

# University of Texas Systemwide Goods and Services HUB Outreach Webinar

## Campus Resource Guide



THE UNIVERSITY of TEXAS SYSTEM  
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.



THE UNIVERSITY OF  
**TEXAS**  
AT AUSTIN



The University of Texas at San Antonio™

THE UNIVERSITY OF TEXAS  
**MD Anderson  
Cancer Center**  
Making Cancer History®



THE UNIVERSITY  
OF TEXAS AT DALLAS



**UT Health**  
San Antonio



**UTHealth**  
The University of Texas  
Health Science Center at Tyler



SUPPLY CHAIN ALLIANCE  
THE UNIVERSITY of TEXAS SYSTEM  
Creating Value Through Collaboration

**UTSouthwestern**  
Medical Center



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

**utmb** Health

UNIVERSITY LANDS

The University of Texas  
**Rio Grande Valley**



**UT** Permian  
Basin

**UTHealth** | The University of Texas  
Health Science Center at Houston



THE UNIVERSITY of TEXAS SYSTEM  
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

## UT SYSTEM HUB OFFICE

### PURCHASES BY \$\$ THRESHOLDS:

#### **GOODS/SERVICES <\$15,000 (informal bidding recommended but not required)**

- UT System departments solicit quotes/proposals for goods and services from vendors and issue Purchase Orders to vendors. A list of UT System departments (offices) is available on the UT System Administration website <https://www.utsystem.edu/>

#### **GOODS/SERVICES \$15,000 – 50,000 (informal bidding required)**

- UT System departments solicit **at least 3 quotes/proposals** for goods and services from vendors and issue Purchase Orders to vendors. A list of UT System departments (offices) is available on the UT System Administration website <https://www.utsystem.edu/>

#### **GOODS/SERVICES EXCEEDING \$50,000 (formal bidding process)**

- UT System Administration publishes solicitations for goods and services on [UT System Administration Bonfire page](#) and the [Electronic State Business Daily \(ESBD\)](#) when the expected value exceeds \$50,000.
  - All **non-construction** solicitations (RFP, RFQ, ITB) are published, awarded and managed by the UT System Administration [Contracts and Procurement Office](#).
  - **Construction** projects (new and renovation) greater than 10MM are published, awarded and managed centrally by UT System [Office of Capital Projects \(OCP\)](#).
    - *Construction and Technical Service Provider opportunities can be found at:*  
<https://www.utsystem.edu/offices/capital-projects/business-opportunities>
  - **Cooperative/collaborative** purchasing solicitations are published, awarded and managed centrally by the UT System [Supply Chain Alliance](#).

### **TO FIND OUT MORE, CONTACT THE HUB COORDINATORS FOR THE FOLLOWING DIVISIONS:**

#### UT System Administration:

*Kyle Hayes*  
HUB Coordinator  
512-322-3745  
[khayes@utsystem.edu](mailto:khayes@utsystem.edu)

#### UT System Supply Chain Alliance:

*Cynthia Booker*  
HUB Coordinator  
512-322-3779  
[cbooker@utsystem.edu](mailto:cbooker@utsystem.edu)

### **VISIT THE UT SYSTEM HUB OFFICE WEBSITE:**

[HTTPS://WWW.UTSYSTEM.EDU/OFFICES/HISTORICALLY-UNDERUTILIZED-BUSINESS](https://www.utsystem.edu/offices/historically-underutilized-business)



# The UT System Supply Chain Alliance

## CONTACT LIST

### PROCUREMENT

Name	Title	Area	Phone	Email
Christine Bradford	Executive Director <i>ad interim</i>	The Alliance	(713) 745-8348	<a href="mailto:cmbradford1@mdanderson.org">cmbradford1@mdanderson.org</a>
Kevin Scott	Manager, Contracts	Travel/Affiliate/HUB	(713) 563-1311	<a href="mailto:kdscoatl1@mdanderson.org">kdscoatl1@mdanderson.org</a>
Carletha Hughes	Manager, Contracts	Facilities/Research	(832) 750-5816	<a href="mailto:cdhughes@mdanderson.org">cdhughes@mdanderson.org</a>
Renee Carpenter	Manager, Contracts	Admin./Info. Tech.	(713) 794-3689	<a href="mailto:rscarpenter@mdanderson.org">rscarpenter@mdanderson.org</a>
Kimberly Savage	Manager, Contracts	GPO Mgmt./Clinical	(713) 792-2201	<a href="mailto:kdsavage@mdanderson.org">kdsavage@mdanderson.org</a>
Aaron Spedden	Sourcing Analyst	Data Analytics	(713) 794-5233	<a href="mailto:amspedden@mdanderson.org">amspedden@mdanderson.org</a>
Lucretia Allen	Procurement Coordinator	Admin. Support	(832) 750-5823	<a href="mailto:lwallen@mdanderson.org">lwallen@mdanderson.org</a>

