UNIVERSITY of
HOUSTON

HISTORICALLY UNDERUTILIZED BUSINESS OPERATIONS

HUB Vendor Database

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HUB Operations Mission

The Historically Underutilized Business (HUB) Program at the University of Houston (UH) is committed to promoting the inclusion of HUB vendors in university procurements. The HUB Program ensures compliance with state HUB laws, assists UH departments in locating HUB vendors; as well as offering HUBs assistance to facilitate access and contracting opportunities.

UH Colleges & Divisions

Academic Affairs
Administration and Finance
Architecture
Business Administration
Chancellor/President
College of Medicine1
College of Nursing
College of the Arts
Education
Engineering
Graduate College of Social Work
Honors College
Hotel and Restaurant Management
Law Center
Liberal Arts and Social Sciences
Library
Natural Science and Mathematics
Optometry
Pharmacy
Research
Student Affairs
Technology
Univ Marketing, Comm & Media Rel
University Advancement

HUB Expenditures FY2020

	HUB Goal	Actual %	% Difference	Actual $	Total Expenditures
Building Construction	11.20%	14.05%	4.21%	$23,070,774.74	$164,184,424.79
Commodities	21.10%	26.05%	3.74%	$15,566,669.01	$59,747,642.54
Other Services	26.00%	15.03%	0.87%	$10,958,353.56	$72,911,626.41
Professional Services	23.70%	1.70%	-7.98%	$31,497.00	$1,850,328.77
Special Trade	32.90%	26.19%	-42.97%	$3,927,341.94	$14,993,320.19
Total				$53,554,636.25	$313,687,342.70

Database Benefits

➢ Increase UH Staff Awareness of Available HUBs

- Spot Bids

- Informal Bids

➢ HUBs not on Centralized Masters Bidders List (CMBL)

➢ No cost

Requirements

➢ HUB Certified

➢ Create A Vendor Profile

Centralized Master Bidders List (CMBL)

vs.

HUB Database

➢ Purchasing will continue use CMBL for Formal Bids

➢ Purchasing will also use HUBs from HUB Database

➢ Procurements 25k + will be posted on Electronic State Business Daily (ESBD)

Creating
A Vendor Profile

Creating A Vendor Profile—Step 1

Go to: https://uh.edu/office-of-finance/hub/vendors

Note: Profile MUST be completed within 24-minutes or system will automatically timeout without saving information entered

HUB Information Screen

- Comptroller Provided ID #

- HUB Expiration

- Service Disabled Veteran Owned

- HUB Gender

- HUB Category

- HUB Certificate –Upload PDF

HUB INFORMATION

HUB ID *	HUB Expiration *	Service Disabled Veteran Owned *
Ex: 1234567890123/45678		○ Yes ○ No

HUB Gender *	HUB Category *
○ Female ○ Male	Please Select Category ▾

HUB Certificate *

Choose File No file chosen

Upload a PDF of your HUB Certificate, or other proof of certification.

Save and Continue ➜

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Company Contact Screen

➢ Company Name

➢ Security Pin (six digit)

➢ Company Phone Number

➢ Company Website URL

➢ Street Address

➢ City/State & Zip Code

Business Detail Screen

➢ Annual Sales

➢ Number of Employees

➢ Years in Business

➢ Vendor Type (drop-down)

➢ Accept credit card payments

➢ Services/Commodities

Cooperative Contracts Screen

If your business is part of a Cooperative check all that apply. Upon checking a Cooperative, a new line will appear next to each of the items checked. For each applicable line enter the following:

a. Co-Op Number

b. Other Co-Op Option—Please enter the Co- Op Name and

Number

COOPERATIVE CONTRACTS

Are you a part of any of the following cooperatives? Check all that apply.

☐ BuyBoard

☐ Choice Partners

☐ DIR (Texas Department of Information Resources)

☐ TXMAS (Texas Multiple Award Schedule Program)

☐ Other Co-op

← Previous   Save and Continue →

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Clients Reference Screen

➢ Minimum of (3) and Maximum of (5) Client References

➢ Client Reference

➢ Business Name

➢ Contact Name, Email and/or Telephone Number

KEY CLIENTS
PLEASE PROVIDE INFORMATION FOR AT LEAST THREE(3) AND NO MORE THAN FIVE(5) KEY CLIENTS.

Client #1

Business Name *

What trade or service did your company provide and/or perform? *

Client #2

Business Name *

What trade or service did your company provide and/or perform? *

Client #3

Business Name *

What trade or service did your company provide and/or perform? *

+ Add Another Client

← Previous   Save and Continue →

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Supporting Documentation Screen

Please Upload Additional Information that highlights your firms capabilities.

SUPPORTING DOCUMENTS

Capability Statement

Choose File | No file chosen

← Previous   Save and Continue →

Profile Complete

Profile Complete

Thank you for completing your HUB Vendor Profile!

Please save/print this confirmation page for your records. **Note: You MUST click the "Exit Profile" button for your information to be saved.**

You will be updated on the status of your profile within 5-7 business days. If you have any questions or updates, please feel free to email us at hubdocs@uh.edu.

[→ Exit Profile]