Doing Business with UT System
Overview
Things You Should Know:

- The University of Texas System Administration (UT System) is different than the other UT Institutions. For example, University of Texas at Austin is an institution of higher education; MD Anderson is a health care institution; and UT System is an administrative entity.

- While UT System is the administrative body for all University of Texas institutions, each educational or health institution has their own Contracts and Procurement Department and their own contracts.

- UT System does not purchase on behalf of each campus except for procurements such as Building Insurance, services related to Disaster Recovery, Executive Search Services and Medical Waste Management Services.

- All University of Texas institutions have the same purchasing guidelines as mandated by the State of Texas and the Board of Regents of the University of Texas System. (ex. bid requirements, HUB requirements, etc.)
Things to Know Before Looking at Opportunities with UT System Campuses

1. Decentralized purchasing
2. The procurement process varies between campuses.
3. Each campus has different goals depending on the procurement category
4. Each campus has different needs
5. UT System campuses only count state of Texas HUB certified firms toward our diversity goals
6. UT System campuses use the CMBL (Centralized Master Bidders List) to look for HUB vendors.
   - If submitting a proposal on a posted Goods, Services or Commodities RFP, you may need to register in the bid portal to submit your proposal
7. Currently, most pre-proposal meetings are being held virtually.
8. Construction procurement for major capital construction projects is a different procurement process
The University of Texas System

**UT System Administration**
Goods & Services and Commodities
OCP Major capital construction over $10M for UTEP, UTD, UTPB, UTT, UTRGV

**UT El Paso**
Goods & Services and Commodities
Campus construction under $10M

**UT Dallas**
Goods & Services and Commodities
Campus construction under $10M

**UT Permian Basin**
Goods & Services and Commodities
Campus construction under $10M

**UT Austin**
Goods & Services and Commodities
Medical equipment and supplies
Campus construction under $10M

**UT Tyler**
Goods & Services and Commodities
Medical equipment and supplies
Campus construction under $10M

**UT Rio Grande Valley**
Goods & Services and Commodities
Medical equipment and supplies
Campus construction under $10M

**UT San Antonio**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT HSC- San Antonio**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT MD Anderson Cancer Center**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT HSC-Houston**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT Southwestern Medical Center**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT MB Galveston**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT Arlington**
Goods & Services and Commodities
All Campus construction

**UT Tyler**
Goods & Services and Commodities
Campus construction under $10M

**UT San Antonio**
Goods & Services and Commodities
All Campus construction

**UT HSC-Houston**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT MD Anderson Cancer Center**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT HSC-Houston**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT Southwestern Medical Center**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT MB Galveston**
Goods & Services and Commodities
Medical equipment and supplies
All Campus construction

**UT Arlington**
Goods & Services and Commodities
All Campus construction
UT System Campus HUB Offices

Goods, Services, Commodities, Medical Supplies and Equipment (if Applicable)  
Campus Construction projects under $10M

UT El Paso  
Benjamin Alvarez  
915-747-5601  
baalvarez@utep.edu

UT Permian Basin  
Diana Rodriguez  
432-552-2792  
rodriguez_d@utpb.edu

UT Tyler-Academic  
Paul Fitts  
903-566-7461  
ctroyer@uttyler.edu

UT Dallas  
Reginald Cleveland  
972-883-4850  
Reginald.Cleveland@utdallas.edu

UT Tyler-Health  
Crystal Smith  
903-877-7718  
crystal.smith@uthct.edu

UT Rio Grande Valley  
Alex Valdez  
956-665-7105  
alex.valdez@utrgv.edu
UT System Campus HUB Offices
Goods, Services, Commodities, Medical Supplies and Equipment (if Applicable)
All Campus Construction Projects

UT Austin
Tiffany Dockery Gibson
512-471-2863
tiffany.dockery@austin.utexas.edu

UT Arlington
Mario Ramirez
817-272-2149
Mario.ramirez@uta.edu

UT Southwestern Medical Center
Darcel Webb
469-644-5007
Denise.Webb@utsouthwestern.edu

UT San Antonio
Bruce Williams
210-458-6491
bruce.williams@utsa.edu

UTHSC-San Antonio
Rebecca Mendez
210-562-6200
mendezr2@uthscsa.edu

UTMB Galveston
Karen Gross
409-266-1094
klgross@utmb.edu

UTHSC-Houston
Keith Williams
713-500-4862
Keith.w.williams@uth.tmc.edu

UTMDACC
Barbara Howard
713-794-3211
bhoward@mdanderson.org
UT System Administration HUB Office
Goods & Services and Commodities
OCP Managed Major Capital Construction Projects over $10M