### HUB PROGRAMS

Name	Title	Area	Phone	Email
Cynthia Booker	HUB Coordinator - Supply Chain Alliance		(512) 322-3779	<a href="mailto:cbooker@utsystem.edu">cbooker@utsystem.edu</a>





*Purchasing &  
General Services*

## **UTEP's Purchasing and General Services Information:**

- <https://www.utep.edu/purchasing-and-general-services/index.html>

## **Contact Information:**

- Benjamin Alvarez  
Director of Purchasing and HUB Coordinator  
[baalvarez@utep.edu](mailto:baalvarez@utep.edu)
- Erika Rosales  
Director of Purchasing  
[edrosales@utep.edu](mailto:edrosales@utep.edu)

## **UTEP's Online Sourcing System:**

- <https://adminapps.utep.edu/sourcing/>
  - Supplier registration
  - Current sourcing events

500 W University Ave.  
El Paso, Texas 79968

(915) 747-5601  
FAX: (915) 747-5932



## Quick Facts About UT Permian Basin

- Founded: 1969
- Campus Locations: Odessa and Midland, Texas
- Mascot: Falcon
- #2 - Best Four-Year Colleges (Schools.com, 2017)
- Highlights:
  - Wagner Noël Performing Arts Center
  - J. Conrad Dunagan Library
  - John Ben Shepperd Public Leadership Institute and Presidential Archives
  - Stonehenge replica (on campus)
  - 3-mile walking/jogging park around Odessa campus
  - Childhood home to President George W. Bush displayed
  - Largest heated outdoor pool in West Texas

## SPRING/SUMMER CONSTRUCTION 2022 PROJECTS

- Replace engraved pavers at Wagner Noel Performance Arts Center
- Extensive grading and concrete flat-work in the Quad
- Construction of a new Music Department Annex Building
- Relocating large pieces of Limestone from a location off campus onto various sites around campus
- Minor modifications to the Simulation Lab

### Construction Buyer

Pamela Jenkins

[Jenkins\\_p@utpb.edu](mailto:Jenkins_p@utpb.edu)

### HUB Coordinator

Elsa Montalvo

[Montalvo\\_e@utpb.edu](mailto:Montalvo_e@utpb.edu)

# The University of Texas Rio Grande Valley™

## CONTACT US

Alex Valdez  
Chief Procurement Officer/HUB Coordinator

☎ 956-665-7105

✉ [alex.valdez@utrgv.edu](mailto:alex.valdez@utrgv.edu)

Maggie Rangel  
Director of Procurement and Contracts

☎ 956-665-2166

✉ [maggie.rangel@utrgv.edu](mailto:maggie.rangel@utrgv.edu)

Jerry Escobedo  
Procurement Lead/ Assistant HUB Coordinator

☎ 956-882-7166

✉ [jerry.escobedo@utrgv.edu](mailto:jerry.escobedo@utrgv.edu)

Marilu Reyes  
Sr Procurement Specialist/Assistant HUB Coordinator

☎ 956-665-2167

✉ [marilu.reyes@utrgv.edu](mailto:marilu.reyes@utrgv.edu)

Donna Rodriguez  
Sr Procurement Specialist

☎ 956-665-7469

✉ [donna.rodriguez@utrgv.edu](mailto:donna.rodriguez@utrgv.edu)

Jesus Zerpa  
Sr Procurement Specialist

☎ 956-665-2800

✉ [jesus.zerpa01@utrgv.edu](mailto:jesus.zerpa01@utrgv.edu)

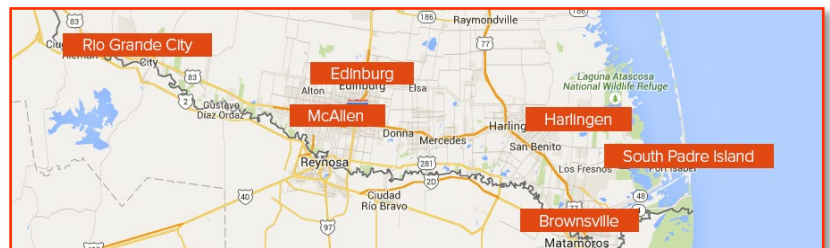
Ayla Ortiz  
Procurement Specialist

☎ 956-665-2161

✉ [ayla.ortiz@utrgv.edu](mailto:ayla.ortiz@utrgv.edu)

## ABOUT US

The Procurement Office strives to provide efficient and responsive procurement and related services to University departments with exceptional customer service and with the highest standards of ethics.



