Rule Statement

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

Texas Government Code Title 10, Subtitle D. Chapter 2161 applies to state agency construction project 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, Historically Underutilized Business Program, related to the HUB Program. All employees 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 A&M-Commerce that have purchasing authority shall encourage the use of HUB businesses in their procurement opportunities, regardless of the source of funds.

1.2 A&M-Commerce, its contractors and subcontractors shall not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, political belief or affiliation in the award of contracts.
2 RESPONSIBILITY AND AUTHORITY

2.1 It is the practice of A&M-Commerce to involve qualified HUBs in procurement contracts and transactions as required by System Policy 25.06, Participation by Historically Underutilized Business, and System Regulation 25.06.01, Historically Underutilized Business Program, and state statutes and administrative regulations. 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.

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

2.3 The President designates the Chief Procurement Officer 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 Procurement Services and Electronic State Business Daily 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 A&M-Commerce 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 A&M-Commerce HUB Program.

3.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to the A&M-Commerce Procurement Services 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 A&M-Commerce 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 Texas Government Code Chapter 2161, Subchapter C.

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Related Statutes, Policies, or Requirements

Texas Government Code 2161

System Policy 25.06, Participation by Historically Underutilized Business

System Regulation 25.06.01, Historically Underutilized Business Program

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

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Definitions

Historically Underutilized Business - an entity with its principal 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 demonstrates active participation in the control, operation and management of the entity’s affairs.

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Contact Office

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