

Searching for Historically Underutilized Businesses (HUBs) on the Centralized Master Bidders List (CMBL)

Commodity Code:

In order to select the vendors that can provide the goods or services that you require, you will need to know what the commodity code is. The State of Texas Comptroller's office uses the National Institute of Governmental Purchasing (NIGP) Commodity Book. You can search for the commodity code with a keyword or by class number. The first three digits of the commodity code is the classification (e.g., electrical, plumbing, HVAC, etc.). The last two digits are the item code. These two digits will further narrow down the search to the different components (e.g., electrical-parts, electrical-inspection services, etc.). Choose the class and item number that best describes what you need. The 900 class is for services and the rest are for commodities. This is the Website for NGIP codes Website: <https://mycpa.cpa.state.tx.us/commbook/indexSearch>

The screenshot displays the 'State of Texas Commodity Code Search' website. A blue arrow points to the search bar where the keyword 'electrical' is entered. Below the search bar are 'Reset' and 'Search' buttons. A second blue arrow points to the 'Search Results' table.

Class Code	Description
120 - 36	Electrical Parts and Accessories, Marine
175 - 49	Interval Timers and Actuators, Electrical and Mechanical
200 - 91	Uniforms, Arc Rated for Electrical Work
280 - 00	ELECTRICAL CABLE AND WIRE, NOT ELECTRONIC
285 - 00	ELECTRICAL EQUIPMENT AND SUPPLIES, EXCEPT CABLE AND WIRE
285 - 15	Coatings, Protective, Electrical
285 - 69	Misc. Electrical Equipment and Supplies (Not Otherwise Classified)

CMBL

Once you have your NIGP code, you will then search the CMBL for a list of HUBs

Website: <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do?>

Select a radial button for HUBs On CMBL. You can use these instructions for non-HUB vendors also. Just click on the appropriate radial button.

Click the arrow next to the "Multiple Vendor Search" row and enter the class and item (if item code is needed). Texas State University is in Highway District 14, but it is helpful to broaden the search by using Highway Districts 14 & 15 as San Marcos is in the middle of San Antonio and Austin. This will cover the Austin/San Antonio corridor. Click on the "Search" button. You do not need to limit your search using any highway district.

You can use the "Select Fields

Click on the "Search" Button

A list of HUB vendors matching your parameters will appear. You can copy and paste the results into Excel or export the results into Excel using the "Output Options" section (see below). Make sure that the HUB status is "Active". Keep a copy of your solicitation to submit with your HUB Subcontracting Plan or your requisition.

	profiles matching the VID Number you entered based on the "Search For" criteria you selected.
Vendor Number	Enter the 5 or 6-digit Vendor Number of the company you are searching for. Example: 99999 or 999999. Search results will provide the vendor profile matching the Vendor Number you entered based on the "Search For" criteria you selected.

Vendor Name

- 01 - Heavy Construction other than Building Contracts
- 02 -