

Vendor Guide to Business with



**LAMAR INSTITUTE
OF TECHNOLOGY**

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Vendor Registration with the State of Texas

LIT utilizes the State of Texas Certified Master Bidders Listing (CMBL). 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.

The CMBL is a master database used by the State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide. Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the CMBL to receive bidding opportunities. The CMBL annual registration fee is \$70.00 and may be paid on-line by credit/debit card, check debit (US addresses only) or via a printable application.

LIT obtains the names of prospective vendors from the CMBL and HUB Directory maintained by the Texas Comptroller.

The CMBL is your contact list to state agency purchasers. Keep the information on your profile current.

Centralized Master Bidders List Website

<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>

Focus of What You Do Best

Register for the CMBL to receive automatic notification of State bidding opportunities.

Carefully choose which commodity code class and item numbers you select for your profile so that the solicitations you receive most closely match the goods and services that your business offers.

LIT contract opportunities over \$25,000 are advertised on the Electronic State Business Daily (ESBD). This online search engine is available to anyone and allows you to find bid opportunities by type, entity vendor award or National Institute of Governmental Purchasing Codes.

Electronic State Business Daily website

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

Historically Underutilized Business

The statewide HUB Program facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

A HUB

- Is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas, and
- Is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.

HUB Certification is important to vendors and to state agencies

- 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.

Historically Underutilized Business Certification Website

<http://comptroller.texas.gov/procurement/prog/hub/hub-certification/>

LIT Utilizes Statewide Contracts

The Texas Procurement and Support Services Division (TPASS) provides an assortment of contract development and contract management operations and customer service that is core to state of Texas purchasing, including administering the **Historically Underutilized Business (HUB)** program and the **Centralized Master Bidders List (CMBL)** and the **TxSmartBuy** on-line ordering system. In addition, **TPASS Contract Development (TCD)** processes hundreds of solicitations and awards for the statewide Term, Managed, TXMAS and open market contracts and **TPASS Contract Management Office (TCMO) manages those contracts.**

State of Texas Purchasing Website

<http://www.cpa.state.tx.us/procurement/>

The Texas Department of Information Resources (DIR) administers contracts for the state, putting master contracts in place for technology products and services.

Department Information Resource Website

<http://dir.texas.gov/>