HUB Subcontracting Plan is included with the solicitation, fill it out completely and return with the bid response
  - Bid responses without the required HUB Subcontracting Plan will be considered non-responsive
- All bid responses must be signed by a person authorized by the vendor
- NO white-out. If a change is needed, strike through and initial
- Addendums must be signed and returned with the bid response
- Submit the bid response in the format and method specified in the solicitation
Award information for purchases over $25,000

- Access the ESBD
- Select “Awarded” in the “Status” field
- Enter the solicitation number in the Solicitation ID Number field
Post Award/Contract Performance

- Honor your delivery promises
- Provide goods and services that meet all requirements outlined in the specification
- Provide good customer service
- Do not substitute or cancel without prior written approval from TxDOT
- Verify the delivery and invoice addresses
- Contact the purchaser listed on the Purchase Order with questions

Note: Vendor performance, both good and bad, is reported to CPA
Payment

- Goods and non-professional services will be inspected and tested to verify they meet all requirements
- Payment is not initiated until the good or service provided is accepted by TxDOT and a correct invoice is received
- TxDOT will pay interest on invoices if not paid within 30 days from the receipt of the good or service or the receipt of a correct invoice, whichever is later. (Ref. Government Code Chapter 2251)
Payment

- Include the purchase order number and vendor or taxpayer identification number on all invoices

- Invoices can be submitted electronically to TxDOT’s Finance Office at the e-mail address noted on the PO, ie. FIN_invoices@txdot.gov

Direct deposit of payment is available upon request. If interested, contact TxDOT’s Financial Management Division at (512) 486-5614
Texas has a Centralized Master Bidders List (CMBL) for all vendors interested in doing business with the state. The CMBL is:

- maintained by the Texas Comptroller of Public Accounts (CPA)
- an effective way to ensure vendors receive solicitations for goods and services

Purchasers with all state agencies are required to solicit bids from vendors registered on the CMBL
Centralized Master Bidders List (CMBL)

- Registration increases opportunities to receive bid notices
- Register utilizing appropriate NIGP class and items
- Registration does not guarantee an award
- Annual Registration fee
- Vendors are responsible for updating their online profile
- For assistance, contact CPA at (512) 463-3459, or visit [https://comptroller.texas.gov/purchasing/](https://comptroller.texas.gov/purchasing/) Vendor Resources
- Qualifying business are encouraged apply to be certified as a HUB by completing the HUB application
Questions?
“Marketing Tips for Success in the HUB Program”
Bottom Line: Know your market

- How are your products/services being procured
- Who buys your products/services
- Who are the current vendors/contractors
- What are the current prices being paid
HUB Program

- Establish trends
- Utilize at least 3 years of data
- Evaluate which agency spends the most in your area of services or products
- Think outside the box....where do opportunities exist for your business (prime or subcontracting)
- How much money do they have allocated to spend
HUB Program

“Where do I start?”
“How do I find opportunities?”
Another way to find the ESBD!

Statewide Contracts
- Search Statewide Contracts
- Contract Development
- Contract Management
- Contract Review & Delegation (CAT-RAD)
- Texas Multiple Award Schedule (TXMAS)
- TxSmartBuy
- Department of Information Resources Contracts

Procurement Resources
- Statewide Procurement Outreach Team
- Publications and Forms
- NIGP Commodity Book
- Search for CMBL/HUB Vendors
- Statutes and Procedures
- Grant Management

Vendor Resources
- Vendor Information Center
- Centralized Master Bidders List (CMBL)
- Historically Underutilized Business (HUB)
- Modify CMBL/HUB Profile
- Electronic State Business Daily (ESBD)

Government Resources
- Vendor Performance Tracking System (VPTS)
- Cooperative Purchasing (CO-OP)
- State Payment Card
- State Travel Management
- State Mail Services
- Vehicle and Fleet Management

Training and Certification
- Purchasing/Procurement (CTP/CTPM)
- Contract Manager (CTCM)
- Directory of Active Certifications
- Continuing Education and Events
- Webinar Training for Governing Bodies
- SB1681

SB20
- Centralized State Purchasing Study
- State Agency Contract Management Procedures
- LBB Contracts Database
Solicitations/bids valued at $25,000 and more MUST be posted on the ESBD or the contract is considered VOID.

