STEP

Strategic Training Encouraging Partnerships

Texas Department of Transportation

OFFICE OF THE COMPTROLLER TEXAS

Opening Remarks

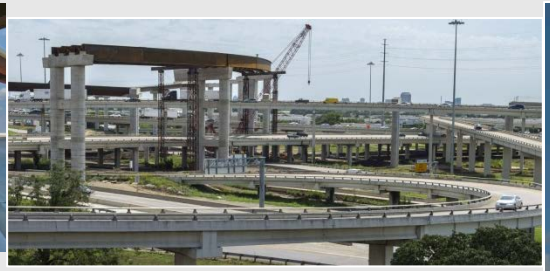
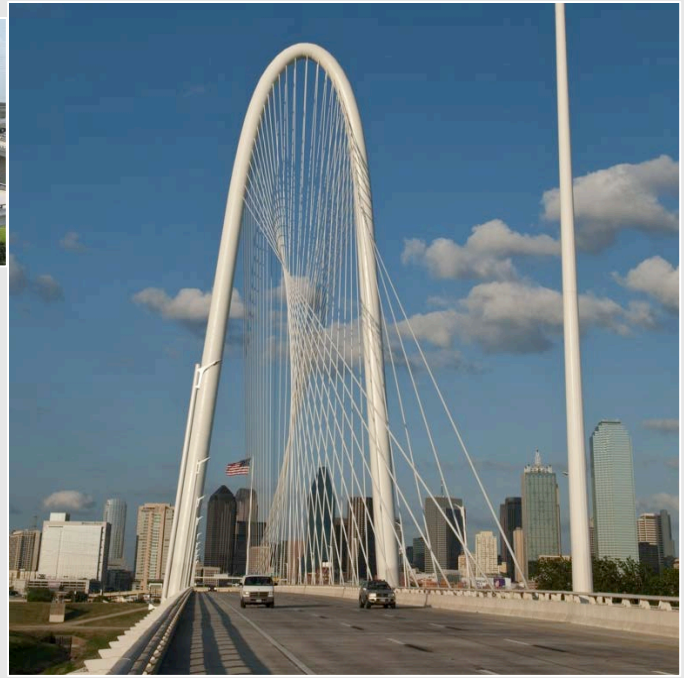
Carlos A. Balderas

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

Disadvantaged Business Enterprise (DBE)

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

DBE Eligibility Requirements cont.

- 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.

DBE Eligibility Requirements cont.

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:

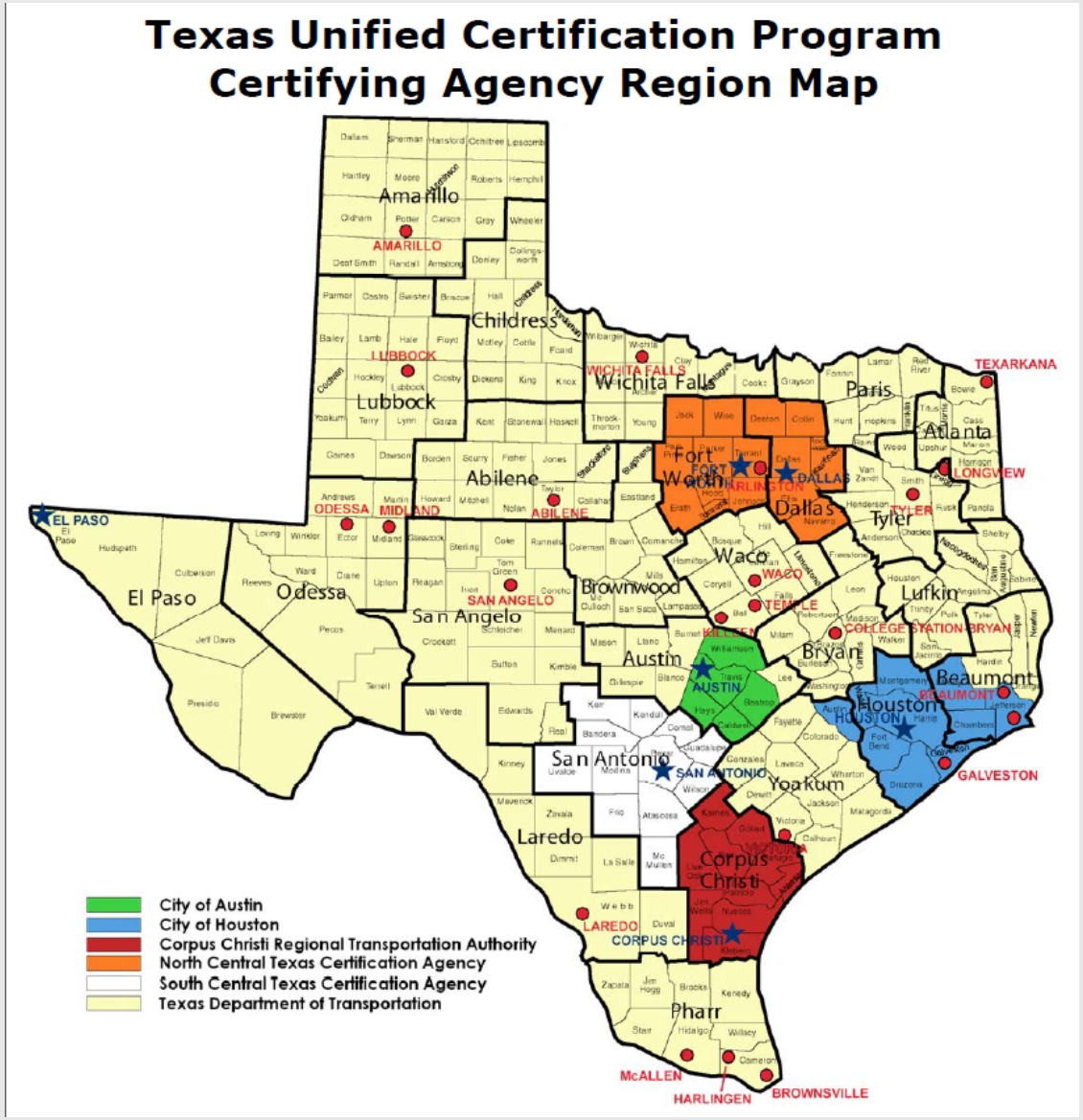
- Texas Department of Transportation (TxDOT)
- City of Houston
- City of Austin
- Corpus Christi Regional Transportation Authority (CCRTA)
- North Central Texas Regional Certification Agency (NCTRCA)
- South Central Texas Regional Certification Agency (SCTRCA)

Texas Unified Certification Program (TUCP) cont.

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.



DBE On-Line Application

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TEXAS DEPARTMENT OF TRANSPORTATION

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Inside TxDOT

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- Information Management

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.

DBE On-Line Application cont.

Texas Department of Transportation

Diversity Management System

Home/Login

System Access Login

Username:

Password:

Remember username

Login

- 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

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

Customer Support

The **Diversity Management System** is powered by B2Gnow Software.

DBE On-Line Application cont.

Texas Department of Transportation

Diversity Management System

Home/Login

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) 480-2518, Option 1 or send an email. Technical support is also available here.

Renew Your Certification		New Certification
I Know My Username & Password	I Forgot My Username & Password	Your firm is not currently certified with TxDOT.
Login	Lookup Account	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.

DBE On-Line Application cont.

Texas Department of Transportation

Diversity Management System

Home/Login

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

Section 1: Business Lookup	
Tax ID Number *	Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists. [ ] Click to Lookup (Federal Tax ID, 9 numbers, do not enter dashes or spaces)

Section 2: Business Information	
Business Name *	
DBA Name	
Company Type *	None selected
Company Ethnicity	None selected
Company Gender	None selected

Section 3: Business Contact Information	
Main Company Email *	
Main Phone *	Ext.
Main Fax	
Company Website	
Company Address *	
City *	
State/Province *	U.S. States/Provinces or Canadian Provinces
Zip Code/Postal Code *	U.S. Zip Code or Canadian Postal Code

North American Industry Classification System (NAICS)

- https://www.census.gov

North American Industry Classification System

Main | History | Development Partners | Federal Register Notices | NAPCS | FAQs

NAICS Search:

Enter keyword or 2-6 digit code

2017 NAICS Search

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.

North American Industry Classification System (NAICS contin)

North American Industry Classification System

Main | History | Development Partners | Federal Register Notices | NAPCS | FAQs

NAICS Search:

Enter keyword or 2-6 digit code

Concrete

2017 NAICS Search

Enter keyword or 2-6 digit code

2012 NAICS Search

Enter keyword or 2-6 digit code

2007 NAICS Search

Reference Files

- 2017 NAICS
- 2012 NAICS
- 2007 NAICS
- 2002 NAICS

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)

Required Documents cont.

- 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

Required Documents cont.

- 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

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Inside TxDOT

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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 DEPARTMENT OF TRANSPORTATION

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- General Counsel
- Government Affairs
- Human Resources
- Information Management
- Internal Audit
- Maintenance

Texas Unified Certification Program

Home > Inside TxDOT > Divisions > Civil Rights

The Texas Unified Certification Program is a certification program for the Federal Disadvantaged Business Enterprise (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 Opportunit
- City of Austin, Small Business Development
- Corpus Christi Regional Transportation Author
- North Central Texas Certification Agency
- South Central Texas Certification Agency
- Texas Department of Transportation

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

- Maritime
- Occupational Safety
- Procurement
- Professional Engineering Procurement Services
- Project Finance, Debt and Strategic Contracts
- Public Transportation
- Rail
- Research & Technology Implementation
- Right of Way
- Strategic Planning
- Support Services
- Toll Operations
- Traffic Operations
- Transportation Planning/Programming
- Travel Information

Page Options

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 — Tip: Use the first letter.

Last name — 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)

TUCP Directory Search: Business Description cont.

>> 34 businesses with 34 certifications found <<

Search Results

Click the certification type for contact information and certification details

Vendor	Location	Certification
AAN GARRETT-COLEMAN & ASSOCIATES, INC.	Austin, TX	DBE
Alliance-Texas Engineering Company, DBA Alliance Transportation Group, Inc.	Austin, TX	DBE
AquaGreen Global, LLC	Dallas, TX	DBE
Berkenbile Landscape Architects, Inc	Southlake, TX	DBE
Beyond Landscaping LLC	Dallas, TX	DBE
BOEN LANDSCAPING & IRRIGATION, LLC	WACO, TX	DBE
CAROLYN KELLEY, DBA Carolyn Kelley ASLA Landscape Architect	Austin, TX	DBE
Classic Tejas Construction, Inc	Euless, TX	DBE
Cleveland Building Maintenance Services, LLC	Dayton, TX	DBE
CO' DESIGN, DBA O'CONNER, CATHERINE	AUSTIN, TX	DBE
COLEMAN TBG PARTNERS, LLC, DBA COLEMAN TBG	Austin, TX	DBE
Coltrane, Fernandez, Zavala Group, LLC	San Antonio, TX	DBE
Craig Design Group, Inc.	Rowlett, TX	DBE
Diana L. Wilson Consulting, Inc.	Montgomery, TX	DBE
Entelechy LLC, DBA Entelechy	Wheat Ridge, CO	DBE
G & S Environmental Services	Houston, TX	DBE
Garcia Design Inc.	Austin, TX	DBE
George Meeks LandPRO, Inc.	Houston, TX	DBE
Hernandez Construction Services	Houston, TX	DBE
Hydrozone Landscape Corporation	Baytown, TX	DBE
Iron Horse Architects, Inc.	Denver, CO	DBE
LAND INTERACTIVE, LLC	AUSTIN, TX	DBE
Landscape Art, Inc.	League City, TX	DBE
Leonard Technical Services, Inc.	Forth Worth, TX	DBE
Maintenance To Go, Inc.	Houston, TX	DBE
Nash CM, Inc.	Euless, TX	DBE
Nova Landscape Group, Inc.	Rockwall, TX	DBE
PHARIS DESIGN, INC.	Austin, TX	DBE
Talley Landscape Architects, Inc.	Rosenberg, TX	DBE
The Klean up Krew	Killeen, TX	DBE
THIRD LAND, INC.	AUSTIN, TX	DBE
URBANTRANS CONSULTANTS, INC.	DENVER, CO	DBE
VAQUERO COMMERCIAL, INC.	AUSTIN, TX	DBE
Xellent Services	Cypress, TX	DBE

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

Contact Information

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.

