



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

HUB PROGRAM

Purchasing Department

Fiscal Year 2013

TEXAS TECH UNIVERSITY HEALTH



Agenda

- Our Mission
- Doing Business with TTUHSC
- Become a supplier of products/services
- Certifications
- Benefits of being certified

TTUHSC HUB Program



Our Mission

Texas Tech University Health Sciences Center, where a dedication to education, patient care and research has made an impact on the health of West Texas and beyond for almost 40 years. To date we have trained more than 10,000 health care professionals, and we meet the health care needs of more than 2.5 million people who live throughout a vast 108-county area stretching from the Texas Panhandle south to the Permian Basin and west into Eastern New Mexico. We have established ourselves as a leader in education and patient care and are building a top-ranked research environment with significant studies under way in areas such as aging, cancer, reproduction, genetic diseases and rural health. In addition, our location adjacent to Texas Tech University provides a unique opportunity for advancement of knowledge through scientific collaborations.

Historically Underutilized Business



HUB Program

The Historically Underutilized Business (HUB) program is a state of Texas initiative to increase the opportunities available to businesses owned by minorities and women in the area of state procurement and contracting. A HUB is a sole proprietor, partnership, or corporation in which at least 51% of the stock or other equitable securities are owned by one or more persons who are members of the following groups: Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans, and women. These individuals must have a proportionate interest in the control, operation, and management of the business, as well as, their principal place of business must be located in Texas.

The Texas Tech University Health Sciences Center HUB office ensures the agency's good faith effort to include HUB businesses in its procurement efforts. This good faith effort involves evaluating and determining HUB subcontracting opportunities, administration of the agency Mentor /Protégé program, participating in marketing and outreach efforts for HUB participation, and HUB reporting to the Texas State Comptroller.

Doing Business with TTUHSC



Buying Your Products/Service

Texas Tech University Health Sciences Center welcomes the opportunity to do business with interested merchants and encourages all vendors to become prospective suppliers to any or all of our regional campuses.

Submitting a completed W-9 or vendor information form to be entered into our Banner system will save time and effort when an opportunity to purchase your product/service arise.

Link to access the vendor setup form:

<http://www.fiscal.ttuhscc.edu/accounting/forms/collateral/Vendor%20Form%20W-9.pdf>

TTUHSC Regional Campus Locations



TechBuy System



Supplier Information

TTUHSC utilizes the TechBid System for the posting and administration of sourcing events.

Vendors are encouraged to take the time to register and participate using this online application:

Techbid Access: <https://suppliers.scquest.com/texastech/>

HUB Certification



How to Certify

- HUB Certification through the Statewide HUB Program requires general information about your business and supporting documentation to substantiate business structure and HUB eligibility.
- Your file will be entered into the State database and assigned to a certification specialists.
- The certification specialist will review your file for completeness and HUB eligibility criteria. If more information is needed, the certification specialist will request this information from the primary point of contact listed on your application.
- Upon certification approval, your vendor profile will be uploaded into the [HUB Directory](#). A HUB certification package, which includes a certificate and resources for doing business with the state, will be mailed to the address provided on your application.

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.



Registering Your Business

TTUHSC additionally utilizes the State of Texas Certified Master Bidders Listing (CMBL) to notify vendors of formal solicitations and the Electronic State Business Daily (ESBD) for public announcements.

CMBL Access: <http://www.window.state.tx.us/procurement/prog/cmb/>

ESBD Access: <http://esbd.cpa.state.tx.us/>

We strongly suggest that an active, accurate and current email address be maintained on your company's CMBL profile to insure receipt of bid opportunities.

Please note: The CMBL annual registration fee is \$70.00.

Benefits of HUB Certification



Benefits Include:

HUB certification is free of charge.

Certification is valid for 4 years, provided that business continues to meet the eligibility requirements.

Business is registered on the Comptroller's Web-based [HUB Directory](#). State agencies use the HUB Directory in conjunction with the Comptroller's [Centralized Master Bidders List \(CMBL\)](#) to solicit bids from certified HUBs for state purchasing and public works contracts. Prime contractors also use the HUB Directory to identify HUBs to whom they will send notification of their subcontracting opportunities.

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

* Vendors may also receive HUB certification by way of a certification memorandum of agreement the Statewide HUB Program has entered into with other local governments or nonprofit organizations.

Doing Business with Texas Tech University Health Sciences Center



Questions?



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