## BID OPPORTUNITIES

What is the Difference Between a Bidder and a Vendor?

*A Bidder is an individual or company who has submitted their pricing or proposal for consideration in a contract, however, they have not been awarded a UTRGV contract.*

*A Vendor has been selected as the awarded bidder for a contract.*

Where Do I Find Bids?

*UTRGV posts all bids on an electronic bid portal hosted by Bonfire. Bids can be viewed at <https://utrgv.bonfirehub.com/>*

How Do I Register as a Bidder?

*Interest bidders can register at <https://utrgv.bonfirehub.com/>*

How Do I Register as a Vendor?

*Awarded vendors will be send a registration email through PaymentWorks by the awarding Department. Questions regarding vendor set ups may be sent to [vendorrequest@utrgv.edu](mailto:vendorrequest@utrgv.edu)*

# TIPS FOR PROCUREMENT



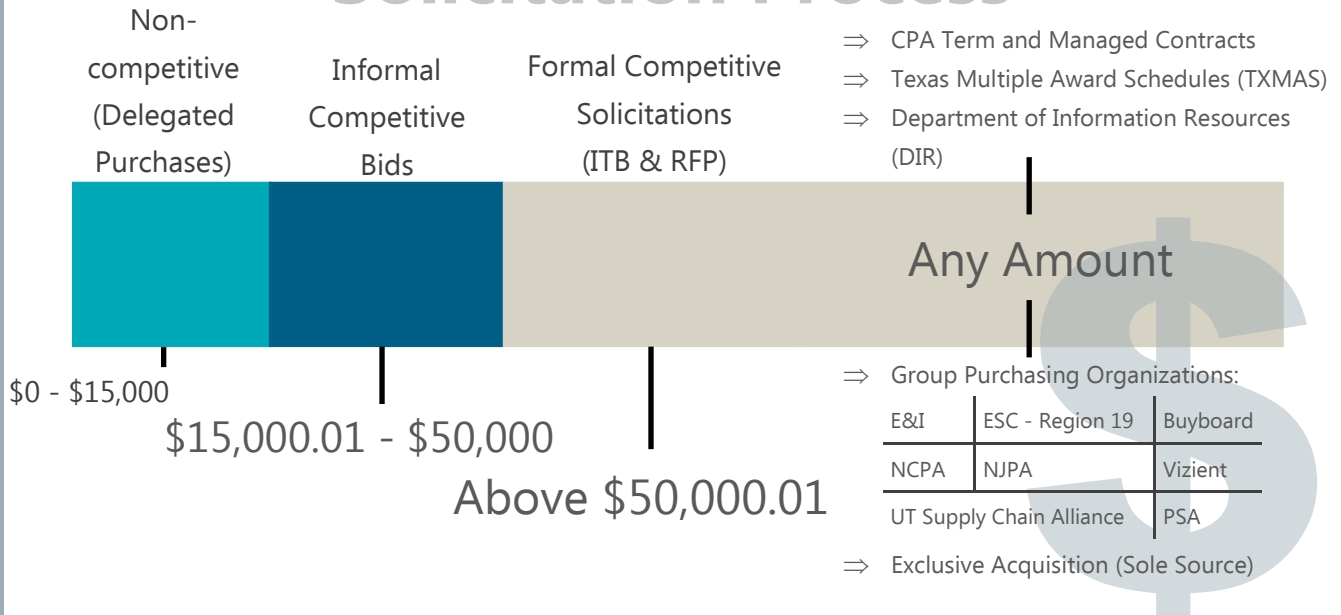
To expedite purchasing functions, **university business officers** are authorized by the university to approve small purchase orders (delegated purchases) up to

