

# GENERAL LAND OFFICE HUB PROGRAM GUIDELINES

A BRIEF OVERVIEW

TEXAS GENERAL LAND OFFICE • COMMISSIONER DAWN BUCKINGHAM, M.D.



**THE GOAL OF THE  
TEXAS GENERAL LAND OFFICE'S  
HUB PROGRAM IS TO INCREASE  
PROCUREMENT OPPORTUNITIES FOR  
MINORITY, WOMEN-OWNED  
AND SERVICE DISABLED VETERAN  
BUSINESSES. THE GLO IS COMMITTED  
TO DEVELOPING ITS HUB PROGRAM  
BY ACTIVELY WORKING WITH BOTH  
AGENCY STAFF AND THE  
VENDOR COMMUNITY.**



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## TYPICAL GLO PURCHASES

### CONSTRUCTION

Coastal Debris removal  
Coastal Construction and restoration  
General Contractors  
Marine Construction

### SPECIAL TRADES

Exterior or Interior Painting of Veteran homes  
Interior renovations of Veteran homes

### PROFESSIONAL SERVICES

Architects  
Engineering (civil, environmental, MEP)  
Engineering program management, planning  
and design  
Historic Preservation and historic interior design  
Land surveying and appraisals

### COMMODITIES

Airboats  
Awards and framing  
Boats, trailers and accessories  
Camera equipment  
Desktops, monitors, servers  
First Aid Kits  
Gas pipeline distribution  
2-way radio receivers with mobile base  
Laptop batteries  
Network hardware  
Pharmaceuticals  
Promotional items  
Publications, reports specific to the oil and gas industry  
Software Licenses /maintenance and repair  
Trailers  
Uniforms

### OTHER SERVICES

Advertising and marketing services  
Aerial Imaging Services  
Audio Visual systems design  
Coastal beach re-nourishment  
Bio-remediation services  
Habitat restoration  
Removal of abandoned vessels and structures  
Community Economic Development  
Construction management  
Communication services  
CD-DVD duplication services  
Cleaning services  
Design-build program management  
Disaster recovery home building  
Disaster Case Management and response  
Grant and community loan development  
Grant application and administration  
Investment consulting  
Land use consulting  
Specialized legal services  
Maintenance and Repair Services/boats/trailers  
Mortgage, home loan and home improvement  
loan service providers  
Print and Mail Services  
Real Estate brokerage and Auction services  
Security services  
Pest control Services  
Veteran nursing home and cemetery operators

### FOR MORE INFORMATION

**hub@glo.texas.gov  
512.936.1487  
512.463.5194**

**VIEW HUB PROGRAM INFORMATION ON THE GLO WEBSITE AT GLO.TEXAS.GOV**

## WHAT IS A HISTORICALLY UNDERUTILIZED BUSINESS?

A Historically Underutilized Business (**HUB**) is a business that is formed for the purpose of making a profit and is otherwise a legally recognized business organization under the laws of Texas. A HUB company must be at least 51 percent owned by one or more persons who are members of one of the following groups:

- African-Americans
- Hispanic-Americans
- Native-Americans
- Women
- Asian Pacific-Americans
- Service Disabled Veterans

The HUB owner must have a proportionate interest and demonstrate active participation in the control, operation and management of the company's affairs. A HUB also must have its principal place of business in Texas. HUB certification with the state is always free and is valid for 4 years

## PROGRAM OBJECTIVES

The goal of the GLO's HUB program is to increase procurement opportunities for minority, women and service disabled veteran owned businesses. The GLO is committed to developing its HUB program by actively working with both agency staff and the vendor community. Through the GLO's HUB program, the GLO seeks to:

- Make a good faith effort to meet or exceed agency established HUB goals
- Assist businesses in obtaining Texas state HUB certification
- Increase the number of HUB businesses contacted for procurement opportunities
- Educate HUBs about the agency's procurement policies and procedures
- Incorporate HUBs into all areas of agency purchasing activities

All businesses participating in the GLO's HUB program must be certified by the Texas Comptroller of Public Accounts (CPA), the agency which oversees purchasing for state agencies. There is no fee to become HUB certified and certification lasts 4 years. HUBs are listed on the CPA's HUB database, which is accessible to all state agencies.

HUBs also should consider being registered on the Centralized Master Bidders List, at a cost of \$70/year. This is the database used by state purchasers when notifying vendors of solicitation opportunities. The CPA now offers on-line HUB certification and registration to the CMBL: [www.comptroller.texas.gov](http://www.comptroller.texas.gov)

## HUB SUBCONTRACTING

The GLO must evaluate probable subcontracting for all contracts with a value of \$100,000 or more over the life of the contract, including any renewal options, and require a HUB Subcontracting Plan (HSP) form for contracts, where such opportunities exist. If the agency determines that subcontracting opportunities are probable an HSP is required for a bid or proposal to be considered responsive. The plan must demonstrate that good faith effort was made to subcontract work to HUB vendors. HUB prime vendors must also comply with HUB subcontracting plan requirements. Once an award has been made, the HSP becomes a part of the contract. Compliance with the plan is monitored throughout the contract term.

## GLO PURCHASING METHODS

Although the regulations of the CPA govern all state procurement, the CPA delegates authority to state agencies for the purchase of some goods and services. The GLO uses the methods described below to acquire goods and services, depending on the total anticipated cost of an order and the type of items being requested.

## VENDOR SELECTION THROUGH THE CENTRALIZED MASTER BIDDERS LIST (CMBL)

The GLO obtains the names of prospective vendors from the CMBL and HUB Directory maintained by the Texas Comptroller. The CMBL is a database of vendors who are registered to receive solicitation notices from Texas state agencies. Texas law requires state agencies to use the CMBL for all purchases that require competitive bidding or competitive sealed proposals. The CMBL registration is available on the Internet at: [www.comptroller.texas.gov](http://www.comptroller.texas.gov)

## COMPTROLLER OF PUBLIC ACCOUNTS (CPA) TERM CONTRACTS

The CPA establishes term contracts for specific goods and services based on the overall needs of the state. Agencies must purchase these goods and services from term contracts whenever the items meet their functional requirements. The GLO uses term contracts to make routine purchases of items such as office furniture, equipment and supplies.

## WHY IS HUB CERTIFICATION IMPORTANT TO YOUR STATE AGENCY CUSTOMERS?

- Agencies receive HUB credit for their expenditures with your business in their semi-annual and annual HUB reports.
- An agency's HUB participation helps to measure an agency's good faith effort in the HUB program.
- HUB certification tracks the success of minority businesses in doing business with the state.

The GLO manages state lands, operates the Alamo, helps Texans recovering from natural disasters, helps fund Texas public education through the Permanent School Fund, provides benefits to Texas veterans, and manages the vast Texas coast. With hundreds of millions of barrels of crude oil and petroleum products passing through ports, bays and beaches along the Texas Gulf annually, the Texas General Land Office Oil Spill Prevention and Response team is on call 24/7, ensuring oil stays out of Texas coastal waters. The agency preserves our history, maximizes state revenue through innovative administration, and through the prudent stewardship of state lands and natural resources.