

Purpose of This Form

This form documents the department's effort to locate certified VetHUBs for an informal bid. The information provided will be used by Procurement to demonstrate good faith effort and compliance with state procurement requirements during audits. This documentation helps ensure the university remains compliant with state procurement expectations.

When to Use This Form

Complete this form when:

- You are conducting an **informal bid**, and
- Your search **did not identify any VetHUB suppliers** capable of providing the requested goods or services.

Before Submitting

Please ensure you have searched for vendors using the appropriate [NIGP code\(s\)](#).

How to Search for VetHUBs

1. Go to the [Centralized Master Bidders List \(CMBL\) vendor search](#) on the Texas Comptroller of Public Accounts website.
2. Select "**VetHUBs Only**."
3. Click on "**Multiple Vendor Search**"
4. Enter up to 3 NIGP codes to search for, with the class and item codes in separate fields
5. **Highway Districts:**
 - a. Denton campus is in District 18
 - b. Dallas campus is in District 18
 - c. Houston campus is in District 12



This form is to be utilized during informal bids when less than two VetHUBs are contacted.

Complete this form when your VetHUB search has returned less than 2 reasonable VetHUBs to reach out to for an informal bid. Respond to all questions that apply. Please complete and forward to the Purchasing Department. If more space is needed, please attach additional page(s).

PURCHASE INFORMATION

Requisition #: _____ Estimated Price: \$ _____

Description of requested item(s) or service(s) and their purpose(s):

NIGP Code(s) Used in the Search:

VetHUBs Identified in Search (if any):

CERTIFICATION

I certify that I conducted a good-faith search for certified Veteran-Owned HUB vendors using the resources available and was unable to identify a vendor capable of providing the requested goods/services.

Name Job Title Department

Department Authorized Signature & Date Phone #

PURCHASING USE ONLY

Notes:

Reviewed by

Approved by (CPO or designee)