HUB
Statewide Historically Underutilized Business Program

HUB Qualifications

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
Statewide Historically Underutilized Business Program

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
Statewide Historically Underutilized Business Program

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).

Electronic State Business Daily (ESBD)

When state entities have contract opportunities over $25,000, they must advertise them on the Electronic State Business Daily.

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.

HUB
Statewide Historically Underutilized Business Program

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.

HUB
Statewide Historically Underutilized Business Program

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

QUESTIONS
ANSWERS

Statewide HUB Program Contact Information

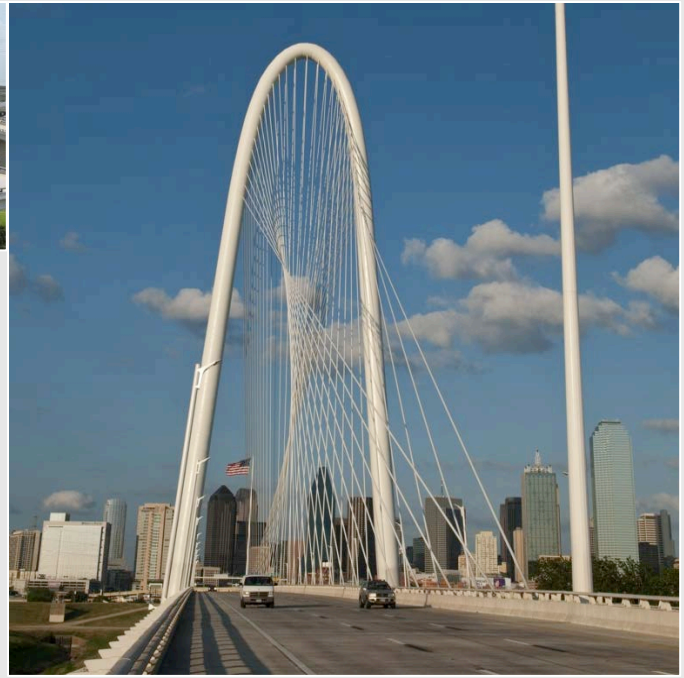
Laura Cagle Hinojosa – Statewide HUB Manager

- 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

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

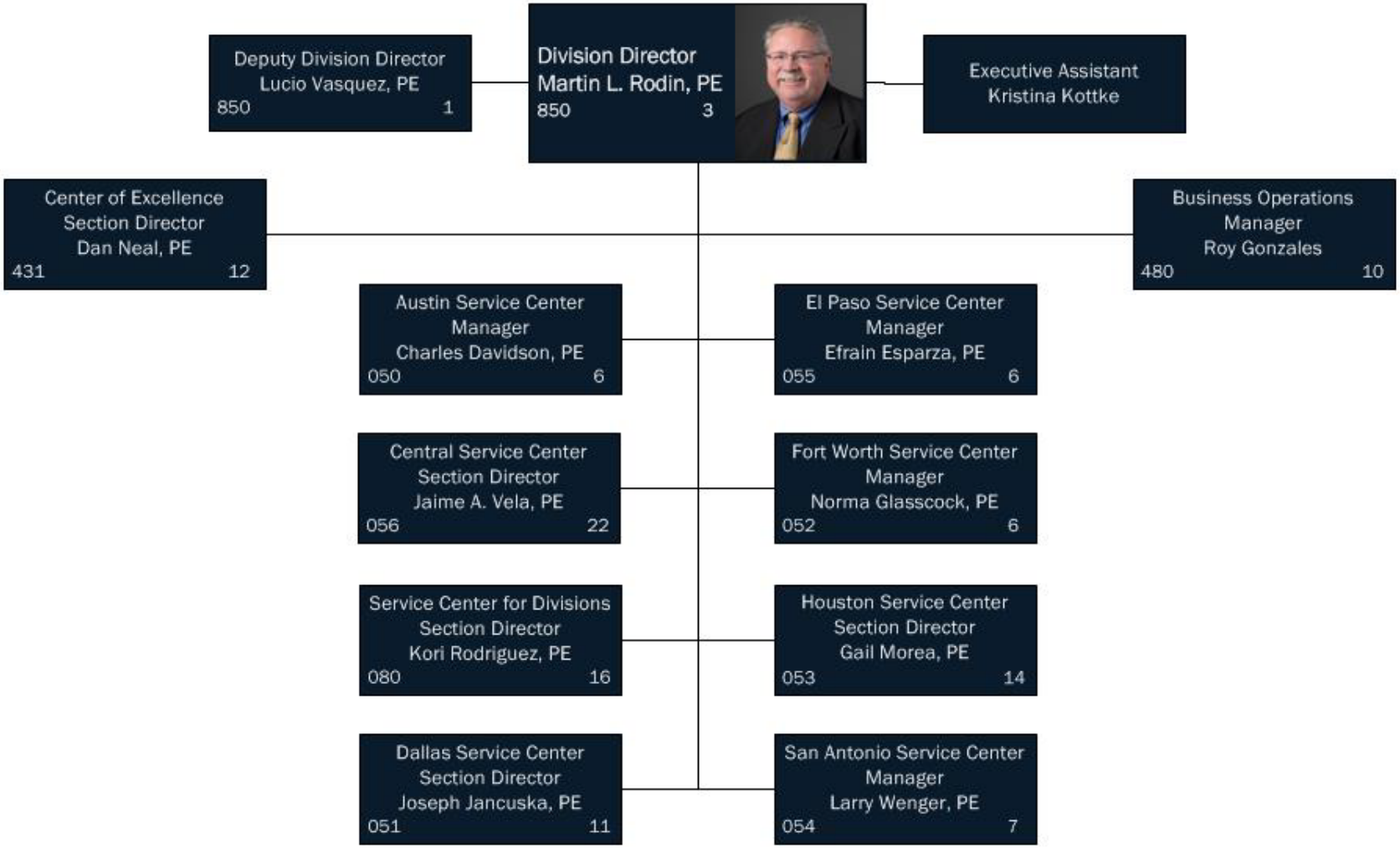
Values
People, Accountability, Trust, Honesty

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

PEPS

Professional Engineering Procurement Services represents the consolidated procurement organization supporting engineering, architectural and surveying contracts

PEPS Organization



PEPS - Leadership Organization

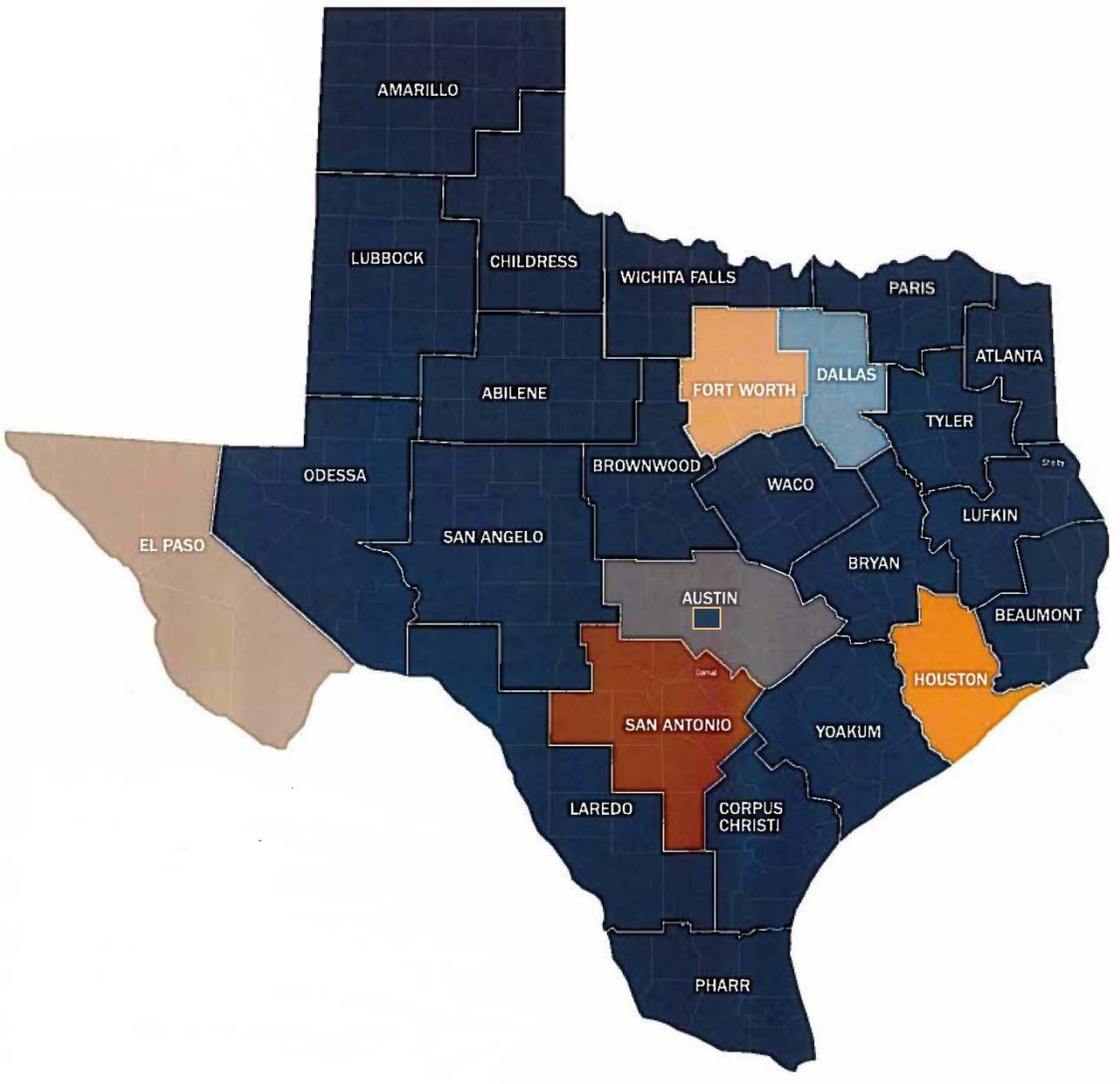
- **Austin Service Center** – Charles Davidson
- **Dallas Service Center** – Joseph Jancuska
- **Fort Worth Service Center** – Norma Glasscock
- **Houston Service Center** – Gail Morea
- **San Antonio Service Center** – Larry Wenger
- **El Paso Service Center** – Jaime Perales
- **Central Service Center**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

