Welcome to the HUB Talk 2 Series with CPA and Partners 4/29/2020 10:00 AM

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Partners in Procurement and HUB
Welcome & Introductions
Procurement Planning & Budgets
Procurement Cycle
Procurement Thresholds
Emergency Procurements
Statewide HUB Program
Connect with DIR
Connect with HHSC
Connect with PTAC
Questions and Answers
Next HUB Talk Series
Contact Information
SPEAKERS

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Statewide HUB Program Manager
Texas Comptroller of Public Accounts

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HUB, Outreach and Training
Texas Department of Information Resources

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HUB Director, HHSC

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Program Manager, PTAC RGV
State Agencies, Universities, and local governments all start by planning for their needs and preparing a budget.

For the State that includes requesting funds through the Legislature every two years on the odd year.

For Local Governments, it is the City Council or the County Commissioners Court who set their budgets.
PROCUREMENT PLANNING

PLANNING THE NEED

- Just like the governmental entities, large companies and small businesses should plan their business development.
- PLANNING is a KEY part of the Procurement Process.
- With planning comes a BUDGET, with budget comes an AWARD.
PLANNING IS COMPLETE and BUDGETS are funded...now it is time to get the money!

- State entities operate on biennial budgets because they request funding through the state Legislature every odd numbered year.
- Budgets will identify needs of goods, services, and construction projects.
- Some may be SPECIFIC PROJECT NEEDS.
- Some may be Emergency needs.
PROCUREMENT PLANNING

- City and County follow a similar process but their budgets may be based on the tax base or grants or other forms of income.

- One thing stays the same...planning and budgeting prepares for the PURCHASE!
Just like governmental entities, large companies and small businesses - PLANNING is a KEY part of the Procurement Process

- Budgets are approved! Procurement forecasting can begin!
PROCUREMENT CYCLE

1. Procurement Planning
2. Method Determination
3. Vendor Selection
4. Contract Formation & Award
5. Contract Management
The small business planning includes:

- Conducting research to know your market
- Knowing your market and how and what they procure
- Identify how you can participate (prime or sub)
- Networking (with state entity, prime, and other subs)
- Know the procurement process
PROCUREMENT CYCLE

HOW THE STATE PROCURES?

- State Surplus
- Set asides – WorkQuest and Texas Correctional Industries
- Term Contracts
- TxMAS
- DIR (all IT related products and services)

If a need does not meet the need through these required procurement types, then purchases follow the thresholds established by law.
### DIR THRESHOLDS

#### INITIAL TERM CONTRACT VALUE

<table>
<thead>
<tr>
<th>Value Range</th>
<th>Requirement</th>
</tr>
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<tbody>
<tr>
<td>Up to $50,000</td>
<td>May directly award contract to DIR Cooperative Contracts vendor(s) or reseller(s)</td>
</tr>
<tr>
<td>Over $50,000 but not exceeding $1 million</td>
<td>Must submit request for pricing to at least three (3) DIR vendors or resellers</td>
</tr>
<tr>
<td>Over $1 million but not exceeding $5 million</td>
<td>Must submit request for pricing to at least six (6) DIR vendors or resellers</td>
</tr>
<tr>
<td>Exceeds $5 million</td>
<td>May not enter into a contract through the DIR cooperative contracts program to purchase a commodity item</td>
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There are dollar thresholds for the different types of purchases:

- Non-competitive or spot bids are under $5,000 (agencies are encouraged to utilize HUBs to the extent possible)
- Informal bids are $5,000 - $25,000 (2 HUBs + 1 non-HUB)
- Open Market are $25,000+ (must post on ESBD & send notification to all vendors on CMBL based on NIGP codes)
- Solicitations valued over $100,000 (HUB Subcontracting Plan (HSP) requirements are determined)
The State of Texas requires each respondent to make a good faith effort to include HUBs in all procurement opportunities valued at $100,000 or more when subcontracting is probable.