## \$15,000

## THINGS TO KNOW...

<p>1</p> <p>Quotes must be valid for a minimum of 30 days.</p>	<p>2</p> <p>Approved agreements must be issued prior to shipment of product or the commencement of a service.</p>	<p>3</p> <p>Quotes should indicate any applicable shipping charges.</p>	<p>4</p> <p>All agreements must be signed by a University employee with delegated authority for the agreement.</p>	<p>5</p> <p>All agreements must be fully executed by all parties to the agreement.</p>
--	---	---	--	--

## Solicitation Process



**PROCUREMENT & PAYMENT SERVICES**  
 1616 Guadalupe St, Suite 3.302 | 512-471-4266

[purchasing@austin.utexas.edu](mailto:purchasing@austin.utexas.edu)



## Formal Bid Opportunities

<https://purchasing.utexas.edu/resources/formal-bid-opportunities>

# TIPS ON HOW TO RECEIVE PAYMENTS PROMPTLY

## PIF

UT Austin's  
W-9 Form

Be sure UT Austin has an updated **PAYEE INFORMATION FORM (PIF)**.

<https://utexas.app.box.com/v/payee-information-form>

Questions about completing a PIF should be directed to department contact or review the **PIF CHECKLIST**.

<https://utexas.app.box.com/v/pif-checklist>

Complete a **Direct Deposit Form**

<https://utexas.app.box.com/v/vendor-electronic-funds-transf>



In most cases, businesses should have an issued **purchase order** or **business contract** to conduct business at UT Austin. Make sure you have a proper contract before beginning work.

Be sure you send a **complete invoice** containing the below information:

1



Remember, accounts payable process at UT Austin is decentralized.

Mail invoices to UT Austin address as listed on purchase order or as listed within the business contract

2

List Federal Employer Number (FEIN) on invoices to ensure the correct vendor identification number is used when payment is processed.

3

List the issued purchase order number or contract number from UT Austin on the invoice.

4

Include a Progress Assessment Report (PAR) with any invoices and applications, if applicable.

5

Be sure remit to address listed on invoice is accurate, so payment is sent to correct address.



### PAYMENT SERVICES

1616 Guadalupe St, Suite 3.302 | 512-471-1816  
[oa.ap@austin.utexas.edu](mailto:oa.ap@austin.utexas.edu) | P.O. Box AA Austin, TX 78713



The University of Texas at Austin





## What We Do

- Procure goods and services with a spend of approximately \$121,124,623 million annually
- Administer procurement processes, including competitive solicitations, group purchases and exclusive acquisitions
- Manage the Rowdy Exchange eProcurement system, which provides UTSA with electronic procurement tools used for the coordination of purchasing goods and/or services in an effective and efficient manner
- Assist Historically Underutilized Businesses to compete for contracts and purchases and to improve community awareness

### Current Opportunities

All solicitations, including previously awarded solicitations can be viewed by clicking the appropriate tab under the Business Opportunities section below and selecting a specific event title.

## Procurement Authorization Levels

<b>\$0.01 to \$14,999.99</b>	Authorized limit for department requesters. Bids not required, but recommended.
<b>\$15,000 to \$50,000</b>	Requisitions submitted to Purchasing. Purchasing solicits three informal quotes — at least two from HUB vendors.
<b>\$50,000+</b>	Requisitions submitted to Purchasing, which issues formal competitive solicitations — at least two from HUB vendors.

[bit.ly/CompetitiveThresholdRequirements](http://bit.ly/CompetitiveThresholdRequirements)

## Mission

Procure goods and services in accordance with all federal, state and system regulations, and obtain the best procurement value upholding and supporting the educational and research missions of the university. It is the department's goal to serve our customers with professionalism, courteousness, efficiency, accuracy and timeliness.



Statewide Historically Underutilized Business Program

UTSA has been consistently recognized in the last five years as one of the state's top 25 agencies spending more than \$5 million in HUB purchases. During this time, UTSA has spent more than \$432 million on overall purchases, with \$133 million through HUB vendors. This five-year period averages to a 31 percent spend.