Division Director – Martin L. Rodin

Deputy Division Director – Lucio Vasquez

Center of Excellence – Dan Neal

Business Operations Center – Roy Gonzales



Engineering Contract Types

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

Disciplines with most demand

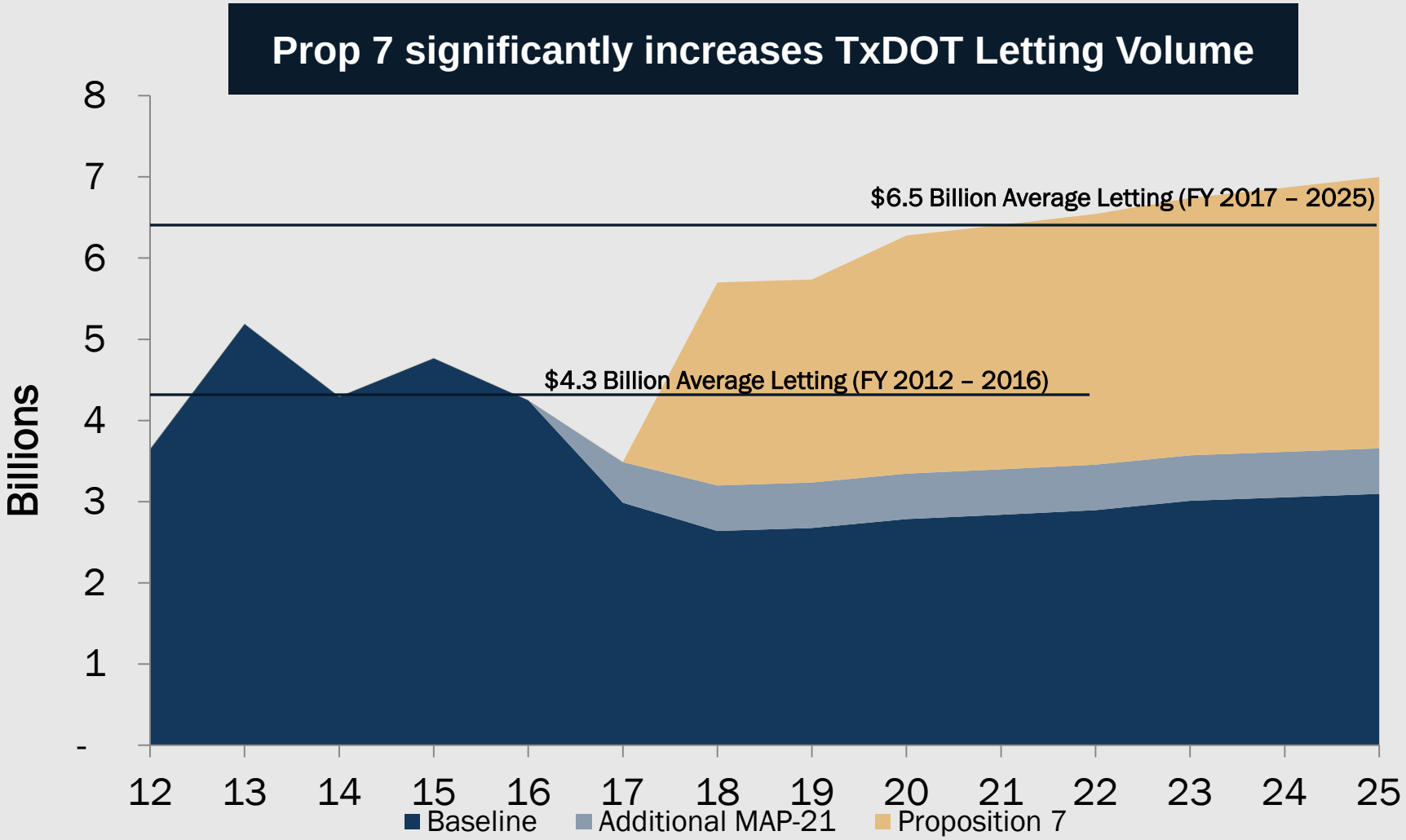
Contracting Goals for FY 18

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

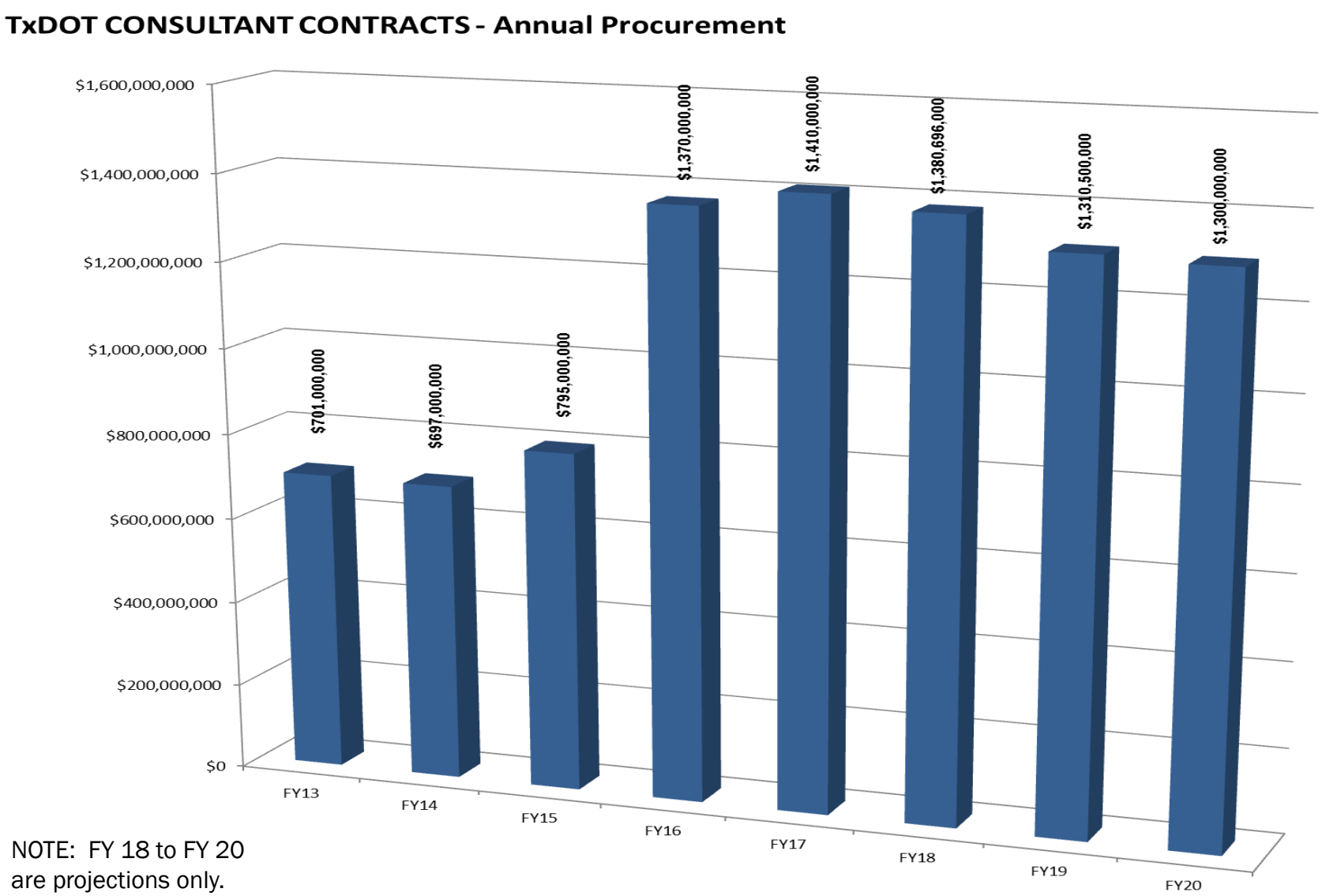
Three categories make up 70% of the annual procurement.
$900 Million annually

- CEI
- PS&E
- Schematic/ENV

So what is driving this.....TxDOT's Annual Letting



Future Procurement Volume



NOTE: FY 18 to FY 20 are projections only.

Current Opportunities

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

NOTE: To ensure that you are viewing the most current list, please clear your cache, delete your browsing history, and/or refresh your screen.

Below is a list of statewide projected contracts with consulting architectural, engineering and surveying services, as of May 23, 2018. 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.

Estimated Date of Advertisement	Discipline of Procurement (Consultant Work Description)	PEPS Service Center	Procurement Contact	Procurement Engineer (Do Not Contact)	Selection Process	District or Division Managing Contract	Description of Project and Project Limits, if applicable	Project Location (County, District, or Statewide)	Contract Type Specific Deliverable (SD) or Indefinite Deliverable (ID)	Target Amount to Procure	Contact Name for Questions
May 2018 Wave 3	Planning	El Paso	Jaime Perales	Rebecca Pinto/ Jaime Perales	TBD	El Paso	Traffic Engineering Studies and Corridor Planning for El Paso District Corridors and Local Government Corridors., including but not limited to: US 62, US 62/180, FM 659, SL 375, US 54, SS 601, I-10, SH 20, FM 76, FM110, and Ports of Entry.	El Paso District	SD		
May 2018 Wave 3	Plans, Specifications and Estimates (PS&E)	Central	Jaime Vela	Judith Garza-Bosquez	Federal	Pharr	PS&E project for SL 185 in the Pharr District: FM 755 to one mile West of Loma Blanca Rd.	Pharr District	SD		
May 2018 Wave 3	Plans, Specifications and Estimates (PS&E)	Central	Jaime Vela	Kendall Baker	Federal	Lufkin	Three PS&E projects for US 59: 1) Corrigan Relief Route from 3.4 miles north of US 287 to 3 miles south of US 287; 2) I69 from FM 2814 to north end of Cleveland Bypass; 3) I69 from FM 2021 to 0.34 mile north of Loop 287.	1) Polk, 2) San Jacinto/Liberty, and 3) Angelina Counties	SD		

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

Projected Contracts List

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

Process	Task					Total Working Days
	RFQ Creation and Posting	RFQ Advertising*	Evaluation and Selection	Negotiation**	Execution	
	Work Days (skipping Holidays)	Week Days (including Hoidays)	Work Days (skipping Holidays)	Work Days (skipping Holidays)	Work Days (skipping Holidays)	
Accelerated	10	10	10	10	30	70
Strmlnd without interview	12	10	13	10	30	75
Strmlnd with interview	12	10	28	10	30	90
Comprehensive	23	15	32	30	30	130
Federal	15	15	40	30	30	130
Federal Management	25	15	40	30	30	140

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

HUB Goal Setting – Use of the HSP

For a state funded contract with a HUB goal, a solicitation will contain the aspirational goal of 23.7%.

For contracts that are more that $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

The HUB Four Methods for a Good Faith Effort

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%]

The HUB Contract Goal

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

PEPS Division – Our Process

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

  http://www.txdot.gov/business/consultants/architectural-engineering-surveying/getting-started/precertification.html

- ✓ Become administratively qualified with TxDOT

  http://www.txdot.gov/business/consultants/architectural-engineering-surveying/getting-started/administrative-qualification.html

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

  http://ftp.dot.state.tx.us/pub/txdot-info/des/cco/professional_services/projected_contracts.pdf

- ✓ 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 !