When subcontracting is probable, a complete and compliant HSP MUST be submitted with the solicitation response to be considered for a contract award.
All respondents (regardless of HUB status) must use one of these Good Faith Effort Requirement Methods when the agency requires a HSP:

- Solicitation
- Mentor-Protégé Program
- Utilizing 100% HUBs for Subcontracting
- Meeting or Exceeding the HUB Goal on the Contract
- Self-Performing
Emergency Procurements is to prevent a hazard to life, safety, welfare or property or to avoid undue additional cost to the state.

- Agency declared emergency procurements (TGC §2155.137)
- Governor Declaration of Disaster
Texas Government Code 2161 authorized the Comptroller of Public Accounts (CPA) to administer the Statewide Historically Underutilized Business (HUB) Program and set rules.

Texas Administrative Code Title 34 Chapter 20 states the rules.

Rule 20.281 requires state purchasers to provide HUBs a good faith effort in procurement needs.
STATEWIDE HUB PROGRAM

FOR HUB Certification:

HUB Certification:  https://comptroller.texas.gov/purchasing/vendor/hub/
Call:  888-863-5881 from more information
Email:  StatewideHUBProgram@cpa.Texas.gov
STATEWIDE HUB PROGRAM

HUB BENEFITS

- BENEFITS of a HUB CERTIFICATION
- NOT a SET ASIDE PROGRAM
- IT IS A MARKETING TOOL
- HUB COORDINATOR
STATEWIDE HUB PROGRAM

HUB COORDINATOR

- State entities with a biennial budget exceeding $10 million MUST have a HUB COORDINATOR.
- HUB Coordinators develop policy for implementation of HUB requirements.
- They develop marketing strategies to include HUBs in the procurement process.
- They act as a liaison to provide guidance to HUBs wanting to do business with the state entity.
STATEWIDE HUB PROGRAM

- HOW DO I IDENTIFY WHICH ENTITIES are best to contact?
- There are 200+ state agencies and universities
- FIND a HUB Coordinator:
  https://comptroller.texas.gov/purchasing/vendor/hub/resources.php

- Every agency has its own mission and has different needs
- Go to CPA HUB report which is detailed by object code:
  https://comptroller.texas.gov/purchasing/vendor/hub/reporting.php
By reviewing historical expenditure data a vendor is able to identify the state entities that spend the most by object code.

Additional data is available to further identify the vendors and the amount paid in the detail expenditure reports.
There are several ways to find procurements that match your business:

- ESBD – Electronic State Business Daily
- CMBL – Centralized Master Bidder’s List
- MEET the HUB Coordinator
- NETWORK with Primes and other HUBs
- Agency/University Procurement Forecasts
HOW DO I GET A CONTRACT?
HOW DO I GET A CONTRACT?

Legislative Budget Board website contains the state budget passed by the previous legislative session and contract search engine: http://www.lbb.state.tx.us/

- This website is a good source for identifying funding and forecasting of state opportunities
- Identify historical contract awards which provides an overview of contract pricing, identifying subcontracting opportunities, and terms and conditions
CONNECT WITH DIR

- **Social Media Sites**
  - LinkedIn: [https://www.linkedin.com/company/texasdir/](https://www.linkedin.com/company/texasdir/)
  - Twitter: [https://twitter.com/TexasDIR](https://twitter.com/TexasDIR)

- **Virtual Meetings & Webinars**
  - Zoom Meetings and Webinar
  - GoToWebinar
  - Microsoft TEAMS

- **WWW.DIR.TEXAS.GOV**
  - All Contracts & Services
  - Information for Vendors
  - Calendar
  - Hot Topics
HHS HUB Initiatives:

- HUB Advisor dedicated to Marketing, Outreach and Training
- HUB Reform Plan: increases requirements for procurement thresholds
- Upcoming procurement forecasting: https://apps.hhs.texas.gov/procurement-calendar/procurement-forecast.pdf
- Webinar Trainings
CONNECT WITH PTAC RGV

WELCOME

To UT RGV Rio South Texas Regional Procurement Technical Assistance Center (PTAC)
What is a PTAC?