Search for opportunities either by agency or by Class and Item Code.

Use "Posted" for identifying current solicitations.
### ELECTRONIC STATE BUSINESS DAILY SEARCH

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Agency Number</th>
<th>Status</th>
<th>Posting Date</th>
</tr>
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<table>
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<tr>
<th>Solicitation ID Number</th>
<th>NIGP Class/Item</th>
<th>Keyword Search</th>
<th>Due Date</th>
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<tbody>
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**Search**

**RESULTS**

**Lab Reagents**
Sollicitation ID: 405-18-R138961.1 | Due Date: 1/24/2018 | Due Time: 10:00 AM | Agency Number: 405 | Status: Posted | Posting Date: 1/9/2018

Creation Date: 1/9/2018 3:31 pm | Last Updated: 1/9/2018 3:34 pm

**Underground Fuel Storage Tank Removal**
Sollicitation ID: 405-18-R135582.1 | Due Date: 2/9/2018 | Due Time: 11:00 AM | Agency Number: 405 | Status: Posted | Posting Date: 1/9/2018

Creation Date: 1/9/2018 10:15 am | Last Updated: 1/9/2018 10:17 am

**Underground Fuel Storage Tank Removal**
Sollicitation ID: 405-18-R135582 | Due Date: 2/9/2018 | Due Time: 11:00 AM | Agency Number: 405 | Status: Posted | Posting Date: 1/9/2018

Creation Date: 1/9/2018 10:15 am | Last Updated: 1/9/2018 10:17 am
For subcontracting opportunities - attend pre-proposals conferences to meet primes face-to-face - Most effective method for marketing your company
Statewide Contracts

Search Statewide Contracts
Contract Development
Contract Management
Contract Review & Delegation (CAT-RAD)
Texas Multiple Award Schedule (TXMAS)
TxSmartBuy
Department of Information Resources Contracts

Vendor Resources

Vendor Information Center
Centralized Master Bidders List (CMBL)
Historically Underutilized Business (HUB)
Modify CMBL/HUB Profile
Electronic State Business Daily (ESBD)

Government Resources

Vendor Performance Tracking System (VPTS)
Cooperative Purchasing (CO-OP)
State Payment Card
State Travel Management
State Mail Services
Vehicle and Fleet Management

Procurement Resources

Statewide Procurement Outreach Team
Publications and Forms
NIGP Commodity Book
Search for CMBL/HUB Vendors
Statutes and Procedures
Grant Management

Training and Certification

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Contract Manager (CTCM)
Directory of Active Certifications
Continuing Education and Events
Webinar Training for Governing Bodies
SB1681

SB20

Centralized State Purchasing Study
State Agency Contract Management Procedures
LBB Contracts Database
Information available on procurement methods the state utilizes in obtaining goods and services
HUB Program

Become Familiar on “How” the state procures supplies, equipment, materials, and services:

- Term Contracts (SmartBuy)
- Opportunities through the Co-op
- Department Information Resources Contracts (IT related purchases)
- Delegated Legal Authority
- RFP, RFQ, RFI, RFO, IFB, etc
Existing contract schedules agencies use for purchasing

Statewide Contracts
- Search Statewide Contracts
- Contract Development
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- Contract Review & Delegation (CAT-RAD)
- Texas Multiple Award Schedule (TXMAS)
- TxDOT SmartBuy
- Department of Information Resources Contracts

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- State Payment Card
- State Travel Management
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- Vehicle and Fleet Management

SB20
- Centralized State Purchasing Study
- State Agency Contract Management Procedures
- LBB Contracts Database
HUB Program

Use historical data to identify:

- Procurement opportunities for your company
- Purchasing trends for agencies
- Current vendors providing goods and services
Statewide Contracts
- Search Statewide Contracts
- Contract Development
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HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

State agencies and universities are constantly looking to work with businesses certified as Historically Underutilized Business (HUB). The goal of this good-faith effort is to actively involve HUBs in the Texas procurement process and ensure they receive a fair share of state business.