Q & A

TEXAS DEPARTMENT OF TRANSPORTATION

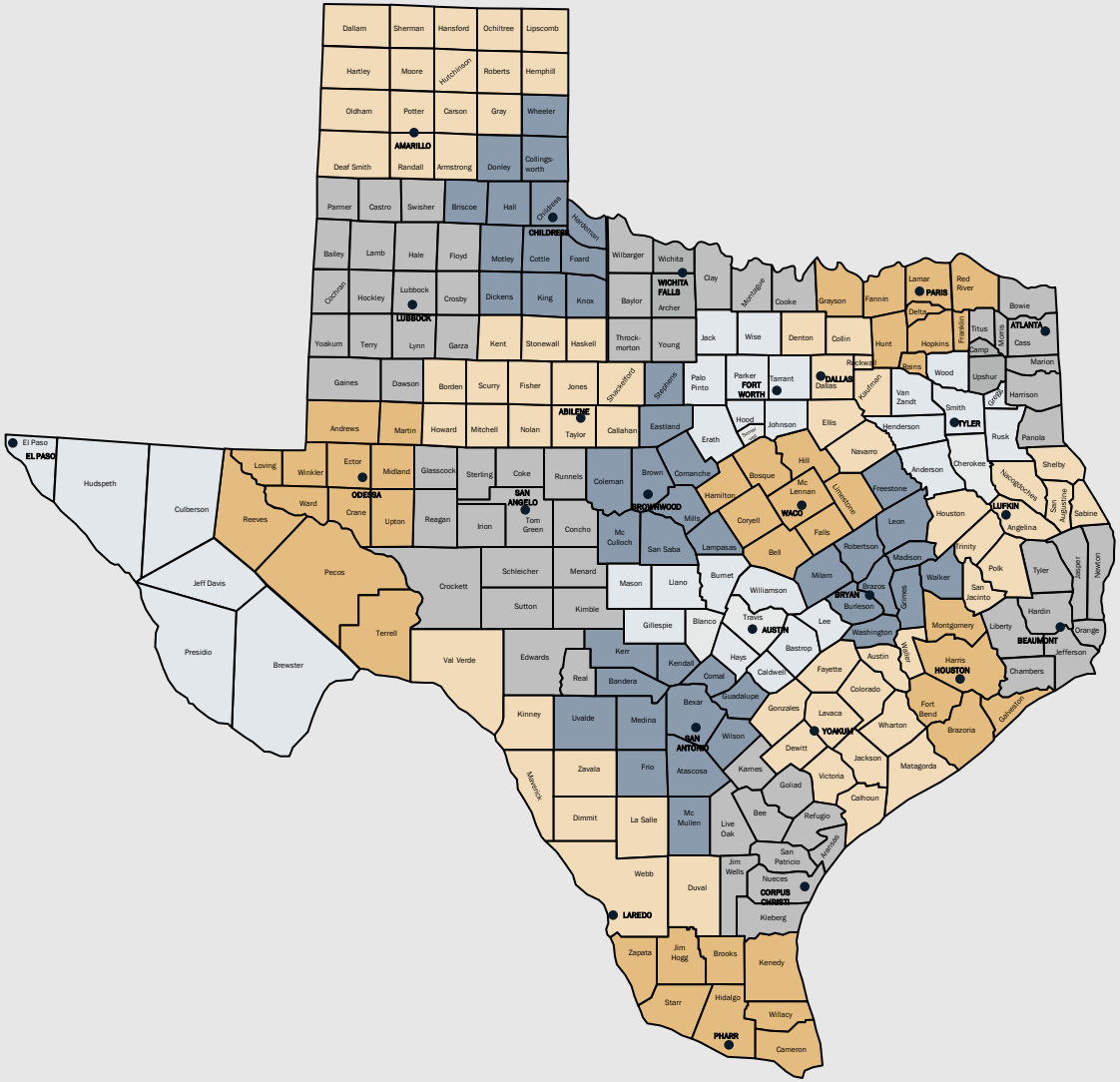
Dewitt C. Greer State Highway Building
Austin, TX. Est. 1933

HUB OUTREACH INITIATIVE

Support Services Division

January 2018

TxDOT Districts

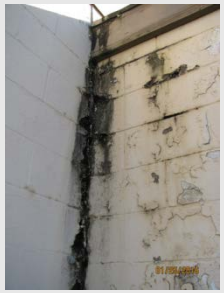


TxDOT Buildings Statewide

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)

Area Engineer – Bldg. #10807
Tyler District, Tyler (North) Maintenance – Special Crews Building Condemned



Fuel Station – Bldg. #108043
Tyler District, Tyler (North) Maintenance Facility
SF: 1,800 FCI: .46 Repair Cost: $164,386

Area Engineer–
Bldg. #188059
Dallas District,
McKinney
SF: 1,824
FCI: .91
Repair Cost:
$188,339

Requested Funds for FY18/19 (Our Wish List)

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

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

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

<u>AUSTIN HQ CONSOLIDATION:</u>
$139M (Requested Authority and Funding)
(Land Purchase with Previous Real Property Sales = $22M)

District Headquarters Building
San Angelo, TX. Est. 1969

TYPES OF GOODS AND SERVICES

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

TxDOT HUB Participation 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

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

District Headquarters Building
Pharr, TX. Est. 1963

HOW TO NETWORK WITH SSD FACILITIES

Our Group

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

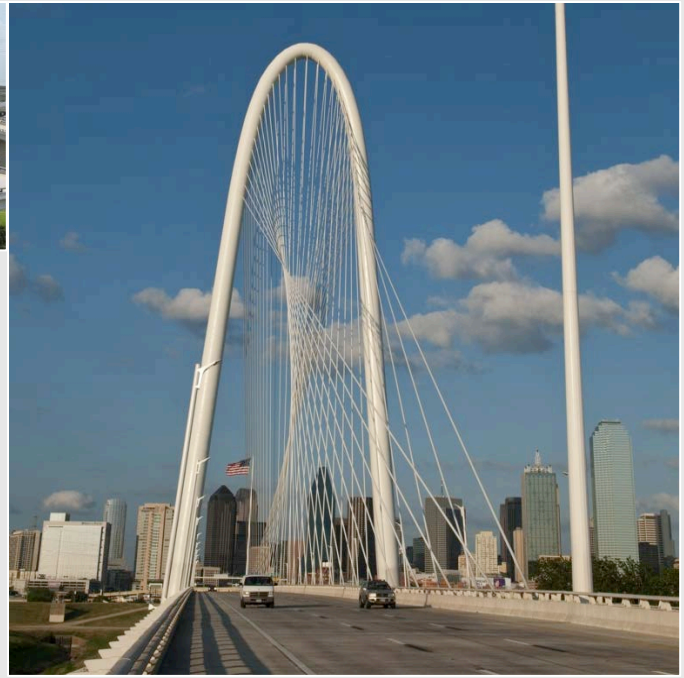
All questions regarding facility projects should be submitted to:

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

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1	TxDOT's Procurement Division (PRO)	3-6
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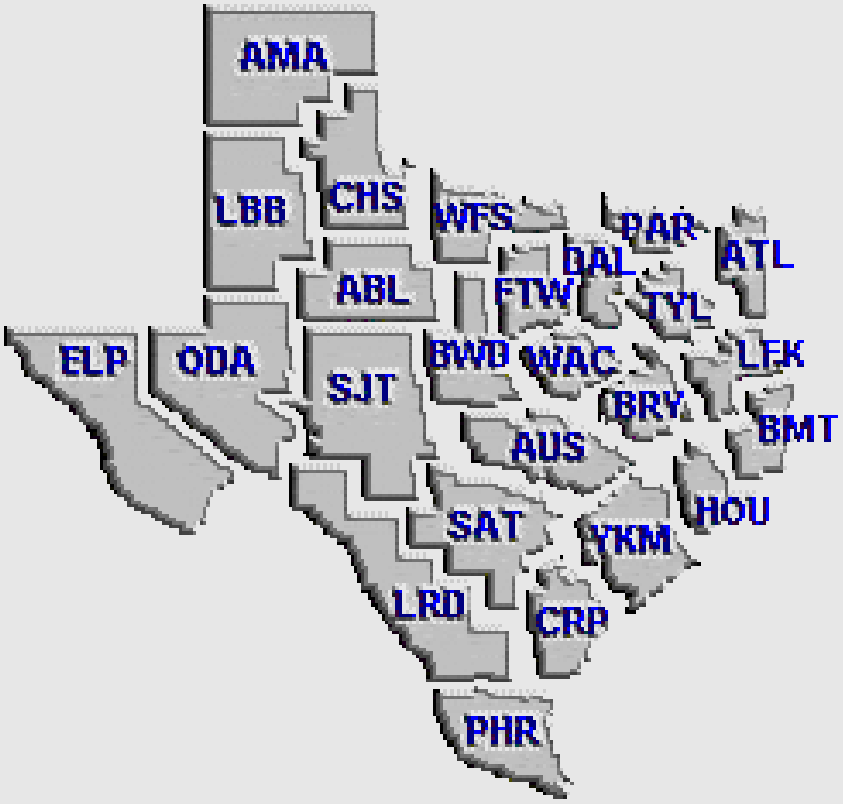
3	Solicitations	12-14
4	Award	15-16
5	Payment	17-18
6	Centralized Master Bidders List (CMBL)	19-20

TxDOT's Procurement Division (PRO)

