

25.06.01.W1 Historically Underutilized Business (HUB) Rule

Approved: January 30, 2017
Next Scheduled Review: January 30, 2022



Rule Statement

This rule establishes the intention and scope for West Texas A&M University to comply with state and A&M System HUB requirements.

Reason for Rule

This rule is necessary to ensure compliance with state requirements and System Policy 25.06 and System Regulation 25.06.01, related to the Historically Underutilized Businesses (HUBs) program. All employees of West Texas A&M University and employees under the SSC-Physical Plant contract that 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 West Texas A&M University that have purchasing authority, shall encourage the use of HUB businesses in their procurement opportunities, regardless of the source funds.

2. PARTICIPATION BY HUBs

2.1 West Texas A&M University will comply with System Policy 25.06 and System Regulation 25.06.01 and with all applicable laws, regulations and executive orders related to HUBs.

2.2 It is the practice of West Texas A&M University 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 West Texas A&M 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.

2.4 The President will designate an employee as HUB Coordinator who will have responsibility for implementing all programs dealing with HUB activities. This individual will report directly to the Vice President for Business and Administration 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.

3. MARKETING AND OUTREACH PROGRAMS

3.1 Bid opportunities will be made available through the Department of Purchasing and ESBD websites. These sites will provide information on current and past bid opportunities and awards, and will serve as the HUB 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 West Texas A&M University 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 West Texas A&M University HUB Program.

3.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to the West Texas A&M University Department of Purchasing Staff and university community, whenever possible.

3.4 The university shall participate in the State of Texas HUB Mentor-Protégé Program and shall implement a Mentor-Protégé Program. This program is in accordance with the Texas Government Code Section 2161.065.

3.5 West Texas A&M University shall seek potential HUB vendors and assist in the certification process.

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](#)

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

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Definitions

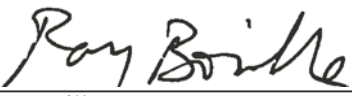
Historically Underutilized Business - a historically underutilized business is an entity with its principle place of business in Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who resides in Texas and has a proportionate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

Contact Office

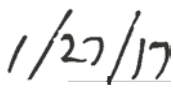
Department of Purchasing
806-651-2105

System Approvals

Approved for Legal Sufficiency:




Ray Bonilla
General Counsel

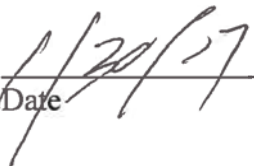


Date

Approved:



John Sharp
Chancellor



Date