## Contact Us

Main: 210-458-4060  
Fax: 210-458-4061

[purchasing@utsa.edu](mailto:purchasing@utsa.edu)  
[hub@utsa.edu](mailto:hub@utsa.edu)  
[utsa.edu/purchasing](http://utsa.edu/purchasing)

Location: West Campus, CRW 1.01.12

## PURCHASING & HUB PROGRAM

**Eric R. Walls**, Senior Director of Supply Chain Management & HUB Coordinator  
[wallse@uthscsa.edu](mailto:wallse@uthscsa.edu) 210.562.6201

**Rebecca A. Mendez**, Assistant HUB Coordinator  
[mendezr2@uthscsa.edu](mailto:mendezr2@uthscsa.edu) 210.562.6300



### Clinical/Lab

**Daniel Gonzalez**, Procurement Manager  
[gonzalezd3@uthscsa.edu](mailto:gonzalezd3@uthscsa.edu) 210.562.6205

### Technology & Services

**Tracy Haven-Wallace**, Procurement Manager  
[havenwallace@uthscsa.edu](mailto:havenwallace@uthscsa.edu) 210.562.6319

### Facilities Management

**Andrea Parks-Stahl**, Procurement Manager  
[parksa3@uthscsa.edu](mailto:parksa3@uthscsa.edu) 210.567.2901

### RFP Opportunities

**Christopher Januszewski**, Strategic Sourcing Specialist  
[januszewski@uthscsa.edu](mailto:januszewski@uthscsa.edu) 210.450.3714

**Lane Brinson**, Strategic Sourcing Specialist  
[brinsonc@uthscsa.edu](mailto:brinsonc@uthscsa.edu) 210.562.6211

Register as a Vendor & View Bidding Opportunities in  **Bonfire** Procurement Portal

Bonfire: <https://uthscsa.bonfirehub.com>

Purchasing Website: <https://wp.uthscsa.edu/purchasing>

HUB Program Website: <https://hub.uthealthsa.org>

**2022 UT Systemwide  
Goods & Services HUB Procurement  
Opportunity Webinar**



Contact Karen Gross, UTMB's HUB Coordinator, for information on UTMB's HUB Program and on "How to do Business" with UTMB.



E-mail: [klgross@utmb.edu](mailto:klgross@utmb.edu)



Phone: 409-266-1094

To locate UTMB's upcoming Bid Opportunities visit our website at: <https://www.utmb.edu/supplychain/purchasing/bidops.asp>

## The University of Texas MD Anderson Cancer Center's Historically Underutilized Business (HUB) Overarching Program Mission is to:



Provide opportunities to compete on a level playing field with all other suppliers for current and planned MDACC contracts



Increase our annual expenditures with women, minority, small, small disadvantaged, veteran, and service-disabled veteran owned businesses



Comply with all federal, state and local regulatory procurement guidelines

**Bids are available at:** [www.mdanderson.org/bids](http://www.mdanderson.org/bids)

**Register as a supplier at:** [www.mdanderson.org/suppliers](http://www.mdanderson.org/suppliers)

**Visit our website at:** [www.mdanderson.org/HUB](http://www.mdanderson.org/HUB)

### For further information:



**Gabriela Zambrano, MBA**  
Associate Director  
[MGZambrano@MDAnderson.org](mailto:MGZambrano@MDAnderson.org)



**Barbara Howard, MBA**  
Sr. HUB Coordinator:  
[Bhoward@MDAnderson.org](mailto:Bhoward@MDAnderson.org)



# UTHealth<sup>®</sup> Houston

The **UTHealth Houston** Historically Underutilized Business (HUB) initiative is to encourage and assist participation by such businesses in the contracting and purchasing process.

It is **UTHealth Houston** policy to be committed to maximizing, when available, the number and value of purchases with HUBs.

**BID OPPORTUNITIES** • <https://www.uth.edu/buy/>

**VENDOR REGISTRATION TO SUBMIT A BID/RFP** •  
<https://supplier.coupa.com/sessions/new>

**UTHealth Houston** • <https://www.uth.edu/>

**UTHealth Houston HUB Contact:**

**KEITH WILLIAMS**

[Keith.W.Williams@uth.tmc.edu](mailto:Keith.W.Williams@uth.tmc.edu)

## Virtual Vendor Forum – UT Dallas Info Sheet

The University of Texas at Dallas, with the support of the U. T. System Administration, has strongly supported the HUB program in the past, and our support remains unwavering. Supplier Diversity Programs works closely with the Purchasing staff and campus stakeholders to promote use of small and / or minority owned businesses, including State of Texas Historically Underutilized Businesses (HUB) vendors.

