



25.06.01.D1 Historically Underutilized Business (HUB) Program

Approved: June 28, 2010
Revised: March 5, 2013
May 27, 2015
January 31, 2017
Next Scheduled Review: January 31, 2020

Rule Statement

Texas A&M University-Central Texas (University) departments shall involve qualified Historically Underutilized Businesses (HUBs) as required by law in the University's contracting for construction and professional services; and the purchase, lease, or rental of supplies, materials, services and equipment.

Texas Government Code Title 10, Subtitle D, Chapter 2161 applies to state agency construction projects and purchases of goods and services that are paid for with appropriated money and made under the authority of this subtitle or other law.

Reason for Rule

This rule is necessary to ensure compliance with state requirements and System Policy 25.06 *Participation by Historically Underutilized Business* and System Regulation 25.06.01 *System HUB Program*, related to the Historically Underutilized Businesses (HUBs) program. All employees of A&M-Central Texas who have purchasing authority shall assent to the following HUB Program rule.

Procedures and Responsibilities

1. GENERAL

- 1.1 In executing the involvement of HUBs in procurement opportunities, all employees of Texas A&M University- Central Texas who have purchasing authority, shall encourage the use of HUB businesses in their procurement opportunities, regardless of the source funds.

2. RESPONSIBILITY AND AUTHORITY

- 2.1 The President has designated the Procurement & Inventory Coordinator, under the purview of the Vice President for Finance and Administration, as the university's HUB Program Coordinator. The HUB Coordinator is responsible for implementing

university programs and initiatives to ensure compliance with Board policies and System regulations, and for meeting regulatory requirements established by the Texas Administrative Code. The HUB Coordinator shall report results/performance to the Vice President for Finance and Administration, President, the Texas A&M University System and will make available the required monthly reports, the State of Texas Semi-Annual and Annual HUB Report, budget management, and any other required obligations. The HUB Coordinator will provide coordination for the university and support the activities of the Texas A&M University System HUB Plan.

2.2 It is the practice of Texas A&M University- Central Texas to involve qualified HUBs in procurement contracts and transactions as required by System Policy 25.06, System Regulation 25.06.01 and state statutes and administrative regulations. The University and its employees will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or political belief, or affiliation in the awarding of contracts. Every employee responsible for conducting business with outside vendors has the responsibility of making a good faith effort of ensuring that HUBs are afforded an equal opportunity to compete for all procurement and contracting activities for the university.

2.3 Texas A&M-Central Texas promotes and encourages HUB subcontracting in all contracts/awards of less than \$100,000.00, regardless of funding, when it is determined that a reasonable potential for HUB subcontracting exists.

3. MARKETING AND OUTREACH PROGRAMS

3.1 Bid opportunities will be made available through Procurement Services and Electronic State Business Daily (ESBD) websites. These sites will provide information on current and past bid opportunities and awards, and will serve as the Historically Underutilized Business Program information source with the rules, information on HUB vendors, and HUB Subcontracting Plan. This site will also be accessible to the Texas Universities HUB Coordinators Association (TUHCA) website that will link HUB vendors to other procurement opportunities within the A&M System and other state institutions of higher education.

3.2 Texas A&M University-Central Texas will participate, plan, and assist in economic opportunity forums and fairs within the North/Northeast Texas Region included, but not limited to, those sponsored by legislators, the Comptroller of Public Accounts TPASS Division, other A&M System members, other state agencies and institutions, and private business entities deemed beneficial to the Texas A&M University-Central Texas HUB Program.

3.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to the Texas A&M University-Central Texas Procurement Services Staff and university community, whenever possible.

3.4 Texas A&M University-Central Texas shall seek potential HUB vendors and assist in the certification process.

3.5 The HUB Coordinator shall develop an annual HUB performance plan and set annual HUB goals for each fiscal year. The plan shall show the strategic actions that will be implemented to achieve the University's HUB performance objectives for the next fiscal year along with an estimated HUB goal that results from implementing the plan. This plan shall also include an internal assessment of the University's efforts during the previous two years. The President shall report the plan and goal to the Chancellor prior to December 1st of each year.

4. REPORTING

4.1 The Semi-Annual and Annual HUB Report will be submitted by the required deadline set by the State of Texas as required by Texas Government Code Chapter 2161, Subchapter C.

Related Statutes, Policies, or Requirements

[Texas Government Code 2161](#)

Electronic State Business Daily (<http://esbd.cpa.state.tx.us>)

System Policy [25.06 Participation by Historically Underutilized Business](#)

System Regulation [25.06.01 System HUB Program](#)

Definitions

Historically Underutilized Business - a historically underutilized business is an entity with its principle place of business in Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who resides in Texas and has a proportionate interest and demonstrate active participation in the control, operation and management of the entity's affairs.

Contact Office

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