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

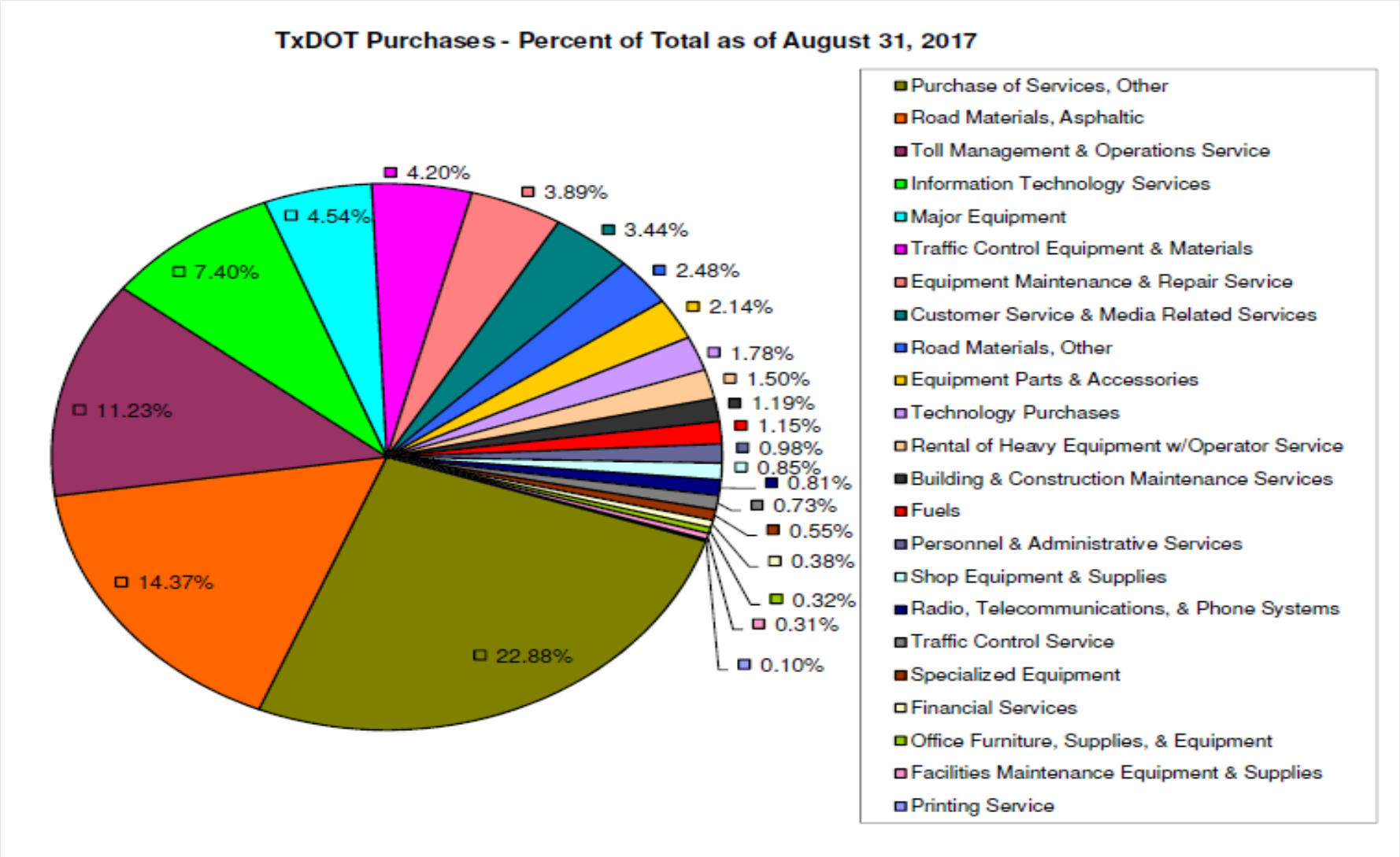


- For Twenty-five districts
- and Thirty-five supporting divisions
- approximately $900 million per year

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)



Purchasing Limits

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.

Purchases up to $5,000

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)

Purchases $5,000 to $25,000

Three informal competitive quotes requested. Applies to:

- Purchase of commodities
- Purchase of services
- Purchase of petroleum, oil & lubricants
- Distributor purchases—OEM distributors only

Purchases $25,000 and up

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

IT and Telecommunications

- 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

Solicitations

- 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: Eexceptions 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

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

Centralized Master Bidders List (CMBL)

- 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/ 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”

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?"

COMPTROLLER.TEXAS.GOV

Another way to find the ESBD!

HOME | TAXES | TRANSPARENCY | ECONOMY | PURCHASING | PROGRAMS | ABOUT

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

- 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

http://www.txsmartbuy.com/sp

File Edit View Favorites Tools Help

Change Your Comptroller ... | Comptroller Objects - Exp... | CPA CMBL | CPA Web Application Portal | Home - NetSuite (Texas C... | Hub Contact System Log-... | search

Texas Comptroller of Public Accounts
Glenn Hegar

Sign In

Contracts | Reports | Help

ELECTRONIC STATE BUSINESS DAILY SEARCH

Solicitations/bids valued at $25,000 and more MUST be posted on the ESBD or the contract is considered VOID

Agency Name

Agency Number

Status: Posted

Posting Date

Solicitation ID Number

NIGP Class/Item

Keyword Search

Due Date

Search

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

Use "Posted" for identifying current solicitations

http://www.txsmartbuy.com/sp
@CPA
sp
Edit View Favorites Tools Help
Change Your Comptroller ... Comptroller Objects - Exp... CPA CMBL CPA Web Application Portal Home - NetSuite (Texas C... Hub Contact System Log-... search
Page

ELECTRONIC STATE BUSINESS DAILY SEARCH

Agency Name

Agency Number

Status

Select all

Posting Date

Solicitation ID Number

NIGP Class/Item

Keyword Search

Due Date

Search

RESULTS

Lab Reagents

Solicitation 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

Solicitation 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

Solicitation ID: 405-18-R135582 | Due Date: 2/9/2018 | Due Time: 11:00 AM | Agency Number: 405 | Status: Posted | Posting Date: 1/9/2018

DESCRIPTION AND PRICING

PURCHASE OF THE FOLLOWING:

The Department of Public Safety (DPS) solicits bids to award to remove and dispose of one 4,000 gallon underground storage tank (UST) and all associated piping, valves, dispensers, and appurtenances.

The documents included in this IFB must be returned with the Bid. Please utilize the enclosed Attachment C - Checklist to ensure the Bid is complete.

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
1	Removal and Disposal of Underground Storage Tank as per statement of work (SOW)	1	JOB	$	$

Calendar of Events

01/24/18 at 10:00AM	A Mandatory pre-bid site visit will be held at 1108 South Columbia Plainview, TX 79072. Failure to attend the mandatory site visit will result in the disqualification of bidders bid response. Point of Contact: Sgt. Richard Villanueva Tel: 806-252-8660
01/30/18 at 5:00PM	Questions due via e-mail with Bid Number in the Subject Line to Services.Branch@dps.texas.gov
02/02/18 at 5:00PM	Responses to submitted Questions will be posted to the Electronic State Business Daily (ESBD).

Point of Contact:	Jeremiah Rodriguez
Phone Number:	(512) 424-7059
E-Mail:	Services.Branch@dps.texas.gov
SERVICE PERIOD:	**Services to be completed within 120 days and with DPS acceptance of project from Date of Award.**

This IFB consists of the following:

B – Pages	1 - 6
hment Listing Page	7
A ments A through H - Pages	8 - 87

SERVICE PERIOD WITH OPTIONS ☐ Applicable ☒ Not Applicable

For subcontracting opportunities – attend pre-proposals conferences to meet primes face-to-face – Most effective method for marketing your company

BEST VALUE

DPS may use the best value factors listed in Tex. Gov't Code § 2156.007 in determining the lowest overall cost for this solicitation.

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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

- 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

Purchasing

PROCUREMENT PUBLICATIONS

Manuals and Reference Guides

- Contract Management Guide
- Procurement Manual
- Specifications Library
- State of Texas CO-OP Manual (PDF)
- SAM Search Information
- Statutes and Procedures

Information available on procurement methods the state utilizes in obtaining goods and services

Forms

- Procurement Forms Library
- CO-OP Forms Library
- General Mail Equipment/Procurement Questionnaire (DOC)

Reports

- Procurement Coordination Committee Reports
- HUB Reports
- State Use Reports

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..

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HOME TAXES PURCHASING PROGRAMS ABOUT

Existing contract schedules agencies use for purchasing

Statewide Contracts

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HUB Program

Use historical data to identify:

- Procurement opportunities for your company
- Purchasing trends for agencies
- Current vendors providing goods and services

Statewide Contracts

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Purchasing

Translation:

Select Language

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.

2017 Procurement Connection Seminar & EXPO

HUB Application

Related Links

- Search for CMBL/HUB vendors
- How to Apply for CMBL or HUB
- Modify/Update Account
- Certification Process
- Certification Agreements
- Bid Opportunities
- HUB and Business Resources
- HUB Reports and Forms
- NIGP Commodity Book
- Delivery Zones and Districts
- HUB Mentor Protégé Program

Purchasing

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.

Purchasing

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

5 Years of Data Available

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

Purchasing

FISCAL YEAR 2017 ANNUAL HUB REPORT

I. **Executive Letter and Executive Summary**

II. **Statewide Totals:** TXT or PDF

III. **Statewide Analysis of Awards:**
This section includes a statewide analysis of the following:

- Total Statewide Awards and Awards to Certified HUBs by Ethnicity/Gender: TXT or PDF
- Awards to Certified HUBs by Procurement Categories and Object Codes: TXT or PDF
- Awards to Certified HUBs by Procurement Object Codes: TXT or PDF
- Awards to Certified HUBs: Detail by Object Code.

Object Codes are financial code the state utilizes to identify types of contracts – Financial Chart of Accounts

IV. **State Agency Rankings**
This section includes the following rankings:

- Top Fifty (50) Agencies by Total Expenditures (PDF)
- Twenty-five (25) Agencies Spending More than $5 Million with Largest Percentage Spent with HUBs (PDF)
- Twenty-five (25) Agencies Spending More than $5 Million with Smallest Percentage Spent with HUBs (PDF)
- State Agencies Spending $0 with HUBs (PDF)

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

OBJ/CD	VENDOR NAME	VID	HUB/ ETH DIR TC TPFA	DOLLAR AMOUNT
********** SPECIAL TRADE :				
7344	GRIFFIN PARTNERS COM			$11,049.00
7354	AIR CRAFT INC			$924.00
7354	ASSOCIATED TIME AND			$8,020.00
7354	BOWIE CASS ELECTRIC			$1,555.04
7354	BXB GROUP INC		HUB WO	$27,385.00
7354	CONFIDENTIAL			$4,998.00
7354	GILLETTE AIR CONDITI			$30,905.26
7354	GKW PROPERTIES			$21,922.00
7354	HOLMES AND HOLMES CO			$42,408.15
7354	JENN ENERGY SERVICES			$19,800.00
7354	KNIGHT SECURITY SYST			$4,800.60
7354	MCA COMMUNICATIONS I		HUB HI	$289.51
7354	NAVARRO COUNTY ELECT			$21,927.50
7354	RICK HALE			$1,850.00
7354	RIVERBEND COMPLEX LL			$625.14
7354	SIGMA SURVEILLANCE D		HUB AS	$1,200.00
7354	SOLOMON MADUDU DBA A			$110,640.00
7354	SUNTURN INC			$8,197.43
7354	TEXAS STATE ALARM LL			$945.00
7354	THE COLONNADE OFFICE			$28,221.57
7354	WJA PROPERTIES LLC			$3,162.50
7354	WSCA INC		HUB BL	$15,968.00
7354	XCEL ENERGY			$5,285.48
7354				$10,649.00

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? “

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HUB Program

More valuable historical information…..

(prices, contract duration, contact information, contract terms and condition, etc)….is available at www.lbb.state.tx.us

www.lbb.state.tx.us

LEGISLATIVE BUDGET BOARD

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85th Legislature Documents

State Budget By Program

LBB Staff Reports

Government Effectiveness & Efficiency

Fiscal Size-Up 2016-17

Interactive Graphics

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CONTRACTS

Contract Database contains contract data from 9-1-2013

Agency Contract Reporting

Contract Database Search

Contract Archive Database

Report Contract Issue

LEGISLATIVE BUDGET BOARD

LBB Contracts Database

As Reported by State Agencies and Institutions of Higher Education

LBB Home | Search | Help | Login

Search

Search Tool

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)

Fiscal Year: Select from List Search

Agency

Agency: Agency Search

Commission on Environmental Quality

Only agencies with contracts on file are available to select.

Search contracts by agency or by vendor

Vendor

Search vendor by Vendor ID: Search by ID...

Or by Vendor Name (at least 3 characters): Search by Name...

Only vendors with contracts on file are available to select.

Maximum Value:

Contract Id

Contract Id:

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-

Search

http://contracts.lbb.state.tx.us/SearchResults.aspx | State Purchasing | Legislative Budget Board - S...

File Edit View Favorites Tools Help

Hub Contact System Log-... | Home - NetSuite (Texas C... | Suggested Sites | Web Slice Gallery | CPA Web Application Por...