### Contact Information:

Supplier Diversity Programs	Purchasing
Email: <a href="mailto:hub@utdallas.edu">hub@utdallas.edu</a>	Email: <a href="mailto:purchasing@utdallas.edu">purchasing@utdallas.edu</a>
Phone: (972) 883-2397	Phone: (972) 883-2300
Location: <a href="#">SP2 12.502</a>	Location: <a href="#">SP2 12.502</a>

Please visit our website for resources on doing business with UT Dallas:

<https://utdallas.edu/finance/>

Open bid opportunities are posted in Bonfire:

<https://utdallas.bonfirehub.com/portal/?tab=openOpportunities>

**Thank you!**



## HOW TO ACCESS UTA BIDS AND RFP'S

UTA utilizes the Texas Purchasing Group on the BidNet platform for all formal bid and proposal submissions. To obtain bid or proposal documents, along with all submittal requirements and instructions, please visit:

<https://www.bidnetdirect.com/texas/uta>

If you are already registered with BidNet, you will simply login to gain access to the Texas Purchasing Group page. Then, select The University of Texas at Arlington link for access to open solicitations and related documents.

If it is your first time using BidNet, select the Vendor Registration link to register. Once registered, select the Texas Purchasing Group Page. Then, select The University of Texas at Arlington link for access to open solicitations and related documents.

There is no charge for system registration or access to the solicitation documents.

In the event of problems logging in, contact BidNet support at: 800-835-4603 (option 2) or [eprocurementsupport@bidnet.com](mailto:eprocurementsupport@bidnet.com)

All bids and proposals are also posted on the Texas Electronic State Business Daily (ESBD) at:

[www.txsmartbuy.com/esbd](http://www.txsmartbuy.com/esbd)

Search: Univ of Texas at Arlington OR Agency 714

*The Procurement point-of-contact for each solicitation will be listed in the Bid or RFP documents.*

# UT Southwestern Medical Center

## **Purchasing & HUB Program**

Charles Cobb, AVP Supply Chain Management  
[Charles.Cobb@UTSouthwestern.edu](mailto:Charles.Cobb@UTSouthwestern.edu)

Darcel Webb, Director Supplier Diversity/HUB Coordinator  
[Denise.Webb@UTSouthwestern.edu](mailto:Denise.Webb@UTSouthwestern.edu)

## **Facilities Management**

Juan Guerra, VP Facilities Management  
[Juan.Guerra@UTSouthwestern.edu](mailto:Juan.Guerra@UTSouthwestern.edu)

Gena English, Director of Facilities Planning Design construction  
[Gena.English@UTSouthwestern.edu](mailto:Gena.English@UTSouthwestern.edu)

## **Register as a Vendor & View Bidding Opportunities**

Supplier Bid Portal: <https://utscsa.edu/business/hub>

Purchasing Website: <https://www.utsouthwestern.edu/about-us/administrative-offices/purchasing>

HUB Website: <https://www.utsouthwestern.edu/about-us/administrative-offices/purchasing/hub/>





**UT Tyler**  
THE UNIVERSITY OF TEXAS AT TYLER

## PROCUREMENT SERVICES

### **Bid Opportunities**

All formal solicitation documents are posted on UT Tyler's Bonfire Interactive Procurement Portal. Website: <https://uttyler.bonfirehub.com>

Solicitation announcements will also be posted on Texas Comptroller's Electronic State Business Daily (ESBD). Website: <http://www.txsmartbuy.com/esbd>

### **Contacts**

Paul Fitts  
Manager, Procurement & Property Services/HUB Coordinator  
[pfitts@uttyler.edu](mailto:pfitts@uttyler.edu)  
903.566.6183

Sheila Darcy  
Senior Procurement Specialist  
[sdarcey@uttyler.edu](mailto:sdarcey@uttyler.edu)  
903.566.7153

Daniel Pippin  
Procurement Reporting Analyst  
[dpippin@uttyler.edu](mailto:dpippin@uttyler.edu)  
903.565.5802

Leslie Duecker  
Procurement Specialist II  
[lduecker@uttyler.edu](mailto:lduecker@uttyler.edu)  
903.566.6296

