SELLING GOODS AND SERVICES TO THE TCEQ

A GUIDE FOR HUBS AND OTHER VENDORS

Texas Commission on Environmental Quality

GI-238 *(revised 1/17)*

The Texas Commission on Environmental Quality (TCEQ) is the environmental agency for the state. Our goal is clean air, clean water, and the safe management of waste.

TCEQ'S HUB PROGRAM

The TCEQ's Historically Underutilized Business (HUB) program promotes full and equal business opportunities for all businesses in state.

Through the HUB program we seek to:

Assist eligible businesses in obtaining HUB certification and recertification.

Educate vendors on HUB requirements, procurement policies, and procedures.

Notify HUBs of TCEQ procurement opportunities.

Identify and recruit HUBs for subcontracting opportunities.

Monitor and encourage prime contractors to meet their contractual goals in their HUB Subcontracting Plans.

GETTING CERTIFIED AS A HUB AND LISTED IN THE HUB DIRECTORY

If your business is owned by either a minority or a woman, you should consider getting certified with the state as a HUB. The state certifies qualified HUBs through Texas Comptroller of Public Accounts Statewide Procurement Division (SPD).

HUB Eligibility Requirements

Residency:

- U.S. citizens and Texas residents

Ethnicity or Gender Criteria:

- Asian Pacific Americans
- African Americans
- Hispanic Americans
- Native American Indians
- American women
- Disabled service veteran *(not required to be US citizen)*

Additional:

- Must be a for-profit business with 51 percent or more ownership by minorities or women.
- Must have a proportionate interest and active participation in the control, operation, and management of the business.
- The principal place of business must be within the state of Texas.

BENEFITS OF HUB CERTIFICATION

- Free registration of your business in the state's HUB Directory.
- Valid certification for four years, provided your business continues to meet the HUB eligibility criteria.
- Increased exposure to state agencies and universities in solicitations for the procurement of goods and services.

For more information on how to become a certified HUB, contact:

Texas Comptroller of Public Accounts
Statewide Procurement Division
P.O. Box 13186, Austin, Texas 78711
Toll free: 888-863-5881
<https://www.comptroller.texas.gov>

VENDOR RESOURCES

The Centralized Master Bidders List (CMBL)

Businesses can register on the Centralized Master Bidders List (CMBL) by completing a SPD application. When registered, you will receive solicitation documents and have your goods and services advertised to state agencies by class-item codes. To register on the web, go to <https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>.

Electronic State Business Daily

State agencies are required by law to post all procurement opportunities over $25,000 on the SPD's Electronic State Business Daily (ESBD). To view posted solicitations, go to <http://esbd.cpa.state.tx.us>.

Economic Opportunity Forums

Economic Opportunity Forums are a convenient way to network and discuss solicitation opportunities with state agency purchasing representatives and HUB coordinators. These forums, which are open to all vendors, are sponsored by state agencies and organizations and posted by the SPD. For a schedule, go to <www.txsmartbuy.com/eof/index.html>.

TCEQ Mentor-Protégé Program

Our Mentor-Protégé Program builds effective working relationships between established companies and emerging HUB-owned companies. **The benefits of this voluntary program are:**

- a mutually beneficial partnership for both mentor and protégé, especially in a relationship between a prime contractor and their subcontractor(s);
- an alternative to the good-faith effort requirements in the HUB Subcontracting Plan for the specific subcontracting area; and
- the Mentor-Protégé agreement, once established, can be used with all other state agencies and universities for their good-faith effort requirements.

If you are interested in our Mentor-Protégé Program, please contact our HUB office for additional information (see "TCEQ Contact Information.")

WHAT TCEQ BUYS

We buy goods and services at our headquarters in Austin, and at each of our 16 regional offices. We frequently purchase the following goods and services:

- **Safety equipment and supplies**
- **Lab equipment and supplies**
- **Laboratory services**
- **Testing and monitoring services for air, gas, and water**
- **Professional engineering services**
- **Environmental remediation services**
- **Environmental drilling services**

We encourage and support purchase of products made from recycled, remanufactured, or environmentally sensitive products.

HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM CONTACT INFORMATION

Mailing address: HUB Program, MC 185
TCEQ
P.O. Box 13087
Austin, TX 78711-3087

Street address: TCEQ
12100 Park 35 Circle
Austin, TX 78753

Phone: 512-239-1273

Fax: 512-239-0823

E-mail: HUB@tceq.texas.gov

www.tceq.texas.gov/publications/gi/gi-238.html

How is our customer service?
Fill out our online customer-satisfaction survey at
www.tceq.texas.gov/customersurvey

www.tceq.texas.gov

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