Kyle Hayes
512-322-3745
khayes@utsystem.edu
UT El Paso
UT Permian Basin
UT System Administration
Goods & Services Procurement

Stephanie Park
512-499-4378
spark@utsystem.edu
UT Dallas
UT Tyler

Cynthia Booker
512-322-3779
cbooker@utsystem.edu
UT Rio Grande Valley
Supply Chain Alliance
UT SYSTEM FORMAL Goods, Services and Commodities OPPORTUNITIES ARE POSTED ON ESBD AND BONFIRE

Bonfire Strategic Sourcing Software is a company of choice UT System uses to post all UT System formal solicitations, including RFQs, ITBs and RFPs.

All current UT System opportunities are found here: https://utsystem.bonfirehub.com/portal/?tab=openOpportunities

The following value thresholds govern the purchase of Goods & Services for UT System

<table>
<thead>
<tr>
<th>Dollar Range</th>
<th>Solicitation Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $14,999.99</td>
<td>Competitive quotations are encouraged, but not required. Departments can solicit quotations from suppliers</td>
</tr>
<tr>
<td>$15,000 - $50,000</td>
<td>A minimum of three (3) quotations are required. Quotations must be received in writing (mail, email, fax). A good-faith effort must be made to include at least one (1) quote each from a minority-owned or woman-owned business. Departments can solicit quotations in most situations (some exceptions exist for State contracts and Group Purchasing Organization contracts). An Exclusive Acquisition Justification (EAJ) may be used in situations where the good or service may be proprietary or only one (1) supplier is capable of meeting the requirement.</td>
</tr>
<tr>
<td>$50,000.01+</td>
<td>Consult with Office of Contracts and Procurement to determine the most appropriate procurement method. A formal solicitation process may be required. Other procurement methods include the use of existing State contracts, Group Purchasing contracts or local contract. An Exclusive Acquisition Justification may be used in situations where the good or service may be proprietary or only one supplier is capable of meeting the requirement.</td>
</tr>
</tbody>
</table>
STATEWIDE OPPORTUNITIES RESIDE ON THE ELECTRONIC STATE BUSINESS DAILY (ESBD)
UT System Campus Agency Codes

720 – UT System Administration
714 – UT Arlington
721 – UT Austin
724 – UT El Paso
738 – UT Dallas
729 – UT Southwestern Medical Center-Dallas
506 – UT MD Anderson Cancer Center
723 – UT Medical Branch-Galveston

744 – UT Health Science Center-Houston
742 – UT Permian Basin
746 – UT Rio Grande Valley
745 – UT Health Science Center-San Antonio
743 – UT San Antonio
785 – UT Health Science Center-Tyler
750 – UT Tyler
Upcoming Capital Construction Projects
Managed by UT System Office of Capital Projects

Dallas – Stephanie Park, Sr. HUB Coordinator – spark@utsystem.edu
UT Dallas
Student Success Center
Design
AE TBD
$61M

Tyler – Stephanie Park, Sr. HUB Coordinator – spark@utsystem.edu
UT Tyler
Nursing Addition and Renovation
Design
Fitzpatrick/CMR TBD
$23.7M

UT Tyler
Science Building
Design
AE TBD
$67M

UTHSC-Tyler
UT Tyler Medical Building
Sub-Bids Upcoming
Skanska
$316M

Skanska HUB Contact: Rosalyn Asher,
Email: Rosalyn.asher@skanska.com,
Mobile: 313-300-0435

Subscribe to UT System OCP Upcoming Opportunities at
https://apps.utsystem.edu/spo/DisplaySPO.aspx
Tips for Success

1. Be sure your CMBL profile is current, and you have the correct NIGP codes listed.
2. Do your research- Know your competition
   • Why should UT System buy from you and not your competition?
   • What sets your firm apart from the rest?
   • Why is your product or service better than the competition?
3. Know the market
   • Who should I be marketing my company to?
4. Develop a plan for your business and follow the plan. Review the plan regularly.
5. Understand your client
   • Procurement process-Meet with procurement coordinator or HUB Coordinator
   • Where do they post their bid opportunities?
   • What products or services do they buy?
Tips for Success