View a list of HUB status codes and ethnicity codes.

- Who qualifies to be a Historically Underutilized Business?
- What are the benefits of HUB Certification?
- How do I sign up?

IMPORTANT: It is vital to be truthful in all documents provided for HUB certification. It is a state jail felony under Texas Penal Code §37.10 to knowingly provide false information in an application for HUB certification. It is a third degree felony under Texas Government Code §2161.231 to apply for a state contract as a HUB vendor knowing you are not actually a HUB.

If the felony conduct prohibited under Texas Government Code §2161.231 results in the awarding of a state contract, then the act of knowingly acquiring funds derived from that felony conduct may be prosecuted under Texas Penal Code §34.02. An offense under this section is punishable as a felony regardless of the amount of funds derived from the illegal conduct. First degree felony punishment applicable if the value of the funds is $200,000 or more.
HUB FORMS

- HUB Certification Application Forms
- HUB Certification Checklists by Type
- HUB Subcontracting Plan (HSP) Forms
- HUB Merchant Verification Forms for State Charge Card Program
- Mentor Protégé Forms

HUB Publications

- HUB Reports
- HUB Brochure (PDF)
- Grow Your Business (PDF)
- Disparity Study

IMPORTANT: It is vital to be truthful in all documents provided for HUB certification. It is a state jail felony under Texas Penal Code §37.10 to knowingly provide false information in an application for HUB certification. It is a third degree felony under Texas Government Code §2161.231 to apply for a state contract as a HUB vendor knowing you are not actually a HUB.
HISTORICALLY UNDERUTILIZED BUSINESS REPORTING

The Statewide Support Services Division (SSSD) Historically Underutilized Business (HUB) Program has been tasked with the reporting of expenditures made by state agencies and institutions of higher education.

To accomplish this task, SSSD is committed to providing this information semi-annually (September 1 - February 28) and annually (September 1 - August 31).

How does the HUB Report assist Vendors?

The HUB Report is not limited to state agencies and institutions of higher education. The information within the report can also be used by vendors and the public to determine where state agencies purchase products or services. Once this has been identified, vendors can contact that agency’s HUB Coordinator to introduce their business and further understand state procurement.

HUB Reports

2017

- Fiscal Year 2017 Annual HUB Report
- Fiscal Year 2017 Semi-annual HUB Report

2016

- Fiscal Year 2016 Annual HUB Report
- Fiscal Year 2016 Semi-annual HUB Report

2015

- Fiscal Year 2015 Annual HUB Report
- Fiscal Year 2015 Semi-annual HUB Report

2014

- Fiscal Year 2014 Annual HUB Report
- Fiscal Year 2014 Semi-annual HUB Report

2013

- Fiscal Year 2013 Annual HUB Report
- Fiscal Year 2013 Semi-annual HUB Report

5 Years of Data Available
Object Codes are financial code the state utilizes to identify types of contracts - Financial Chart of Accounts.
Purchasing

FISCAL YEAR 2017 ANNUAL HUB REPORT

Detail by Object Code

7204 Insurance Premiums and Deductibles
7205 Employee Bonds
7206 Service Fee Paid to the Lottery Operator
7211 Awards
7216 Insurance Premiums (Approved by Board of Insurance & Attorney General)
7218 Publications
7239 Consultant Services (Approved by Office of the Governor)
7240 Consultant Services (Other)
7242 Consultant Services (Computer)
7243 Educational/Training Services
7245 Financial and Accounting Services (04)
7248 Medical Services (09)
7249 Veterinary Services
7253 Other Professional Services
7255 Investment Counseling Services
7256 Architectural/Engineering Services (05)
7257 Legal Services (Approval by the State Office of Administrative Hearing)
7258 LEGAL SERVICES (Eff. Aug. 31, 2012, object code 7246 inactivated, & replaced w/7258)
HUB Program