Page Safety Tools

NOTE

Contract information maintained by the LBB and included in this report is from information submitted by each state agency. Although every effort was made to correct obvious errors and to avoid duplicate entries, this information has not been verified by the LBB, a

Export to Excel | Export to Word

◉ Display Condensed Data Set ○ Display Expanded Data Set

Pdf File of Actual Contract

Code	Agency	Contract	Award Date	Current Contract Value (Excludes Options not Exercised)	Bids	Vendor	Attachments
582	Commission on Environmental Quality	582-13-23936	04/10/2013	$4,741,000	1	CNG 4 AMERICA ROSEN	582-13-23936.pdf
582	Commission on Environmental Quality	582-13-23938	04/23/2013	$500,000	1	TRANSTAR ENERGY COMPANY LP	582-13-23938.pdf 582-13-23938 Contract MOD 1 $0.pdf 582-13-23938 Co
582	Commission on Environmental Quality	582-13-23939	05/03/2013	$430,801	1	CNG 4 AMERICA KATY LLC	582-13-23939.pdf
582	Commission on Environmental Quality	582-13-23940	04/23/2013	$500,000	1	VISION INDUSTRIES CORPORATION	582-13-23940 - Contract - Executed.pdf
582	Commission on Environmental Quality	582-13-23941	04/10/2013	$425,000	1	ZEITENERGY LLC	582-13-23941.pdf
582	Commission on Environmental Quality	582-13-23954	03/15/2013	$2,400,000	1	DALLAS AREA RAPID TRANSIT	582-13-23954.pdf
582	Commission on Environmental Quality	582-13-23957	03/01/2013	$750,000	1	CENTRAL FREIGHT LINES INC	582-13-23957.pdf
582	Commission on Environmental Quality	582-13-30002	09/01/2012	$2,250,000	2	PROGRESSIVE ENVIRONMENTAL SERVICES INC	#13-30002 Contract.pdf 582-13-30002 Amend 1executed.pdf 582-13-3000
582	Commission on Environmental Quality	582-13-30012	08/14/2012	$496,990	1	ARTS+LABOR	13-30012 Contract Executed.pdf 13-30012 - Amendment #5 - Executed.pd
582	Commission on Environmental Quality	582-13-30013	09/01/2012	$4,000,000	4	INCONTROL TECHNOLOGIES INC	582-13-30013 Solicitation.pdf 582-13-30013 Contract.pdf 582-13-30013 -
582	Commission on Environmental Quality	582-13-30014	09/01/2012	$1,306,000	1	DIOS DADO ENVIRONMENTAL	582-13-30014 - Contract - Signed Executed.pdf 582-13-30014-A Amendm
582	Commission on Environmental Quality	582-13-30015	09/01/2012	$1,356,103	1	CITY OF DALLAS UTILITIES & SERVICES	582-13-30015 - Contract - Signed Executed.pdf 582-13-30015 Am 1 execu
582	Commission on Environmental Quality	582-13-30022	09/01/2012	$200,000	1	SOUTHEAST TEXAS REGIONAL PLANNING COMM	582-13-30022 - Contract - Signed Executed.pdf 582-13-30022 - Contract A
582	Commission on Environmental Quality	582-13-30023	09/01/2012	$214,224	3	FARR WEST ENVIRONMENTAL SUPPLY INC	582-13-30022 - Contract - Signed Executed.pdf 582-13-30022 - Contract A
582	Commission on Environmental Quality	582-13-30024	09/01/2013	$64,000	1	EAGLE PASS ISD	582-13-30024 - Contract - Signed Executed.pdf 582-13-30024_Amndt #1_
582	Commission on Environmental Quality	582-13-30025	09/01/2012	$1,095,000	1	LOWER COLORADO RIVER AUTHORITY	582-13-30025 Am 1 Executed.pdf 582-13-30025 - Contract Amendment 2
582	Commission on Environmental Quality	582-13-30027	09/01/2012	$160,303	1	DEER OAKS EAP SERVICES LLC	582-13-30027 Solicitation.pdf 582-13-30027 Addendum 1.pdf 582-13-3002
582	Commission on Environmental Quality	582-13-30028	09/01/2012	$920,008	2	FREEMAN AUDIO VISUAL SOLUTIONS	13-30028 - Contract.pdf 582-13-30028 - Amendment #3 - Executed.pdf 13
582	Commission on Environmental Quality	582-13-30030	09/01/2012	$190,000	1	TEXAS A&M AGRILIFE EXPENTION SERVICE	582-13-30030 - Contract - Signed Executed.pdf 582-13-30030 - Contract A
582	Commission on Environmental Quality	582-13-30037	09/01/2012	$600,000	1	TERA	13-30037 - Contract.pdf 582-13-30037 - Solicitation - Final.pdf 13-30037 -
582	Commission on Environmental Quality	582-13-30048	10/10/2012	$476,001	1	TEXAS AGRILIFE RESEARCH	582-12-22735 - Solicitation - Final.pdf 582-13-30048 - Contract - Executed

www.lbb.state.tx.us/Contract_Reporting.aspx

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BUDGET BOARD

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CONTRACTS

Contract Archive Database is contract data prior to 9-1-2013 and has limited contract info due to the previous reporting requirements

Agency Contract Reporting

Contract Database Search

Contract Archive Database

Report Contract Issue

Legislative Budget Board

LBB Contracts Database Archive

As Reported by State Agencies before August 15, 2015

Note - Archive database provides data for contracts prior to September 1, 2013.

LBB Home | Search | Help | Login

Search

Search Tool

Search for documents based on combination of document type, fiscal year, agency, vendor and value

Document Type: Contract **Fiscal Year:** Select from list

Agency

Agency: Agency Search

Select from list

Only agencies with contracts on file are available to select.

Vendor

Vendor: Vendor Search

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Select from List:

HUB Program

"Show Me the Money"

- All forms of government have a pre approved budget
- Research budgets to identify funds allocated for opportunities

LEGISLATIVE
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BUDGET

General Appropriations Act 2016-17

Fiscal Size-Up 2016-17

State Budget By Program

Budget Documents By Session

Legislative Appropriation Requests

get

General Appropriations A

riations_Act_2018-2019.pdf

1 / 1004

Don't Print 1,004 Pages

GENERAL APPROPRIATIONS ACT
FOR THE 2018-19 BIENNIUM

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)

A.2.4. Strategy: OCCUPATIONAL LICENSING	$	1,309,582	$	1,309,582
A.3.1. Strategy: RADIOACTIVE MATERIALS MGMT Radioactive Materials Management.	$	3,036,260	$	3,036,256
Total, Goal A: ASSESSMENT, PLANNING AND PERMITTING	$	194,546,902	$	193,722,863
B. Goal: DRINKING WATER				
B.1.1. Strat Safe Drinki	$	17,379,010	$	17,307,255
C. Goal: ENFORCEMENT AND COMPLIANCE SUPPORT Enforcement and Compliance Assistance.				
C.1.1. Strategy: FIELD INSPECTIONS & COMPLAINTS[3] Field Inspections and Complaint Response.	$	46,903,497	$	46,634,458
C.1.2. Strategy: ENFORCEMENT & COMPLIANCE SUPPORT[3] Enforcement and Compliance Support.	$	14,150,982	$	14,242,071
C.1.3. Strategy: POLLUTION PREVENTION RECYCLING Pollution Prevention, Recycling and Innovative Programs.	$	2,576,595	$	2,576,595
Total, Goal C: ENFORCEMENT AND COMPLIANCE SUPPORT	$	63,631,074	$	63,453,124
D. Goal: POLLUTION CLEANUP Pollution Cleanup Programs to Protect Public Health & the Environment.				
D.1.1. Strategy: STORAGE TANK ADMIN & CLEANUP Storage Tank Administration and Cleanup.	$	19,073,303	$	19,012,761
D.1.2. Strategy: HAZARDOUS MATERIALS CLEANUP	$	23,522,022	$	23,522,024
Total, Goal D: POLLUTION CLEANUP	$	42,595,325	$	42,534,785
E. Goal: RIVER COMPACT COMMISSIONS Ensure Delivery of Texas' Equitable Share of Water.				
E.1.1. Strategy: CANADIAN RIVER COMPACT	$	16,919	$	16,919
E.1.2. Strategy: PECOS RIVER COMPACT	$	136,650	$	136,650
E.1.3. Strategy: RED RIVER COMPACT	$	35,539	$	35,539
E.1.4. Strategy: RIO GRANDE RIVER COMPACT	$	699,996	$	199,996
E.1.5. Strategy: SABINE RIVER COMPACT	$	62,111	$	62,111
Total, Goal E: RIVER COMPACT COMMISSIONS	$	951,215	$	451,215
F. Goal: INDIRECT ADMINISTRATION				
F.1.1. Strategy: CENTRAL ADMINISTRATION	$	22,758,916	$	22,757,412

See agency's budget to identify funding

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

Laura Cagle-Hinojosa
Statewide HUB Program Manager
Laura.Cagle-Hinojosa@cpa.texas.gov
512-463-4583
888-863-5881

HUB Program

About Laura…

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.

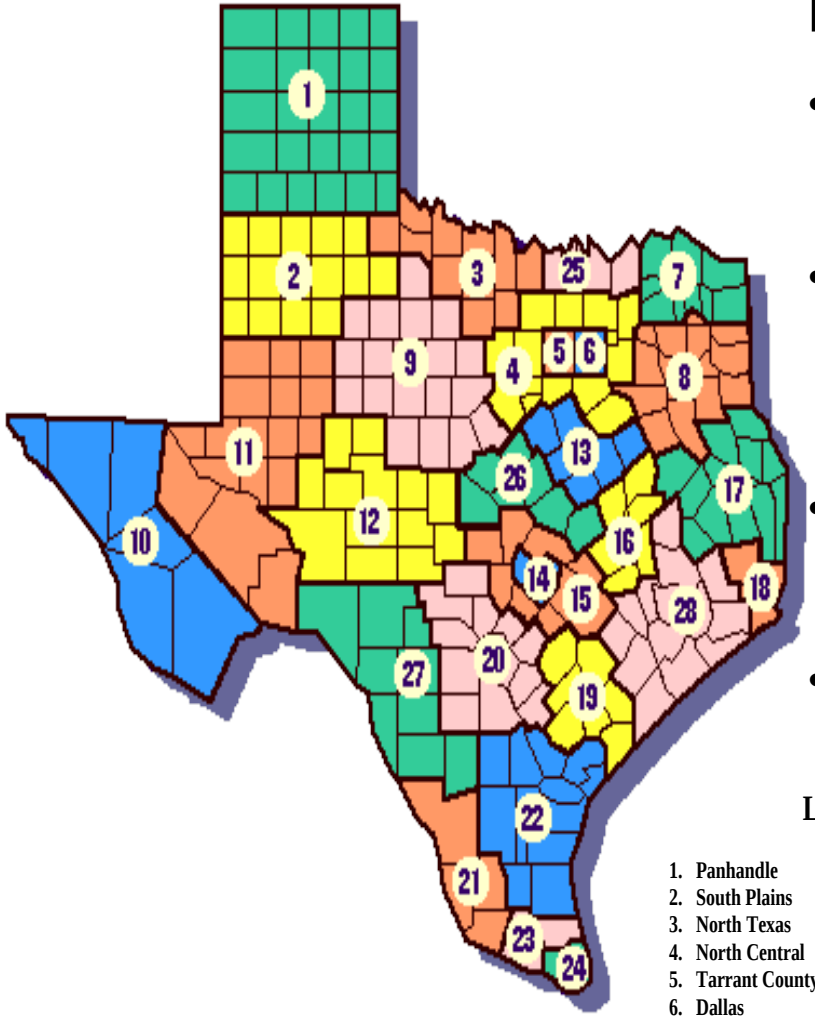
Texas Workforce Commission
Office of Employer Initiatives

http://skills.texasworkforce.org

http://ssb.texasworkforce.org

skills@twc.state.tx.us
(877) 463-1777

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.

