

UNIVERSITY RULE

25.06.01.M1 Historically Underutilized Business (HUB) Program

Approved April 1, 2008

Revised December 22, 2016

Next Scheduled Review: December 22, 2021

Rule or SAP Statement

Texas A&M University (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.

Official Rule/ Responsibilities/ Process

1. GENERAL

- 1.1 The University, its contractors and subcontractors shall not discriminate on the basis of race, color, religion, national origin, sex, disability, political belief or affiliation in the award of contracts.
- 1.2 Every University employee responsible for conducting business with outside vendors has the responsibility of making a good faith effort of ensuring that HUBs are afforded an equitable opportunity to compete for all procurement and contracting activities of the University.

2. RESPONSIBILITY AND AUTHORITY

- 2.1 The HUB Program Director has been designated by the President to facilitate, promote and develop the University's HUB program. The HUB Program Director shall hold the position of director level or above and shall report directly or indirectly to the President and be shown on the University's organizational chart.

The HUB Program Director will:

- (a) report the progress of the University's HUB program to the Executive Vice President for Finance and Administration on at least a quarterly basis. The progress report should provide adequate information to show the University's efforts;
- (b) promote and encourage HUB subcontracting in contracts less than \$100,000, regardless of funding, whenever it is determined that a reasonable potential for HUB subcontracting exists;

- (c) refer to System Policy 25.06, *Participation by Historically Underutilized Business*, in invitations for bids, requests for proposals or other purchase solicitation documents where subcontracting opportunities are probable, and follow the procedures set out therein for award and administration of contracts with an expected value of \$100,000 or more. When subcontracting opportunities are not probable, a HUB Subcontracting Plan (HSP) is not required and must be justified with a statement on file;
- (d) review and amend procurement procedures to ensure HUB compliance across the full spectrum of University procurement activities;
- (e) develop and execute methods to provide for HSP explanation, subcontractor and prime contractor introductions, and project requirements review, such as pre-bid conferences and other events;
- (f) examine bid specifications to ensure that HUBs have access and equal opportunity for procurement and contracting activities;
- (g) develop, implement and monitor the Mentor-Protégé Program;
- (h) assist with the development of the procurement specifications and evaluation of contracts for compliance; and
- (i) develop and maintain a web page that provides information about the HUB Program, as well as a link to the System eProcurement site.

2.2 The President 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.

Related Statutes, Policies, or Requirements

Supplements Texas Administrative Code Title 34, Part 1, Chapter 20,

[System Policy 25.06](#) and [System Regulation 25.06.01](#)

Contact Office

Historically Underutilized Business Program