PTAC - Procurement Technical Assistance Center

PTAC was authorized by Congress in 1985 in an effort to expand the number of businesses capable of participating in the Government Marketplace.

PTAC is a program administered by the Defense Logistics Agency (DLA). It provides matching funds through cooperative agreements with state and local governments and non-profit organizations. PTAC provides technical assistance and trainings to small businesses in efforts to increase their procurement participation.
PTAC provides professional guidance and training to business owners who can pursue opportunities with local, state, and federal government entities.

Counties covered are:
- Brooks
- Cameron
- Hidalgo
- Maverick
- Starr
- Webb
- Willacy
- Zapata
Assistance Services Include:

- Consulting on Procurement
- Electronic Bid Match System
- Procurement Training and Workshops
- Access to Government Purchasing Agents
- Assist in selecting appropriate federal codes
- Subcontracting research
- Information and education opportunities available (Conferences, Seminars, etc.)
- Advance Training including Bonding, and Proposal Prep.
SAMPLE EVENTS

BUILDING N' BBQ

The UTRGV PTAC and Procurement Office in conjunction with Vaughn Construction invite you to attend a Meet & Greet
Come out and meet key Vaughn Construction project personnel, learn about the upcoming $20M Neuroscience Building
• Project Scopes
• Bid Packages
• Deadline Dates

Click Here To Register

For more information call 566-8931.

Getting Government Down to Business

* Want to sell to the government?
* Overwhelmed by registrations, certifications and solicitations?
* Need help making contacts?

Call a PTAC — We can help!

92 Procurement Technical Assistance Centers (PTACs) from a nationwide network of procurement professionals dedicated to providing you:

1. an understanding of the requirements of government contracting, and
2. the know-how to obtain and successfully perform federal, state and local government contracts.

PTACs in the News

"PTACs are fundamental to the success of small business owners who are seeking federal work." - Scott Dennison, Director, Department of Veterans Affairs Center for Veterans Enterprise

The University of Texas Rio Grande Valley
Find a Procurement Technical Assistance Center

Click on the map below or use our PTAC Search Tool to find the Procurement Technical Assistance Center nearest you:

PTAC Search Tool

Counselor Last Name: 

State: 
Select

Submit

Home | Contracting News | Government Contracting Assistance | What are PTACs? | APTAC Members | Additional Resources | Terms of Use

APTAC P.O. Box 1607 405 N. 3rd Street Orange, TX 77631 Phone: (409) 886-0125 Fax: (409) 886-2849 Contact Us
Other PTAC offices in Texas can be found at:

https://www.aptac-us.org/find-a-ptac/?state=TX

Arlington  Corpus Christi
El Paso    Houston
Lubbock    San Antonio
Rio South – Rio Grande Valley
OTHER SMALL BUSINESS RESOURCES

- TWC – Texas Workforce Commission
  - https://www.twc.texas.gov/
  - CARES ACT
- Texas.Gov
  - https://texas.gov/
- APTAC – Association of Procurement Technical Assistance Centers
  - https://www.aptac-us.org/find-a-ptac/?state=TX
OTHER SMALL BUSINESS RESOURCES

• SBA – Small Business Administration
  • https://www.sba.gov/funding-programs/loans/coronavirus-relief-options
  • PPP – Paycheck Protection Program
  • EIDL – ($10k Loan Assistance)
  • SBA Express Bridge Loans
  • SBA Debt Relief
• LiftFund – www.liftfund.com
OTHER SMALL BUSINESS RESOURCES CONT’D

• City of Austin Small Business Relief Plan
• Austin’s Economic Development Department
• http://austintexas.gov/department/funding
QUESTIONS

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Topic: Minority Trade Organizations

May 13, 2020

11:00 AM

Register Here:
https://attendee.gotowebinar.com/register/2689580670440905999
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THANK YOU