- The report indicates the agencies spend by the COBJ and is listed by the most spent
- Document the agencies that spend the most in your area
- The agency code (blue text) indicates there is more data linked to the COBJ
- Pressing the agency code will direct you to the detail expenditures for the agency
- You are able to identify what vendors were use for providing the goods or services
# 582 Treasury Funds

<table>
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<th>OBJ/CD</th>
<th>VENDOR NAME</th>
<th>VID</th>
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<td>$10,649.00</td>
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</tbody>
</table>

*Indicates HUB Category*
HUB Program

• Review and document the historical expenditure data and identify vendors that are receiving the business

• Go to the CMBL database and look up their vendor profiles to see what class and item codes they have listed in their profiles

• “Are you missing out on notifications or info?”

• “Are you registered for the CMBL? “
Statewide Contracts
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- LBB Contracts Database
More valuable historical information.....
(prices, contract duration, contact information, contract terms and condition, etc)....is available at www.lbb.state.tx.us
Contract Database contains contract data from 9-1-2013
Search contracts by agency or by vendor

Search for contracts by agency, vendor, value and/or contract ID (please use Firefox, Chrome, or IE 9 or newer with compatibility mode turned on)
This search engine also allows you to search by NIGP codes.

Commodity Code

Search contracts reported to the Legislative Budget Board (LBB) by National Institute of Governmental Purchasing (NIGP) codes, which provide uniform class-item codes for goods and services purchased by state entities. Please note that NIGP codes are displayed as they were reported by state entities, and that contract records may contain more than one NIGP code per record. A searchable list of NIGP codes is maintained by the Texas Comptroller of Public Accounts.

Class: -Select NIGP Class-
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<tr>
<th>Code</th>
<th>Agency</th>
<th>Contract</th>
<th>Award Date</th>
<th>Current Contract Value (Excludes Options not Exercised)</th>
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</table>

Pdf File of Actual Contract
Contract Archive Database is contract data prior to 9-1-2013 and has limited contract info due to the previous reporting requirements.
Note - Archive database provides data for contracts prior to September 1, 2013.
“Show Me the Money”

• All forms of government have a pre approved budget
• Research budgets to identify funds allocated for opportunities
GENERAL APPROPRIATIONS ACT
FOR THE 2018-19 BIENNIAL

Eighty-fifth Texas Legislature
Regular Session, 2017

Text of Conference Committee Report on Senate Bill No. 1
(and other bills affecting 2018-19 biennial appropriations)
See agency’s budget to identify funding.
Bottom Line: Know your market

- How are your products/services being procured
- Who buys your products/services
- Who are the current vendors/contractors
- What are the current prices being paid
HUB Program

- Establish trends
- Utilize at least 3 years of data
- Evaluate which agency spends the most in your area of services or products
- Think outside the box....where do opportunities exist for your business (prime or subcontracting)
- How much money do they have allocated to spend
Laura Cagle-Hinojosa
Statewide HUB Program Manager
Laura.Cagle-Hinojosa@cpa.texas.gov
512-463-4583
888-863-5881
Laura Cagle-Hinojosa started her career with the State of Texas in 1991 as a contracts analyst for the Texas Department of Mental Health and Mental Retardation’s Construction Program. It was during this time (1993), Ms. Hinojosa was assigned to implement the Historically Underutilized Business Program (HUB) at the agency.

In 2004 Laura was recruited by private industry and held the position as the Multicultural Business Development Manager for the Southwest United States for ICI and during her 2.5 years in this position, helped small minority and women-owned businesses obtain over $10 million in government contracts. Many of the tools and techniques developed from evaluating opportunities from a contractor/vendor’s perspective are reflected in this workshop.

