**WEBSITE COPY FOR CLAYTON’S SITE**

UNT Systems will again participate in Senator Royce West’s annual Spot Bid Fair.

This event gives Texas-based vendors a chance to bid on procurement opportunities from state agencies such as our university.

UNT System HUB department will invite Historically Underutilized Businesses (HUBs) to bid on items and services needed here at UNT.

**Their office is asking that departments at UNT in need of bids for goods or services fill out this template by April 25 so that they can connect your needs to the appropriate HUBs.**

The HUB will then attend the May 2-3 event and receive bids on the spot from HUB vendors.

A few things to remember:

1. A HUB is a business primarily owned by either a woman or minority and or a disabled veteran and operates in Texas.
2. We must ***intend*** to award these contracts/purchase orders within 6 months.  In some cases we can use them up to 12 months later.
3. Formal solicitation limits are relaxed and having a vendor on an approved GPO adds further solicitation validation.
4. We can award a contract/purchase order to a vendor already doing business with UNT.
5. Sending a bid opportunity ***DOES NOT*** commit the department to make the purchase.
6. Recent history has shown that there are “easy” opportunities available to UNT World.  There are items that we know we will purchase regardless of the fiscal environment (toilet paper and hand soap?).
7. IT products such as computer systems and peripherals and MRO products, janitorial supplies, among other categories are “easy” opportunities that we know we routinely purchase.

**UNT TODAY NEWSLETTER**

If your department needs bids for items or services, UNT System Procurement wants to help! Their team will participate in the annual Senator Royce West Spot Bid Fair, which allows them to get bids on the spot from Historically Underutilized Businesses (HUBs). **Learn more about how to request a bid for this event through procurement here**. The deadline to send in your request is April 25.

**STAFF SENATE NEWSLETTER**

If your department needs bids for items or services, UNT System Procurement wants to help! Their team will participate in the annual Senator Royce West Spot Bid Fair, which allows them to get bids on the spot from Historically Underutilized Businesses (HUBs). UNT World has been recognized by the state for their use of HUBs, businesses primarily owned by a woman, minority or disabled veteran and operating in Texas. Please help us maintain this record of using vendors from our state! **Learn more about how to request a bid for this event through procurement here.** The deadline to send in your request is April 25.