

General Land Office

Historically Underutilized Business (HUB) Program

As defined by Texas Government Code Title 10, Subtitle D Chapter §2161, Subchapter A, the General Land Office is committed to making a good faith effort to increase contracting and purchasing opportunities with HUBs in the agency's procurements. Through these efforts the GLO will:

- Promote full and equal access to business opportunities for all businesses within our procurement needs
- Give HUBs the opportunity to increase contracting opportunities with the GLO
- Provide subcontracting opportunities to HUBs whenever possible
- Encourage vendor participation in the State of Texas HUB certification program
- Increase opportunities through delegated purchases of goods, services and construction projects

Definition of Historically Underutilized Business (HUB)

A HUB is a for profit entity formed for the purpose of making a profit and that is otherwise a legally recognized business organization under the laws of Texas. A HUB must also have its principal place of business in the State of Texas. A HUB must be at least 51 percent owned by one or more persons who are economically disadvantaged due to their identification as members of certain groups.

HUB certifiable groups include:

- Black Americans
- Hispanic Americans
- Asian Pacific Americans
- Native Americans
- Service Disabled Veterans
- American Women

State of Texas HUB Certification

HUB certification, through the State of Texas, lasts 4 years. There is no fee to become HUB certified. Certified HUBs are listed on a State of Texas HUB database which is accessible to all state agencies. Registration on the Centralized Master Bidder's List (CMBL) is an additional step that the vendor may take in order to receive electronic notifications of business opportunities from the state agencies and universities. The annual fee for CMBL registration is \$70.

Vendors who are interested in becoming certified HUBs may contact the GLO HUB Coordinator.

HUB applications can be obtained via the CPA web site at:
www.cpa.state.tx.us/procurement/prog/hub/hub-certification/.

HUB Forums and Events

Visit the Texas Comptroller of Public Accounts website for more HUB events:
<https://portal.cpa.state.tx.us/hub/eof/>

HUB Utilization Goals

In accordance with Texas Administrative Code §20.13, all state agencies shall make a good faith effort to include HUBs in each applicable procurement category. Agencies may set their own HUB goals, consistent with their agency's mission, the availability of HUBs in each procurement category, the geographic location of the work, the agency's historic utilization of HUBs and other relevant factors.

The GLO's HUB utilization goals for FY16-17 are:

Heavy Construction	N/A
Building Construction	8.7%
Special Trades	14.71%
Professional Services	11.66%
Other Services	3.4%
Commodities	1.25%

Mentor Protégé Program

The Mentor-Protégé program is designed to foster long-term business relationships between a Prime contractor and a HUB Protégé. These relationships assist the protégé in meeting their key developmental areas which they identified in their application to the agency. There is no promise of business or a contract between the Mentor and the Protégé. The guidance and support to the protégé assists them in growing their business. While there is no master list of prospective Mentors, prospective protégés are encouraged to reach out to trade associations, minority chambers of commerce, and business development centers to find potential Mentor partners.

GLO's Mission

The GLO's purchasing functions are centralized. The Procurement Division is responsible for procuring goods and services to meet the needs of the entire agency.

The GLO is committed to making a good faith effort to utilize HUBs in meeting its procurement needs. The agency expenditures are grouped into the following categories:

- Veteran home management
- Management of veteran cemeteries
- Purchase of pharmaceuticals for the veterans
- Purchase and transportation of bulk natural gas by pipeline
- Engineering and architectural services
- Real Estate Appraisal services
- Professional appraisal and consulting services
- Disaster recovery services
- Coastal debris removal, beach renourishment and dredging
- Management and maintenance of the Alamo Complex

HUB Subcontracting Plan

In accordance with Texas Government Code §2161.252 and the Texas Administrative Code (TAC) Title 34, part 1, Chapter 20 Subchapter B Section §20.14, each state agency, that considers entering into a contract with an expected value of \$100,000 over the life of the contract, including any renewal terms shall, before the agency solicits bids, proposals, offers or other applicable expressions of interest determine whether subcontracting opportunities are probable under the contract.

If the agency has determined that probable subcontracting opportunities have been identified in the scope of work, then all vendors, (HUB and Non-HUB), must include a completed HUB Subcontracting Plan with their response.

Typical GLO Purchases

Architectural and Engineering Services	Lawn care
Auditing Services	Computer Equipment
Construction Services	Boats and All Terrain Vehicles
Surveying Services	Specialized Program Services
Carpet cleaning	Promotional items
Cemetery Maintenance	HVAC equipment
Food Service equipment	Refrigeration repair
Kitchen equipment	Truck hauling
Laundry services	Pharmaceuticals

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