Laura returned to state government in 2007 as a procurement policy writer for the Department of Aging and Disabilities Services and in 2009 procured the position of HUB Program Coordinator for Texas Commission on Environmental Quality (TCEQ) where she oversee the HUB and EPA DBE program for the agency. Under Laura’s management, TCEQ received a national award from the Environmental Protection Agency (EPA) in Washington D.C. in June 2014 for the agency’s small business program.

Ms. Hinojosa recently obtain the position of Statewide HUB Program Manager at the Texas Comptroller of Public Accounts, Statewide Procurement Division. This position is responsible for HUB Certification, promulgation of HUB administrative rules, outreach and educating vendors on the HUB Program. Laura has been involved in the HUB program in one capacity or another from the program’s inception and continues to be an advocate for small businesses.
Workforce Development Boards

- Full array of job posting and placement services.
- Up-to-date information on the labor market and emerging occupations.
- Recruiting, retention, and training assistance.
- Tax and hiring incentives, and more.

Local Workforce Development Areas

1. Panhandle 11. Permian Basin
2. South Plains 12. Concho Valley
3. North Texas 13. Heart of Texas
5. Tarrant County 15. Rural Capital
6. Dallas 16. Brazos Valley
8. East Texas 18. South East Texas
21. South Texas
22. Coastal Bend
23. Lower Rio Grande Valley
24. Cameron County
25. Texoma
26. Central Texas
27. Middle Rio Grande
28. Gulf Coast
Texas Community and Technical College System

- 50 Community College Districts
- Texas State Technical College System (TSTC)
- Texas Engineering Extension
Customized Training for Texas Employers

- Texas Legislature created in 1995; Implemented in 1996
- Funding source: State General Revenue appropriation
- Funds customized training for a business, consortium of businesses, or trade union
- Goal is to increase the skills levels and wages of the Texas Workforce
- Fiscal Year 2018-19 biennium, $48 million appropriated to Skills Development Fund
Eligible Applicants and Grant Recipients

- Public or technical colleges, the Texas Engineering Extension Service (TEEX), or a 501(c)(3) Community-based organizations (CBOs) in partnership with a college

- Colleges must partner with a business, a consortium of businesses or trade union to develop customized training; customization can include instructional, scheduling and site-specific adaptations specific to employer needs

- College completes and submits grant application to TWC for award consideration

- College coordinates delivery of training and is expected to directly provide most of the instruction
Typical Skills Development Fund Grant

- Cost per trainee target of $1,800
- Single-business project can be up to $500,000
- Equipment costs for training purposes may be allowed for multiple business projects.
- 12-month training period
Skills Development is a Partnership

In addition to public community or technical colleges, partners include:

- Businesses
  - Private for profit entities or private non-profit hospitals with one or more employee
  - Work with college to develop training program
  - Ensure workers available to attend training; and provide required data to college for training
  - Pay prevailing wage for the occupation in the local area
Skills Development is a Partnership

- **Local Workforce Boards**: convenes business partners; advises business of Skills Development Fund, provides comment on skills projects.
  - Employment Service (ES) and Business Services Unit (BSU) assist Skills outreach by:
    - Introducing local employer partners to Skills
    - Connecting employers to eligible training partners for potential projects
    - Assisting with posting job openings for new trainees on WorkInTexas.com
Skills Development is a Partnership

- **Economic Development:**
  - Inform new and expanding businesses of Skills opportunities;
  - maintain relationships with colleges and workforce boards
Skills Development is a Partnership

TWC – Workforce Business Services

Project Development:

- Regionally assigned state office staff
- Connects businesses with college and workforce board partners
- Provides ongoing technical assistance to colleges during project development
Skills Development Fund

Resources

For more information about the Skills Development Fund, visit:

http://skills.texasworkforce.org

- Complete application package with submission instructions
- Prevailing wage tutorial
- Business partner information
- Board comment form
- FAQs
Skills for Small Business

Big News for Small Businesses in Texas!

Workforce Business Services
Texas Workforce Commission
877.463.1777 (toll free)
skillsforSmallBusiness@twc.state.tx.us
www.texasworkforce.org/skillsforsmallbusiness
Why
A trained workforce is the key to success

• One of the keys to a successful small business is your **people**.