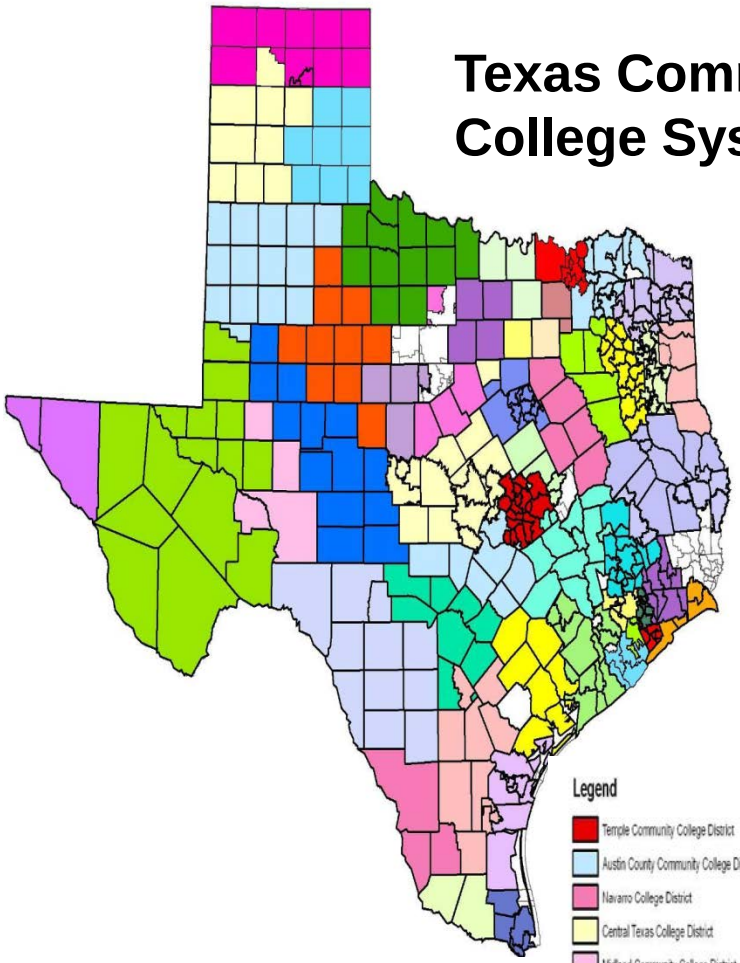
Local Workforce Development Areas

1. Panhandle
2. South Plains
3. North Texas
4. North Central
5. Tarrant County
6. Dallas
7. North East
8. East Texas
9. West Central
10. Upper Rio Grande
11. Permian Basin
12. Concho Valley
13. Heart of Texas
14. Capital Area
15. Rural Capital
16. Brazos Valley
17. Deep East Texas
18. South East Texas
19. Golden Crescent
20. Alamo
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 WORKFORCE SOLUTIONS

Texas Community and Technical College System

- **50 Community College Districts**
- **Texas State Technical College System (TSTC)**
- **Texas Engineering Extension**



Legend

- Temple Community College District
- Austin County Community College District
- Navarro College District
- Central Texas College District
- Midland Community College District
- South Plains College District
- South Texas Junior College District
- Ranger Junior College District
- Paris Junior College District
- Panola College District
- Midland Community College District
- McLennan Community College District
- Laredo Community College District
- Howard County Junior College District
- Hill College District
- Del Mar Community College District
- Dallas County Community College District
- Collin County Community College District
- Cisco Junior College District
- Central Texas College District
- Blinn Junior College District
- Alamo Community College District
- Bee County College District
- Angelina County Junior College District
- El Paso Community College District
- Odessa College District
- Tyler Junior College District
- Wharton County Junior College District
- Western Texas College District
- Weatherford College District
- Vernon Regional Junior College District
- Trinity Valley Community College District
- Texas Southmost College District
- Texarkana College District
- Tarrant County Community College District
- Southwest Texas Junior College District
- San Jacinto College District
- Northeast Texas Community College District
- North Harris Montgomery Community College District
- North Central Texas College District
- Lee College District
- Kilgore Junior College District
- Houston Community College District
- Grayson County Junior College District
- Galveston College District
- College of the Mainland District
- Clarendon College District
- Brazosport College District
- Borger Junior College District
- Alvin Community College District
- Amarillo College District

Map Prepared By:
Texas Higher Education Coordinating Board
February 28, 2006

Data Source:
Subchapter J, Section 130.161 of the
Texas Education Code
Texas Education Agency
Texas Higher Education Coordinating Board

Empty areas are not part of a community college service area.

TEXAS WORKFORCE SOLUTIONS

Skills
Development Fund

Train your workforce.
Power your business.

Skills Development Fund

Train your workforce.
Power your business.

Customized Training for Texas Employers

- **Texas Legislature created in 1995; Implemented in1996**
- **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**

Skills Development Fund

Train your workforce.
Power your business.

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

Skills Development Fund

Train your workforce.
Power your business.

Typical Skills Development Fund Grant

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

Skills Development Fund

Train your workforce.
Power your business.

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 Fund

Train your workforce.
Power your business.

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 Fund

Train your workforce.
Power your business.

Skills Development is a Partnership

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

Skills Development Fund

Train your workforce.
Power your business.

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

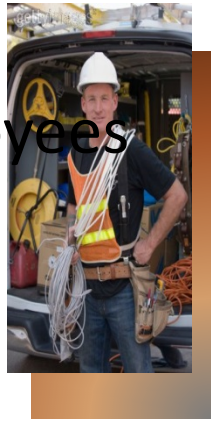
- One of the keys to a successful small business is your **people.**
- Employee training includes understanding the product/service the company offers and strengthening an employee's **skill set**.
- Skills training should be part of a businesses **strategic plan** (budget, timeline etc.)

Skills for Small Business

Responding to the needs of Texas' small businesses!

Skills training

- Increases **competitiveness**
- **Upgrades** current employees skills
- **Prepares** newly hired employees for job requirements



Skills for Small Business

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

Skills for Small Business

Who's Eligible

- Full-time, permanent employees W-2
- New or incumbent workers
- Making the prevailing wage (College will check for you)

Skills for Small Business

What types of courses are funded?

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

Skills for Small Business

Sample Courses

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

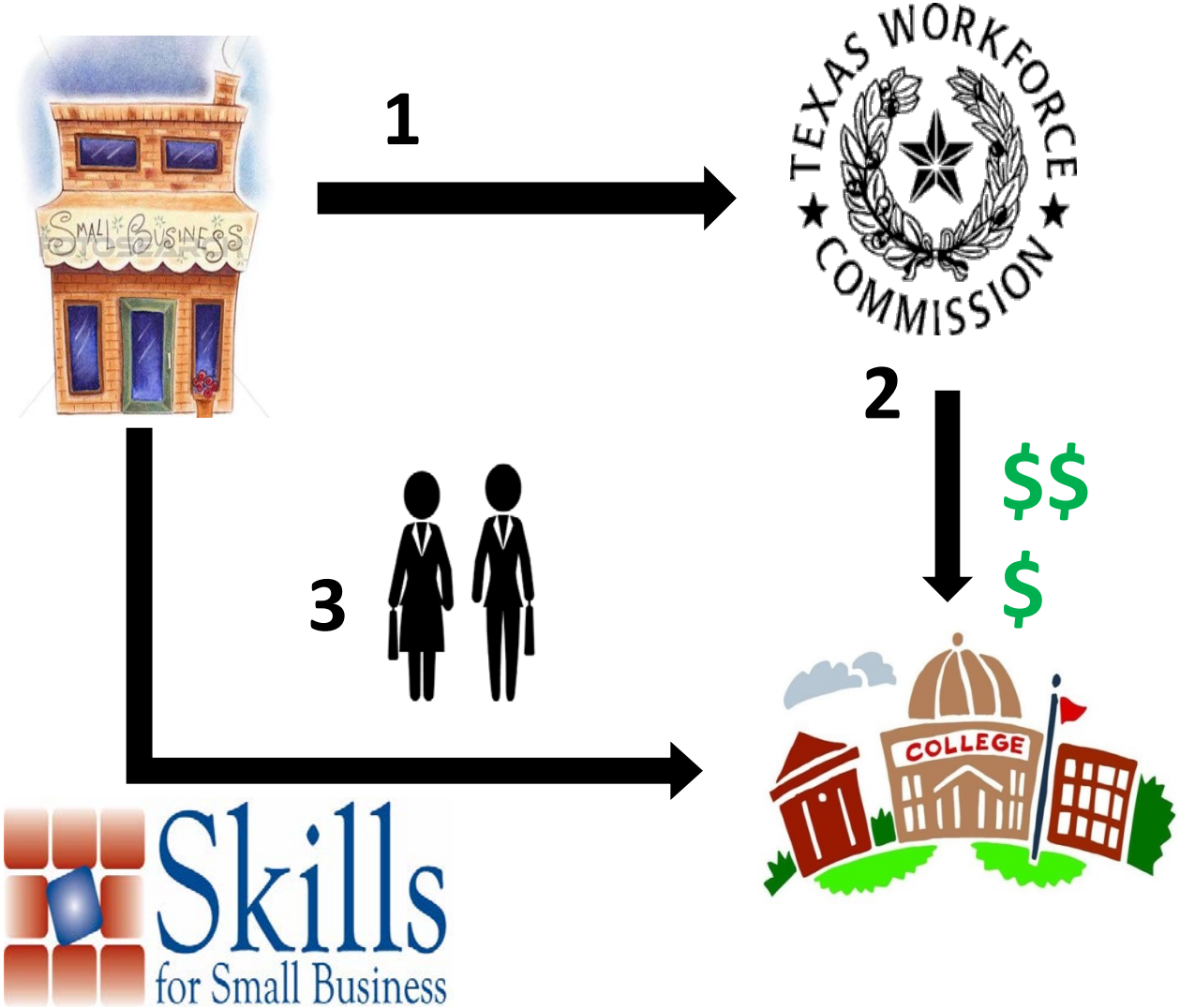
Skills for Small Business

- 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?

Skills for Small Business

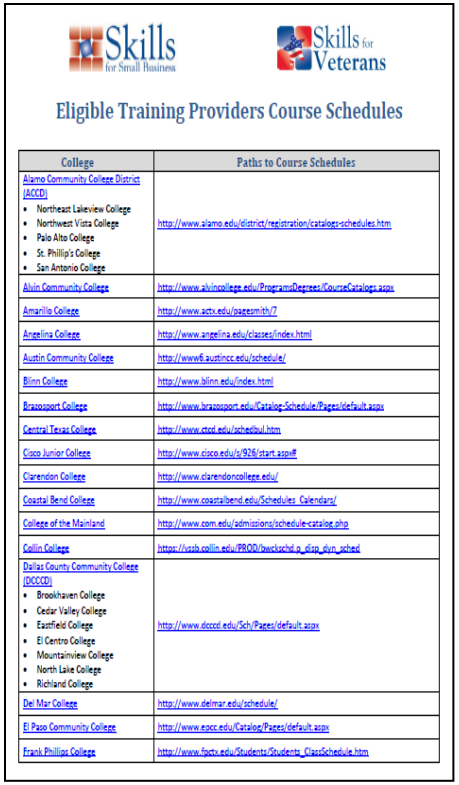
How does it work?



