



Revised August 18, 2023

Next Scheduled Review: August 18, 2028

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## Rule Summary

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Texas A&M University-Commerce (A&M-Commerce) departments must 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.

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 of A&M-Commerce that have purchasing authority must assent to the following HUB Program rule.

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## Procedures and Responsibilities

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### 1 GENERAL

- 1.1 In executing the involvement of qualified HUBs in procurement opportunities, all employees of A&M-Commerce that have purchasing authority must 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 must 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 qualified 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 qualified HUB participation in all purchases and contracting opportunities regardless of funding.

- 2.3 The President designates the Chief Procurement Officer as HUB Coordinator who has responsibility for implementing all programs dealing with HUB activities. This individual reports directly to the Vice President for Business and Administration Finance and makes 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 are made available through Procurement Services and Electronic State Business Daily websites. These sites provide information on current and past bid opportunities and awards, and serve as the HUB Program information source with the rules, information on HUB vendors, and HUB Subcontracting Plan requirements. This site is also accessible to the Texas Universities HUB Coordinators Association (TUHCA) website that links HUB vendors to other procurement opportunities within the A&M System and other state institutions of higher education.
- 3.2 A&M-Commerce participates, plans, and assists 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 Statewide Procurement 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 are 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 A&M-Commerce must participate in the State of Texas HUB Mentor/Protégé Program and must implement a Mentor/Protégé Program. This program is in accordance with Texas Government Code Section 2161.065.
- 3.5 A&M-Commerce must seek potential HUB vendors and assist in the certification process.

### 4 REPORTING

- 4.1 The Semi-Annual and Annual HUB Reports must be submitted by the required deadline set by Texas Government Code Chapter 2161, Subchapter C.

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## **Related Statutes, Policies, or Requirements**

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[Tex. Gov't. Code 2161](#)

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

System Regulation [25.06.01, Historically Underutilized Business Program](#)

## **Definitions**

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Unless otherwise stated, all terms used in this rule have the meaning assigned by System Policy 25.06, *Participation by Historically Underutilized Business*.

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## **Revision History**

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Approved June 8, 2004  
Revised January 10, 2013  
Revised March 8, 2017

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## **Contact Office**

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