

Section 2.24

Centralized Master Bidders List (CMBL)

Introduction:

The Centralized Master Bidders List (CMBL) is a database of registered vendors who have provided contact information and information on goods or services they offer. Texas Government Code § 2155.263 requires TPASS to maintain the CMBL. Vendors pay a nominal annual fee to receive notification of opportunities for solicited commodities and/or services through an Invitation for Bid, Request for Proposal, Request for Offer or Request for Qualifications.

Utilization of the CMBL

Only with TPASS approval in an open meeting may an agency be authorized to maintain and use its own bidders' list(s) for specialized needs. The requests must be made in writing to the Director of Procurement and signed by the Chief Executive Officer of the requesting agency. All requests should clearly identify the reasons and justification for the request.

All agencies and institutions of higher education utilize the CMBL for all purchases or other acquisitions, including the acquisition of services, for which competitive bidding or competitive sealed proposals (CSP/RFP) are required.

The CMBL is to be used for all available procurement processes authorized in the State Government Code and to the fullest extent possible by state agencies that make purchases exempt from the TPASS purchasing authority.

Required Use

Unless exempted by law, the CMBL must be used for all procurements subject to TPASS's procurement authority. The CMBL must also be used to the fullest extent possible by state agencies that make purchases exempt from TPASS's purchasing authority. The CMBL may also be used to gather information for noncompetitive procurement processes and for vendor performance data.

For purchases between \$5,000 and \$25,000, solicit from a minimum of three (3) vendors on the CMBL with two (2) being TPASS certified Historically Underutilized Business (HUB). Purchases under \$5,000 may also be supplemented with non-CMBL vendors.

For purchases of \$25,000 or greater, solicit from all vendors who provide the required commodity or service and also service the agency's geographic region.

Supplementing the CMBL

With the approval of the Agency Head or designee, agencies may supplement the CMBL to enhance competition.

The CMBL may also be supplemented if selecting from the list of HUB vendors not on the CMBL for increased HUB participation in the solicitation and from non-CMBL vendors which would include incumbent contractors.

Vendors

The CMBL is comprised of manufacturers, suppliers and others wishing to furnish materials, equipment, supplies and services to the state.

The vendor has the responsibility for maintaining its CMBL profile to ensure correct information for receipt of bids based on products and/or services which can be provided for selected districts for the state. Bidders are urged to carefully consider the class and item numbers and to list only those which they can supply on a routine basis as bidding opportunities are dependent upon this information. [Texas Government Code Chapter 2157](#)

CMBL Registration

- Online registration activates the profile within 30 minutes.
- The annual payment established by TPASS for registration/renewal may be paid online by credit/debit card or check withdrawal.
- Applications mailed in may take up to 30 days to process
- A mailed payment must be remitted in US dollars payable to the Comptroller of Public Accounts. The hard copy application must be included with the payment.
- Incomplete registration delays profile activation.

NIGP Commodity Code Selection

TPASS references the [National Institute of Governmental Purchasing \(NIGP\) Commodity Book](#), which numerically classifies all supplies, equipment, materials and services based on class and items. The class and item code is required on the Purchase Order.

All vendors signed up for class and items referenced on the solicitation documents are automatically included in the listing sourced by an agency. Solicitations posted by agencies and the Cooperative Purchasing Program members are available on line on the [Electronic State Business Daily](#).

CMBL Profile Updates/Changes

Vendors have the capability to update their profile and pay the renewal fee on-line.

Changes to tax identification numbers or business names require the vendor to submit the information on a letterhead signed by an owner, partner or corporate officer and faxed to 512-936-2625 or emailed to e.cdbl@cpa.texas.gov.

Vendor Performance Tracking

The Vendor Performance Tracking System was developed to enhance the relationship between the vendor community, state agencies and cooperative purchasing members. The vendor tracking program provides a comprehensive tool for evaluating vendor performance and for reporting both satisfactory and unsatisfactory performance.

Information regarding reported vendor performance may be found on each vendor's profile in the CMBL database.

Removal from the CMBL

A vendor may be removed or temporarily suspended from the CMBL for one or more of the following reasons:

- failure to pay or unnecessarily delaying payment of damages assessed by TPASS;
- failure to remit the annual CMBL registration fee; or
- any factor set forth in Texas Government Code §§ 2155.070 or 2155.077.

Note: A vendor that has been removed from the CMBL shall not be reinstated until expiration of period for which the vendor was removed and the appointed TPASS officer grants approval.

CMBL Help Desk

CMBL agency or vendor-related questions can be directed to the help desk at 512-463-3459 or by email to e.cmb1@cpa.texas.gov.

Legal source: Texas Government Code §§ 2155.070, 2155.077, 2155.263, 2157.001 through 2157.067

[National Institute of Governmental Purchasing \(NIGP\) Commodity Book](#)