• Employee training includes understanding the product/service the company offers and strengthening an employee’s **skill set**.

• Skills training should be part of a businesses **strategic plan** (budget, timeline etc.)
Responding to the needs of Texas’ small businesses!

Skills training
- Increases *competitiveness*
- **Upgrades** current employees skills
- **Prepares** newly hired employees for job requirements
The Basics

- Training for businesses with **fewer than 100 employees**

- The program pays tuition & fees up to **$1,800** for new employees and up to **$900** for existing employees, per 12-month period

- New employees are those hired up to **12 months** prior to application date

- Select courses from catalogs for public community or technical colleges, or TEEX
Who’s Eligible

- Full-time, permanent employees W-2
- New or incumbent workers
- Making the prevailing wage (College will check for you)
What types of courses are funded?

- Credit
- Continuing Education
- Online
- Anything, so long as it relates to improving your business’s operations.
Sample Courses

• Quickbooks
• Microsoft & Windows 7
• Website Development
• Workplace Spanish/ESL
• Medical Coding
• Business Administration
• Accounting, Bookkeeping
• Customer Service

• Revit & CAD Drafting
• Lean Manufacturing
• Human Resource Management
• OSHA & Hazmat Certification
• Intro to Instrumentation
• Diesel Mechanics
• HVAC
• Solar Thermal Installation
• Electrical Certifications
What’s not funded?
How does it work?
Where do I Start

Contact your college First!
Find your college’s course catalog

<table>
<thead>
<tr>
<th>College</th>
<th>Provider for Course Schedules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stone Community College Center (SCC)</td>
<td><a href="http://www.stone.edu/district/eprogram/coursescchedules.htm">http://www.stone.edu/district/eprogram/coursescchedules.htm</a></td>
</tr>
<tr>
<td>Northwest Louisiana Community College</td>
<td><a href="http://www.nlc.edu/eprogram/coursescatalog.aspx">http://www.nlc.edu/eprogram/coursescatalog.aspx</a></td>
</tr>
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<td>Pima College</td>
<td><a href="http://www.pima.edu/eprogram/coursescatalog.aspx">http://www.pima.edu/eprogram/coursescatalog.aspx</a></td>
</tr>
<tr>
<td>San Antonio College</td>
<td><a href="http://www.sanantonio.edu/eprogram/coursescatalog.aspx">http://www.sanantonio.edu/eprogram/coursescatalog.aspx</a></td>
</tr>
<tr>
<td>South Plains College</td>
<td><a href="http://www.southplains.edu/eprogram/coursescatalog.aspx">http://www.southplains.edu/eprogram/coursescatalog.aspx</a></td>
</tr>
<tr>
<td>Texas A&amp;M University-Corpus Christi</td>
<td><a href="http://www.tamu-corpuschristi.edu/eprogram/coursescatalog.aspx">http://www.tamu-corpuschristi.edu/eprogram/coursescatalog.aspx</a></td>
</tr>
<tr>
<td>University of Houston</td>
<td><a href="http://www.uh.edu/eprogram/coursescatalog.aspx">http://www.uh.edu/eprogram/coursescatalog.aspx</a></td>
</tr>
<tr>
<td>University of Texas at Tyler</td>
<td><a href="http://www.uttyler.edu/eprogram/coursescatalog.aspx">http://www.uttyler.edu/eprogram/coursescatalog.aspx</a></td>
</tr>
<tr>
<td>U.S. Coast Guard Academy</td>
<td><a href="http://www.uscg.edu/programs/coursescatalog.aspx">http://www.uscg.edu/programs/coursescatalog.aspx</a></td>
</tr>
<tr>
<td>West Virginia University</td>
<td><a href="http://www.wvunet.edu/eprogram/coursescatalog.aspx">http://www.wvunet.edu/eprogram/coursescatalog.aspx</a></td>
</tr>
</tbody>
</table>
Questions

