

PURPOSE AND SCOPE

The THC Vendor Portal provides a centralized and streamlined method to initiate transactions and submit documentation. This Vendor Portal replaces Microsoft® Outlook® as the main vehicle for vendors to remit forms, proposals, and invoices to THC. Use this [link](#) to access the THC Vendor Portal and open its homepage.

The THC Vendor Portal homepage launches with the following three core functions:

- Vendor Texas Identification Number System (TINS) and W-9 Form Submission
- Vendor Questions and Informal Bid Submission
- Vendor Invoice Submission

Vendor Actions



Vendor TINS and W-9 Form Submission

If you are a vendor working with THC, you are required to supply a Texas Identification Number System (TINS) and submit a W-9 form from the IRS. You will upload those completed forms here. *You will need your federal employer identification number (EIN), Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN).*



Vendor Questions and Informal Bid Submission

If you have an informal bid or official questions for an informal bid, you can submit those here. *You will need the Informal Bid template from your THC Purchaser, PDF file of the quote or bid, and any supporting documentation.*



Vendor Invoice Submission

If you have an invoice to send to Finance and Accounting Division, you can now use this link to submit your invoice PDF and any supporting documents. *You will need the PDF of your invoice, Purchase Order number, THC point of contact and basic company information.*

This communication focuses on the Vendor Questions and Informal Bid Submission function. It provides THC vendors with instructions to submit an informal bid or ask official questions during a solicitation's question and answer (Q&A) period. Click the [Vendor Questions and Informal Bid Submission](#) link to access this function.

The Informal Bid Submission and Official Questions page displays, as shown on the next page.

NOTE: Most purchases between \$10,000 and \$25,000 fall under the Informal Bid category.

Please provide the following required information:

- Submission Date/Time (system auto populates)
- Select whether it is an **Informal Bid** or an **Official Question** that is being submitted
- Enter the (Vendor) **Company Name**
- Enter the (Company/Vendor) **Email Address**
- Enter the **Posting number** NOTE: This number can be found on the THC Informal Bid template.
- Select whether the (Vendor/Company) business is a **certified HUB vendor**
- Attach a PDF of the Bid and supporting documents in the **Browse Files** box (if selected above)
- Attach a PDF of the Question and supporting documents in the **Browse Files** box (if selected above)

NOTE: All attachments must be in PDF format or the system will not allow the upload.

After providing the required information, click the **Submit** button.



INFORMAL BID SUBMISSION & OFFICIAL QUESTIONS

IF YOU HAVE AN INFORMAL BID OR OFFICIAL QUESTIONS TO SUBMIT TO THE PROCUREMENT AND CONTRACTING SERVICES (PCS), PLEASE COMPLETE THE FORM INFORMATION BELOW AND ADD NECESSARY DOCUMENTS. ONCE YOUR FORM IS SUCCESSFULLY SUBMITTED, YOU WILL RECEIVE A CONFIRMATION EMAIL AND THE PCS TEAM WILL CONTACT YOU ONCE A DECISION HAS BEEN MADE.

Submission Date/Time

Date Hour Minutes

Are you submitting an informal bid proposal or official questions?
 Informal Bid
 Official Questions

Company Name *

Email Address *


example@example.com

Posting number *

Please refer to the Informal Bid template for this number.

Is your business a certified HUB vendor? *
 Yes
 No

Attach Quote and supporting documents here – upload PDF


Browse Files
Drag and drop files here

Please upload your PDF quotes here. Maximum file size is 10MB (10,000KB) per file with a maximum of 4 files per submission. If you do not see your file added here and you receive an error message that file has not been added, please check your file size or type and try again.

TEXAS HISTORICAL COMMISSION

real places telling real stories

NOTE: The system may display a security verification to confirm the transaction is legitimate.

After clicking Submit, a Thank You page displays with the option to download a PDF of the submission.

After the vendor submits its Bid or Question, the submission will be routed to the THC Procurement and Contract Services (PCS) division where it will be processed or returned for more information.

The vendor will receive an email either confirming receipt of the submission or requesting more information.

REVISION HISTORY

Date	Update Summary	Prepared	Checked	Approved
05/06/25	Initial Release	SM	MG	CE