6. Look at the annual HUB detailed report for each agency to see what they are buying and who they are purchasing from.
7. Can your product or service augment what the client is buying?
8. When responding to an RFP, follow the instructions and do exactly what it asks you to do.
9. Attend pre-bid/pre-proposal meetings and network
10. Look at the Electronic State Business Daily (ESBD) at least once per week.
11. Construction-Go to the general contractor website and look for subcontractor prequalification page and sign up.
12. Submit a bid and keep submitting bids.
   • If you are unsuccessful, ask for a debriefing. The campus HUB Coordinator can help facilitate this meeting
13. Don’t bit off more than you can chew. Know your capacity.
Links

Centralized Master Bidders List (CMBL)-
https://mycpa.cpa.state.tx.us/tpasscmbHlSearch/tpasscmbHlSearch.do

Electronic State Business Daily (ESBD)-
http://www.txsmartbuy.com/esbd

Office of Capital Projects site-
https://apps.utsystem.edu/spo/DisplaySPO.aspx

Agency annual HUB Reports- State Agency Expenditure Data-Detail by Agency
https://comptroller.texas.gov/purchasing/vendor/hub/reporting.php

NIGP Commodity Book
https://comptroller.texas.gov/purchasing/nigp/
Please hold questions until the end of presentations.
Thank You!
DOING BUSINESS WITH THE UNIVERSITY OF TEXAS AT DALLAS
The University of Texas at Dallas

- Three Texas Instruments executives started the Graduate Center of the Southwest in 1961. In September 1969, HB 303 established the University of Texas at Dallas.
- Over 29,000 students enrolled in Fall 2021 from more than 100 countries.
- Top-ranked programs in STEM, management, liberal arts and social science.
- 68 companies have been incorporated through the Institute of Innovation & Entrepreneurship. It provides venture support for students interested in Business Startup and training for students focused on pursuing careers at innovative corporations.
Purchasing Thresholds • Informal Quote

- Purchases between $1 - $14,999
- One Card program
- Minimum of one quote
- Use existing contracts
  - UT System – Supply Chain Alliance contracts
  - Group Purchasing Organizations (GPO)
  - UTD Contracts
Purchasing Thresholds • Informal Bid

- Purchases between $15,000 - $49,999
- Three quotes required; two from HUB vendors

- Use existing contracts
  - UT System – Supply Chain Alliance contracts
  - Group Purchasing Organizations (GPO)
  - UTD Contracts
Purchasing Thresholds • Formal Bid

• Purchases $ 50,000 and above

• Formal solicitation

• Use existing contracts
  - UT System – Supply Chain Alliance contracts
  - Group Purchasing Organizations (GPO)
  - UTD Contracts

• Purchases above $ 100,000 require HUB Subcontracting Plan (HSP); shows vendor good-faith efforts to utilize small & minority/woman-owned businesses (HUBs)
HUB Subcontracting Plan (HSP)

• Included with formal solicitation, HSP will specify the Procurement type and HUB goal
• Respondent’s Subcontracting Intentions (identify specific subcontracting opportunity along with HUB and/or non-HUB %)
• Attachment A (meet or exceeds HUB goal)
• Attachment B (does not meet or exceed HUB goal)
  - Proof of written notification to Texas-certified HUBs encouraging subcontracting opportunity
  - Proof utilize trade organizations or development centers to encourage HUB participation with members/clients
  - List HUB and/or non-HUB subcontractors
Group Purchasing Organizations

• Choice Partners National Purchasing Cooperative
• E&I Cooperative Services Inc.
• Education Service Center – Region 19 (Allied States Cooperative)
• Buyboard dba The Local Gov’t Purchasing Cooperative
• National Cooperative Purchasing Alliance
• Sourcewell, formerly National Joint Powers Alliance
• Vizient Inc.
• Texas Comptroller of Public Accounts (TPASS/TXMAS)
• Texas Department of Information Resources (DIR)
• The University of Texas Systems Supply Chain Alliance (UTSSCA)
Preferred/Approved Suppliers

- Suppliers with existing UTD contracts
  - Catering/Food Delivery Service
  - Chartered Transportation, Car, and Limo Services
  - Printing, Mail, and Fulfillment Services
    - Tier 1: Digital, Short-Run and Quick-Turnaround Printers
    - Tier 2: Offset, High Quantity and Specialty Finish Printers
  - Promotional Items
Construction Projects