• When can I submit my application?
• Can my employees receive additional training?
• Can I sign up for course that exceeds the funding limit?
• What is a “new employee,” again?
• What if I’m a one-man shop?
• What about training outside normal business hours?
Skills for Small Business Resources

- For more information about Skills for Small Business, visit:
  www.texasworkforce.org/skillsforsmallbusiness
  - Application and Instructions on how businesses apply
  - Prevailing wage tutorial
  - Local Community College
Local Workforce Solutions Office

- Post job openings (Work in TX)
- Customized job fairs
- Job candidate search
- Interview rooms
- Employment testing
- Pre-screening applicants
- Job fair hosting

- Conference rooms
- Labor market information
- Marketing/publicity
- Tax credit benefits
- Training grants
- Rapid response
- Veteran candidate search
Office of the Commissioner
Representing Employers

- **Texas Business Conference:**
  Full-day conference providing information to employers regarding federal and state employment laws essential to managing your business and employees
  www.texasworkforce.org/tbc

- **Texas Business Today E-Newsletter**
  Free quarterly publication covering issues such as business and legal briefs, FAQs for employers, and employer policies
  www.texasworkforce.org/TexasBusinessToday

- **Employer Hotline**
  Four attorneys on staff that answer 1200 + calls/month
  1.800.832.9384 or employerinfo@twc.state.tx.us

- **Especially for Texas Employers**
  http://www.twc.state.tx.us/news/efte/especially-for-texas-employers.html
The Texas Internship Challenge is a campaign to increase and promote paid internships for Texas students.

TXInternshipChallenge.com

A free statewide site where employers can post and students can apply for positions.
Contact me:

Kim Hunziker
Program Manager:
(512) 936-3067
Kim.Hunziker@twc.state.tx.us
skillsforsmallbusiness@twc.state.tx.us

www.texasworkforce.org/skillsforsmallbusiness
Small Business Development Center

"Reaching for Excellence! ...building the Texas Economy one business at a time."

Armando Limon, Business Advisor
915.831.7743

Services

• Confidential Advising
• Technical Assistance
• Training
• Research

The Best Place to Start

Member
South-West Texas Border Small Business Development Center Network
The University of Texas at San Antonio
The mission of the El Paso Small Business Development Center is to foster small business success. The mission is accomplished through activities of business advising, technical assistance, training seminars, and research services.
TECHNICAL ASSISTANCE

• BUSINESS PLANNING
• FINANCIAL FORECASTING
• LOAN ASSISTANCE/CAPITAL FORMATION
• INTERNATIONAL TRADE
• CERTIFICATIONS
  • 8a (MINORITY OWNED BUSINESS)
  • 8m (WOMAN OWNED BUSINESS)
  • FEDERAL HUB ZONE
  • STATE HUB
The SBDC assisted its clients in creating the following milestones during 2017.

- 861 Clients counseled
- 53 New business starts
- 605 Jobs created
- $15,573,125 Capital investment
- 155 Training events
- 2941 Training attendees at SBDC events
CONTRACT OPPORTUNITIES CENTER

The Contract Opportunities Center, which serves as a Procurement Technical Assistance Center (PTAC), is funded in part through a cooperative agreement from the Department of Defense (DOD) through a program that is administered by the Defense Logistics Agency (DLA). The content of any written materials or verbal communications of the PTAC does not reflect the official views of or imply endorsement by DOD or DLA.
WHAT IS THE CONTRACT OPPORTUNITIES CENTER

- A Procurement Technical Assistant Center (PTAC)

- Delivering technical assistance to the El Paso businesses interested in pursuing market expansion and job creation through the pursuit of contracting opportunities with federal, state, local government and educational institutions.

- HISTORY

  In 1986 the El Paso Community College entered into a cooperative agreement with the Department of Defense/Defense Logistics Agency (DoD/DLA). The purpose of the agreement was that the El Paso Community College would provide specialized and professional assistance to individuals and businesses seeking to learn about contracting and subcontracting opportunities, and/or performing under contracts with DoD, other federal agencies, or state and local governments.
HOW CAN WE HELP YOU FIND NEW MARKETS FOR YOUR BUSINESS?

