



ATTORNEY GENERAL OF TEXAS  
GREG ABBOTT

# **HUB Vendor Forum**

## **Partner, Plan, and Pursue**

December 10, 2012

1:00-3:00PM Room 205

3:15-4:30PM Room 103



# Welcome & Introductions

## The OAG Team

- ▶ Stacey Napier-Deputy Attorney General for Administration
- ▶ Rudy Montoya-Chief Technology Officer

## Procurement Division

- ▶ Regina Durden, Procurement Director
- ▶ Susana Rivera, Purchaser
- ▶ Mindy Cohen, HUB Coordinator

## Child Support Division Contract Operations

- ▶ Hershel Becker, Deputy Director for Contract Operations
- ▶ Christy Webb, Strategic Sourcing Manager
- ▶ Colleen Berkley, Project Manager
- ▶ Angelica Lopez, Project Manager
- ▶ Carolyn Olsson, Project Manager



# Agenda

Welcoming remarks	Mindy Sue Cohen
Agency's HUB history	Stacey Napier
Agency's Technology Overview	Rudy Montoya
Procurement Division Overview	Regina Durden
HUB and HSP Overview	Mindy Sue Cohen
Texas Child Support Division	Hershel Becker
Strategic Sourcing Section Overview	
Upcoming solicitations	Christy Webb
Data Management Services	Colleen Berkley
State Disbursement Unit	Angelica Lopez
Paternity Testing	Carolyn Olsson
Brief Vendor Introductions	All
Questions and Answers	
How the networking mixer will work	Mindy Sue Cohen
Networking Mixer in room 103	



# HUB Overview

## Centralized Master Bidders List

- ▶ Register on the Centralized Master Bidders List (CMBL).
  - Cost is \$70/year (\$5.83/month).
  - 22.5% or 3,200 of the 14,275 HUBs are registered on the CMBL.
- ▶ Keep your profile current, including a valid email address. Are your website and CMBL profile consistent?



# HUB Overview

## Potential Areas of Subcontracting

When completing your HUB Subcontracting Plan form, identify ALL areas of subcontracting that you can not perform with W2 staff such as...

- ▶ Temporary staffing services
- ▶ Office supplies, furniture, telephone systems, fax machines, copiers, scanners, etc.
- ▶ Maintenance and repair of office equipment
- ▶ Computer hardware, software, software development or programming
- ▶ Facilities management services
- ▶ Security swipe card systems



# HUB Overview

## Potential Areas of Subcontracting

(Continued...)

- ▶ Document shredding, storage or archiving
- ▶ Janitorial services
- ▶ Print-mail services
- ▶ Courier services

Subcontracting increases opportunities for HUBs to do business.



# HSP Overview

## Top 6 Reasons for HSP Disqualification

- ▶ Notified or selected HUB subcontractors are no longer HUB certified. HUB status must be "A" Active.
- ▶ Responding prime contractor does not include a completed HSP form.
- ▶ Responding prime contractor does not notify or identify a minimum of three HUBs per subcontracting opportunity.



# HSP Overview

## Top 6 Reasons for HSP Disqualification

- ▶ Notification to HUB subcontractors and minority chambers, development councils, or trade associations was less than the required seven working days. (State, national holidays, and weekends do NOT count. First day of notification is day zero).
- ▶ Respondent indicated that they will be “self performing” all of the work themselves. However, reference is made in their response document regarding operational, strategic partners, or a network of contract employees.
- ▶ Areas of subcontracting are identified but no outreach notification has been performed and/or no subcontractors identified on the HSP form.



# HSP Overview

## Tips for Proper Completion of the HSP

- ▶ Include detailed information in your subcontractor notifications to three HUBs and two minority chambers per subcontracting opportunity.
- ▶ Describe the needed skills, geographic location, insurance or bonding requirements, certifications, licenses, years of experience required, etc.
- ▶ Submit all written notifications and documentation (emails or faxes) made to HUBs and minority chambers with your HSP form.
- ▶ Sign and date the HSP form.

Note: The agency will review and evaluate the HSP and supporting documentation. Clarifications may be requested. The HSP is pass/fail.



# HSP Overview

## Tips for Proper Completion of the HSP

- ▶ Attend the pre-bid/proposal conference.
- ▶ Ask HSP questions during the Question and Answer period.
- ▶ Contact the HUB coordinator by email with your HSP questions (sole exception to the single point of contact).
- ▶ Use the HSP form and “Quick Checklist” posted on the Comptroller’s website for help in completing the form correctly.
- ▶ [www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/](http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/)



# HSP Resources

Questions about HUB Subcontracting Plan requirements?

Mindy Sue Cohen

(512) 475-4411

[mindy.cohen@texasattorneygeneral.gov](mailto:mindy.cohen@texasattorneygeneral.gov)

Start your HSP early.



# **Texas Child Support Division**

**Hershel Becker**

**Deputy for Contract Operations**

**Child Support Division**



# **Strategic Sourcing**

**Christy Webb, Manager  
Child Support Strategic Sourcing**



# Strategic Sourcing

- ▶ Purchasing liaison group
- ▶ Vendor liaison for Child Support
- ▶ Projects groups
  - Research
  - Major solicitations



# **Data Management**

Project Manager: Colleen Berkley

**Child Support Strategic Sourcing**



# Data Management Services Procurement

- ▶ The OAG will solicit data management services for Employer New Hire Reporting (ENHR), Central File Maintenance (CFM), and data matching services. Services include:
  - Collecting, entering and transmitting data on daily files of ENHR and CFM records
  - Processing data sent by employers via hard copy or electronically
  - Interfacing with HHSC and TWC for data matching components, bi-weekly and monthly
  
- ▶ Anticipated posting on the ESBD is January 2012 with an anticipated award May 2013.



# **State Disbursement Unit (SDU)**

## **Procurement Project**

Project Manager: Angelica Lopez  
Business Analyst: Dianne Ripley

**Child Support Strategic Sourcing**



# State Disbursement Unit (SDU) Procurement

## Background

- ▶ Current contract managed by Xerox expires August 2015.
- ▶ OAG formally began SDU procurement October 2012:
  - Goal: RFP posting August 2013
  - Goal: Award new contract August 2014
  - Goal: Allow one (1) year for implementation.

**Tip:** Confirm that all of the services you offer are included on CMBL.



# State Disbursement Unit (SDU) Procurement Project

- ▶ The contracted services currently include, at a high level:
- ▶ Collections and disbursements
  - Mail processing and imaging
  - Payment identification and posting
  - Electronic funds transfer
  - Data transmissions
  - Employer outreach
- ▶ Call center support (registry only and payment inquiries)
- ▶ Texas Debit Card (a.k.a. Stored Value Card)



# **Parentage Testing**

Project Manager: Carolyn Olsson

**Child Support Strategic Sourcing**



# Parentage Testing RFP

- ▶ OAG will seek proposals for in-state, out-of-state, and international scientifically acceptable DNA paternity testing services.
- ▶ Including expert witness services and litigation support in proceedings pursuant to Texas law



# Networking Mixer-Room 103

- ▶ Begins at 3:15-4:30PM
- ▶ Prime contractors remain at their tables while subcontractors move around the room.
  - Give a brief introduction of your business.
  - Give the highlights of what makes your goods or services valuable to them.
  - Give them your business card.
  - Follow up with one another after the event.
  - A list of all registrants will be made available to you.

Thank you for being here today!