### **More Information**

Procurement Website: <https://www.uttyler.edu/procurement-services/>

HUB Website: <https://www.uttyler.edu/procurement-services/hub-program/>



# UT Health

The University of Texas  
Health Science Center at Tyler

## Purchasing & HUB Contacts

**Crystal Smith**

**Director of Purchasing & HUB Programs**

**(903) 877-7718 or [crystal.smith@uthct.edu](mailto:crystal.smith@uthct.edu)**

**Tara Cheney**

**Buyer II / HUB Assistant**

**(903) 877-7475 or [tara.cheney@uthct.edu](mailto:tara.cheney@uthct.edu)**

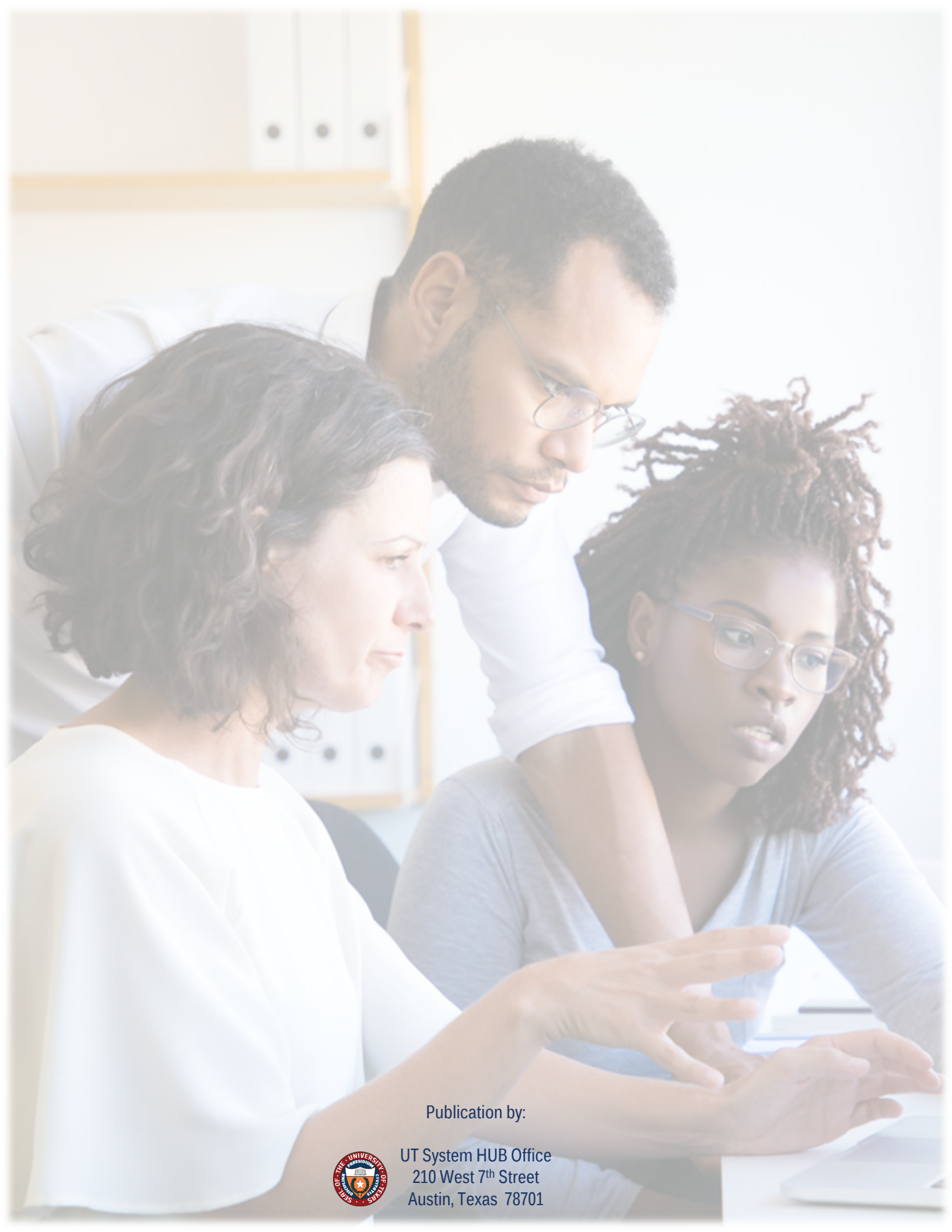
**To contact us directly:**

**[purchasing@uthct.edu](mailto:purchasing@uthct.edu)**

**For more information, visit our website :**

**<http://uthct.edu> (web page is under construction)**

Designed to facilitate full and equal access participation of minority and women-owned businesses, the Historically Underutilized Business/Small Business (HUB/SB) Program at The University of Texas Health Science Center at Tyler is committed to developing fair and openly competitive procurement opportunities.



Publication by:



UT System HUB Office  
210 West 7<sup>th</sup> Street  
Austin, Texas 78701