PROGRAM SERVICES

Counseling Support: Includes client needs assessment, new client program orientation, guidance and assistance with SAM and SBA/DSBS registration, bid analysis, proposal preparation and submission, use of electronic data information.

Technical Support: Includes bid preparation assistance, pre-award technical assistance and post-award assistance.

Outreach Support: Includes conferences, networking, forecasts, seminars/workshops, on-site visits and technical training.

Marketing Support: Includes research, strategies in accessing federal, state and municipal markets and various electronic registrations.

Bid Matching Support: Customized bid matching services. Annual fee $25.00.

TRAINING AND RESOURCES

- Information and training seminars and workshops are offered throughout the year which assist businesses to increase their knowledge and enhance their skills in business management, operations, and specialized areas related to purchasing, procurement and contracting.

- Counseling and technical assistance is provided free of charge. Seminars and workshops will occasionally require a registration fee.
TRAINING AND RESOURCES

- Contracting 101
- Forecast Forum
- Defense Contract Audit Agency (DCAA) Training
- OSHA Training
- Procurement & Contracting Symposium
- Veterans Business Conference
- U.S. General Service Administration (GSA) Training
- Writing a Winning Proposal
- Guide to Sub-Contracting
- FedBid
- System for Award Management (SAM)
- Dynamic Small Business Search (DSBS)
- iRAPT – Invoices Receipt Acceptance and Property Transfer (Formerly Wide Area Workflow – WAWF)
- Bonding
- Certified Payroll
If you are driving onto the base the day of the event April 25, 2017, there will be Ease of Access, which means you don’t need a pass but will need a valid ID for all vehicle occupants, from 6 a.m. to 12 p.m. at the CSM Barreras (SGM) gate. You just need to say that you are attending an event at the Centennial. If you are traveling via private vehicle on Monday afternoon to set up your booth, you will have to get a visitor pass from one of the
Welcome to the COC

The COC web site is a resource for businesses in El Paso County to find useful information about contract opportunities and what we can do to help your business grow.

Coming Up

Event: Contracting 101 Training Module Series
Time: June 1, 2017, June 8, 2017, & June 14, 2017
Location: 9050 Viscount Blvd
Administrative Services Center, Bldg. B, Room B445
Click here for more information.
FIND A PTAC NEAR YOU

HTTP://WWW.APTAC-US.ORG/

Ninety-eight Procurement Technical Assistance Centers (PTACs) – with over 300 local offices – form a nationwide network of dedicated procurement professionals working to help local businesses compete successfully in the government marketplace. PTACs are the bridge between buyer and supplier, bringing to bear their knowledge of both government contracting and the capabilities of contractors to maximize fast, reliable service to our government with better quality and at lower costs.

The Association of Procurement Technical Assistance Centers (APTAC) provides a network that allows any PTAC counselor almost instant access to the expertise and experience of over 500 colleagues, as well as real-time information from government agencies regarding new requirements and initiatives.
Help for Government Contracting

Procurement Technical Assistance Centers (PTACs)

- Free Help with SAM Registration — and other government contracting issues.

- System for Award Management (SAM) registration is FREE, and your PTAC can help you complete this and other registrations/certifications at little or no charge, as well as assisting you with marketing strategies and everything else you need to sell to federal state and local government agencies.

- Funded through Cooperative agreements between the US Department of Defense (DoD) and state/local non-profit entities.

- Located near you — with over 300 locations across the country, as well as the territories of Puerto Rico and Guam.

- Workshops and Seminars to teach you what you need to know and connect you with other small businesses.

- One-on-One Counseling tailored to the specific needs of your business — always free of charge!

- Matchmaking Events that connect you with agency buyers who need your product.

Find your PTAC now!

Recent News

- Procurement Fraud Results in Prison Sentence and Restitution
- Federal Contracting Trends Expected to Continue
FOR MORE INFORMATION:

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