Where do I Start

Contact your college First!

Find your college's course catalog



Eligible Training Providers Course Schedules

College	Paths to Course Schedules
Alamo Community College District (ACCD) • Northeast Lakeview College • Northwest Vista College • Palo Alto College • St. Philip's College • San Antonio College	http://www.alamo.edu/district/registration/catalogs-schedules.htm
Alvin Community College	http://www.alvincollege.edu/ProgramsDegrees/CourseCatalogs.aspx
Amarillo College	http://www.actx.edu/pagesmith/7
Angelina College	http://www.angelina.edu/classes/index.html
Austin Community College	http://www6.austincc.edu/schedule/
Blinn College	http://www.blinn.edu/index.html
Brazosport College	http://www.brazosport.edu/Catalog-Schedule/Pages/default.aspx
Central Texas College	http://www.ctcd.edu/schedbul.htm
Cisco Junior College	http://www.cisco.edu/s/926/start.aspx#
Clarendon College	http://www.clarendoncollege.edu/
Coastal Bend College	http://www.coastalbend.edu/Schedules_Calendars/
College of the Mainland	http://www.com.edu/admissions/schedule-catalog.php
Collin College	https://vssb.collin.edu/PROD/bwckschd.p_disp_dyn_sched
Dallas County Community College (DCCCD) • Brookhaven College • Cedar Valley College • Eastfield College • El Centro College • Mountainview College • North Lake College • Richland College	http://www.dcccd.edu/Sch/Pages/default.aspx
Del Mar College	http://www.delmar.edu/schedule/
El Paso Community College	http://www.epcc.edu/Catalog/Pages/default.aspx
Frank Phillips College	http://www.fpctx.edu/Students/Students_ClassSchedule.htm

Skills for Small Business

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

Skills for Small Business

Local Workforce Solutions Office

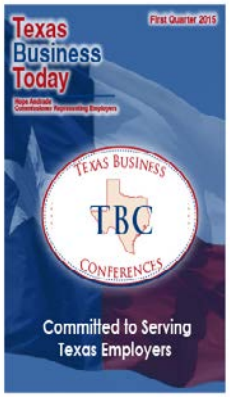
- Post job openings (Work in TX)
- Customized job fairs
- Job candidate search
- Interview rooms
- Employment testing
- Pre-screening applicants
- Job fair hosting

- Conference rooms
- Labor market information
- Marketing/publicity
- Tax credit benefits
- Training grants
- Rapid response
- Veteran candidate search

TEXAS WORKFORCE SOLUTIONS

WORK IN TEXAS .com

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

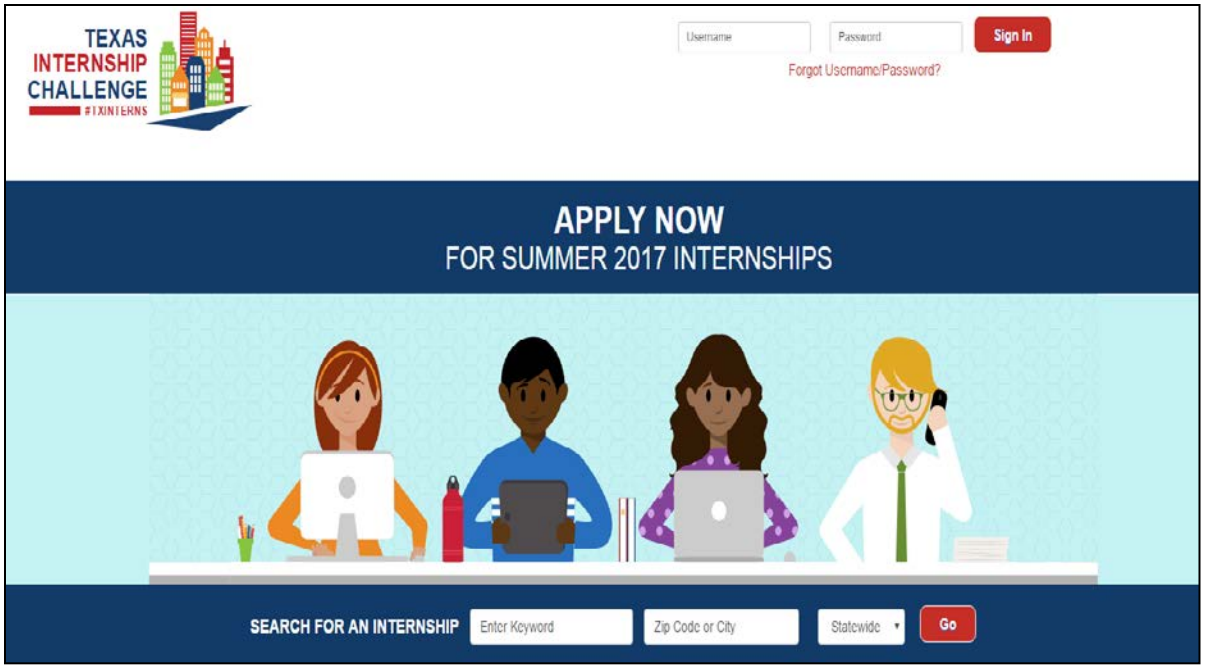
  Free quarterly publication covering issues such as business and legal briefs, FAQs for employers, and employer policies
  www.texasworkforce.org/TexasBusinessToday

- 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

Skills for Small Business

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

EL PASO COMMUNITY COLLEGE

The Best Place to Start

Member

South-West Texas Border Small Business Development Center Network

The University of Texas at San Antonio

Mission Statement

Small Business Development Center

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.

South-West Texas Border
Small Business
Development Center Network
The University of Texas at San Antonio

EL PASO COMMUNITY COLLEGE
The Best Place to Start

Serving Small Businesses since 1985

Small Business Development Center
915.831.7743 • www.elpasosbdc.net

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

2017 Economic Impact

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

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.

Reference Support:

Includes Federal Acquisition Regulations, Texas State Procurement Information, Municipal Purchasing Systems, Procurement Automated Source Systems, Reference Library and Government and Military Specifications.

Contract Opportunities Center

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.

Contract Opportunities Center

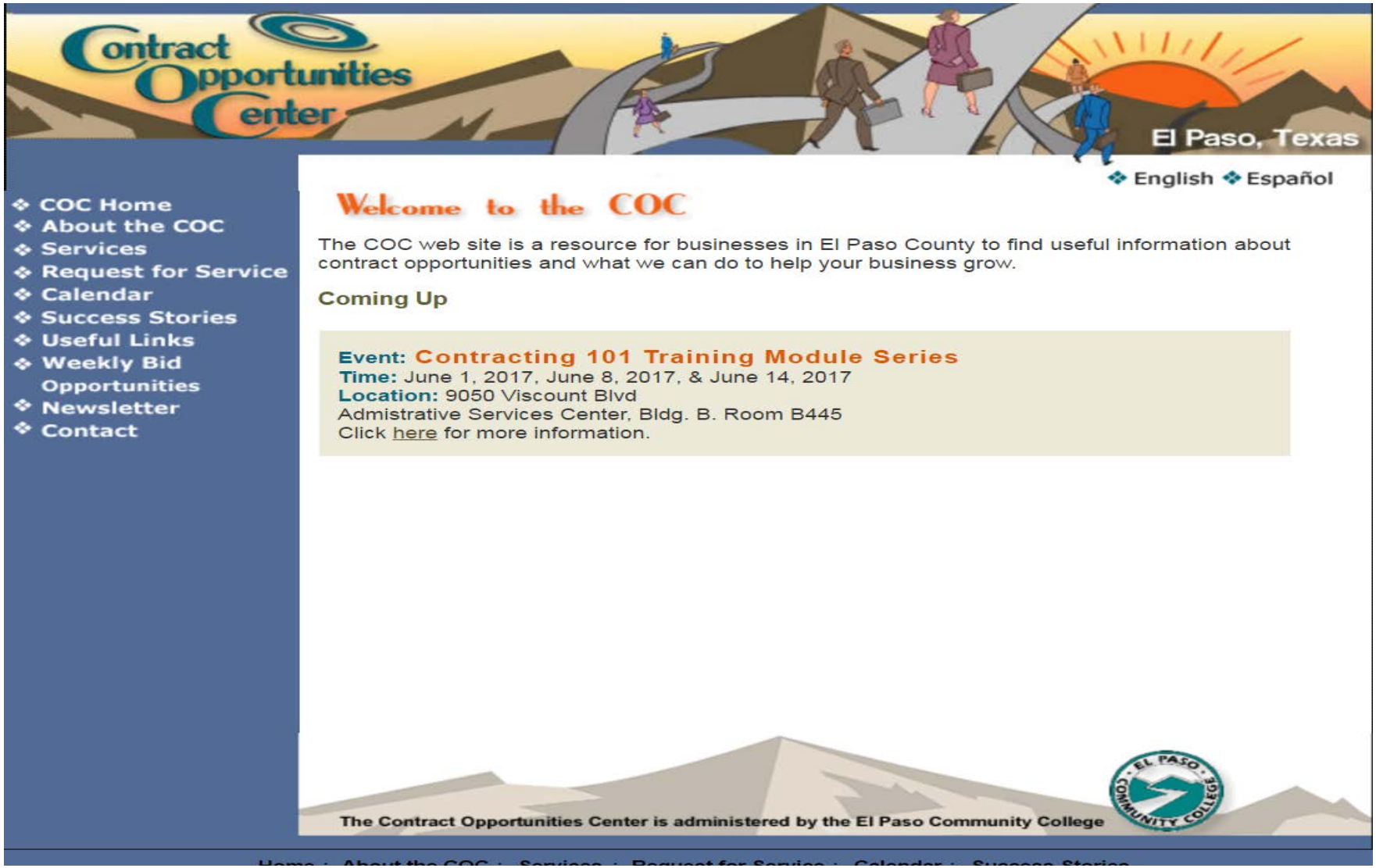
TRAINING AND RESOURCES

- 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

http://www.elpasococ-events.org/

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

www.elpasococ.org



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.

HOME | ABOUT US | GOVERNMENT CONTRACTING ASSISTANCE | APTAC PARTNERS | PTAC LOGIN | CONTACT US

Find a PTAC

Select a State

Find a Procurement Technical Assistance Center
Click on the map below or select your state above to find the Procurement Technical Assistance Center nearest you.
Find American Indian PTACs »

ASSISTANCE FOR SMALL BUSINESSES

GET THE TRAINING YOU NEED TO SUCCEED

PTAC CLIENT SUCCESSES

Special announcements and links

- Call for Presentations for APTAC 2017 Fall

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! »

Read this week's blog post:
Why Manufacturers Should Call Their PTAC from APTAC's *Government Contracting Intelligence* blog.

Government Contracting Assistance for Businesses

A wealth of resources to help you sell to the government

Learn More

APTAC Partners, Federal Colleagues & Friends

Working together to nurture small business gov't contractors

Learn More

PTAC Professionals Member Login

Recent News

- Procurement Fraud Results in Prison Sentence and Restitution
- Federal Contracting Trends

FOR MORE INFORMATION:

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