*Minor Construction, Repair and Rehabilitation Projects*

- New building construction and road, paving, repair and rehabilitation projects with a total project cost of less than $10 million
- Advertised through the following:
  - Electronic State Business Daily
  - Posted on UTD Bonfire
Construction Projects (continued)

Capital Construction Projects

• New building construction and road, paving, repair and rehabilitation projects with a total project cost of $10 million or more

• Managed through University of Texas Systems, Office of Capital Projects
  ▪ Current Opportunities (utsystem.edu)

• Contact: Stephanie Parks, Senior HUB Coordinator (sparks@utsystem.edu)
UTD HUB Participation Goals

- Construction – 11.2%
- Building Construction – 21.1%
- Special Trades – 32.9%
- Professional Services – 23.7%
- Other Services – 26.0%
- Commodities – 21.1%
### FISCAL YEAR 2022 SEMI-ANNUAL HUB REPORT

<table>
<thead>
<tr>
<th>HUB CATEGORY</th>
<th>TOTAL AMOUNT</th>
<th>NON-HUB ($)</th>
<th>HUB ($)</th>
<th>HUB %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg. Construction</td>
<td>$ 8,188,864</td>
<td>$ 5,260,865</td>
<td>$2,927,999</td>
<td>21.10%</td>
</tr>
<tr>
<td>Special Trade</td>
<td>5,043,202</td>
<td>3,016,536</td>
<td>2,053,819</td>
<td>32.90%</td>
</tr>
<tr>
<td>Prof. Services</td>
<td>24,324</td>
<td>18,424</td>
<td>5,900</td>
<td>23.70%</td>
</tr>
<tr>
<td>Other Services</td>
<td>14,618,352</td>
<td>11,536,305</td>
<td>3,167,066</td>
<td>26.00%</td>
</tr>
<tr>
<td>Commodity Purchasing</td>
<td>24,382,694</td>
<td>13,428,304</td>
<td>10,992,677</td>
<td>21.10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 52,257,439</strong></td>
<td><strong>$ 33,260,436</strong></td>
<td><strong>19,147,463</strong></td>
<td><strong>32.90%</strong></td>
</tr>
</tbody>
</table>
Bid Opportunities

  - Agency/TX SmartBuy Member Name: University of Texas at Dallas
  - Agency/TX SmartBuy Member Number: 738
  - Status: Posted

- Bonfire: register to receive email notices and submit responses ([Register as a Vendor](#))
Frequently Asked Questions

• If my firm is a certified HUB, do I have to complete the HUB Subcontracting Plan form?
  ▪ Answer: Yes.

• As a prime and certified HUB, what percentage of work must the company perform to receive HUB credit?
  ▪ Answer: Based on Texas Administrative Code 20.287, a HUB prime contractor must perform 25% of the total contract value to receive 100% HUB credit.

• Can a HUB firm graduate from the program?
  • Answer: Company’s gross receipts or total employees, during four consecutive years, exceeds the SBA (Small Business Administration) size standards and commodity code(s).
## UTD MINOR CONSTRUCTION OPPORTUNITIES

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>ESTIMATED DATE RELEASE</th>
<th>ESTIMATED PROJECT BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>McDermott Library, McDermott Suite Renovation (RFQ/RFP)</td>
<td>Fall 2022</td>
<td>$800,000 including furniture</td>
</tr>
<tr>
<td>Green Hall, Behavioral &amp; Brain Sciences Lab Renovation (RFQ/RFP)</td>
<td>Late Fall 2022</td>
<td>$450,000 including furniture</td>
</tr>
<tr>
<td>Sciences Building, Dean’s Suite Build Out (RFQ/RFP)</td>
<td>Spring 2023</td>
<td>$1,500,000 including furniture</td>
</tr>
<tr>
<td>Student Union, Gaming &amp; eSports Center</td>
<td>Summer 2023</td>
<td>$7,000,000 including furniture</td>
</tr>
</tbody>
</table>

### UTD Capital Construction Opportunities (greater than $10 million)

- Athenaeum, Phase 1 – Arts & Performance Complex (The Beck Group)
- Student Success Center (Construction Manager At Risk)  
  - Spring/Fall 2023
Questions

• Contact our office at hub@utdallas.edu