



### **Good Stewards of the State**

The State of Texas has a “Set Aside Program for the Purchase of Goods and Services from People with Disabilities.” The law states that we should use the products/service if it meets our needs.

We are required to report the exceptions of when we do not purchase goods or services that are available from persons with disabilities contracts through TIBH, meaning they were purchased from another source. The reports are to help identify how the contracts are not meeting the needs such as higher than market pricing, delivery is longer than competitive products, quality, etc.

The State Use Tracking Portal is now online at <https://portal.cpa.state.tx.us/> through the TCPPD – State Use Reporting heading. Step-by-step instructions for how to enter exceptions can be found through the program manual: [https://portal.cpa.state.tx.us/tcppd/State\\_Use\\_Program\\_Manual.pdf](https://portal.cpa.state.tx.us/tcppd/State_Use_Program_Manual.pdf)

New users should contact Noel Mason ([anmason@ag.tamu.edu](mailto:anmason@ag.tamu.edu)) with the AgriLife Purchasing Office to have a new profile setup. Please include the following information:

- Agency (07 or 06)
- First and Last Name
- Email Address
- Address
- Phone Number

Purchasing has requested a TIBH CD of products to be distributed to each of unit purchasers. If you did not receive it, contact TIBH. You may also obtain a printed catalog for use within your department. In addition, the information may be obtained through the [TIBH Web site](#).

Please familiarize yourself with the products on these contracts. Use of these contracts does not help or hurt us in the calculation of HUB figures. However, it gives the disabled person a sense of worth and contribution. The use of these products does help the State by helping those disabled citizens to become tax payers and the more independent they become, the less they depend on the state for support. You should think about TIBH just as you do HUB each time you make a small dollar purchase.