

**25.06.01.C1 Historically Underutilized Business (HUB) Program***Approved August 31, 2004**Supplements [System Policy 25.06](#) and [System Regulation 25.06.01](#)*

1. PARTICIPATION BY HISTORICALLY UNDERUTILIZED BUSINESSES
  - 1.1 Texas A&M University-Corpus Christi will comply with System Policy 25.06 and System Regulation 25.06.01 and with all applicable laws, regulations and executive orders related to substantive inclusion of Historically Underutilized Businesses (HUBs).
  - 1.2 The Texas A&M University-Corpus Christi HUB program will ensure minority and women owned businesses a fair and equal opportunity to compete for procurement in its construction contracts, professional services, and purchase, lease, or rental of all supplies, materials, services and equipment. There will be no discrimination on the basis of race, color, religion, national origin, sex, disability, political belief or affiliation in the award 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. This practice will be carried out to the greatest extent allowed by law and by System Policy 25.06, System Regulation 25.06.01, and Texas Government Code Chapter 2161.
  - 1.3 The President has designated the Director of Purchasing and HUB Programs as the employee responsible for implementing and administrating all programs dealing with HUB activities.
  
2. PROCUREMENT RULES FOR HISTORICALLY UNDERUTILIZED BUSINESS PARTICIPATION
  - 2.1 Procurement Credit Card purchases of \$0 to \$2,000.00 are allowed for purchases of a single transaction. This procurement is exempt from the solicitation of bids and /or quotes. The practice of such solicitation is encouraged to utilize HUBs whenever possible. Procurement Card Reports will be carefully monitored to recognize HUB and non-HUB expenditures in order to assist department users in finding HUBs.
  - 2.2 Procurements of construction, goods, and services of \$0 to \$5,000.00 are within the delegated authority extended to each account manager/coordinator at the department level with the exception of printing when using state funds. These procurements are exempt from any bidding solicitation and/or quotes, but the practice of such solicitation is encouraged for cost comparison with a minimum of one or two HUBs (of any type) vendors solicited, whenever possible and time allows.
  - 2.3 Procurements of construction, goods, and services of \$5,000.00 to \$10,000.00 require the solicitation of three informal bids or quotes, including two from HUBs (any type). Sufficient time should be given for vendor responses.
  - 2.4 Procurements of construction, goods, and services of \$10,000.00 to \$25,000.00 require the solicitation of formal bids. The University shall advertise once in the legal section of any metropolitan newspaper or advertise for a minimum of 14 days on the Texas Market Place, when time allows and it is in the best interest of the University. Qualified HUB vendors (of any type) are to be solicited to the greatest extent if available.
  - 2.5 Procurements of construction, goods, and services of over \$25,000.00 require the solicitation of formal bids and/or request for proposal and the posting of such bids on the Texas MarketPlace for a minimum of fourteen days when time allows and it is in the best interest of the University. Qualified HUB vendors are to be solicited to the greatest extent on such procurements. Special Note: If sub-contracting opportunities are probable on procurements over \$100,000.00, the Historically Underutilized Business Sub-Contracting Plan will become a part of the bid solicitation. The accepted HUB Sub-Contracting Plan will become a provision of the contract as required by System Regulation 25.06.01, section 2.9 and Texas Government Code Chapter 2161 Subchapter F. All procurements over \$50,000.00 will be reviewed for possible sub-contracting opportunities and will be made a part of the bid when determined the opportunity exists, and when time allows and it is in the best interest of the University.
  
3. HISTORICALLY UNDERUTILIZED BUSINESS SUB-CONTRACTING PLAN
  - 3.1 Texas A&M University-Corpus Christi will involve qualified Historically Underutilized Businesses (HUBs) in all sub-contracting opportunities on procurements of \$100,000.00 or above when it is determined by the HUB Coordinator that such opportunities exist.
  - 3.2 Texas A&M University-Corpus Christi Historically Underutilized Business Sub-Contracting Plan (HSP) requires the following:
    - (1) A good faith effort will be made to assist HUBs in receiving a portion of the total contract value of all contracts that TAMU-CC expects to award in a fiscal year.
    - (2) A reference list of certified HUBs will be developed.
    - (3) A potential contractor/vendor's participation in a Mentor Protégé Program under the Texas Government Code 2161.065 and the submission of a protégé as a subcontractor in the HUB Sub-Contracting Plan constitutes a good faith effort for the particular area to be sub-contracted with the protégé.
    - (4) A pre-bid conference for project requirements, HSP review, and site visits will be conducted.

(5) A "Best Value" criteria for the award of contracts within the limits of the law by the State of Texas will be included.

4. MARKETING AND OUTREACH PROGRAMS

- 4.1 TAMU-CC will expand the Purchasing HUB Web Page, developing it into a site that includes a list of HUB vendors as well as information on rules, the HUB Sub-Contracting Plan, and project bid opportunities for HUBs. It is the intent of TAMU-CC that the site will also be accessible to the Texas Universities HUB Coordinators Web Site, which will link HUB vendors to other procurement opportunities within the A&M System and other State of Texas higher education institutions.
- 4.2 TAMU-CC will participate, plan and assist in economic opportunity forums, internal vendor forums, spot bid fairs, and community outreach activities within the South Texas Region including, but not limited to, those sponsored by legislators, the Texas Building and Procurement Commission (TBPC), other A&M System components, other State of Texas agencies and institutions, and private business entities deemed beneficial to the TAMU-CC HUB Program.
- 4.3 The University will sponsor a Mentor/Protégé Program and maintain relationships with a minimum of three prime contractors and HUB vendors. This program is in accordance with Texas Government Code Chapter 2161, Subchapter B.
- 4.4 TAMU-CC will actively assist vendors in the HUB Certification process by providing them with an explanation of the documentation required by the Texas Building and Procurement Commission (TBPC) and by calling the TBPC, when necessary, for interpretation of forms and requirements.
- 4.5 TAMU-CC will provide HUB training, other educational seminars, and vendor forums for TAMU-CC employees as deemed necessary.

5. REPORTING

- 5.1 A HUB Program Report will be submitted no later than the 15th of each month via the HUB Reporting Database to the HUB system office.
- 5.2 The Semi-Annual and Annual HUB Report will be submitted to the Texas Building and Procurement Commission by the required deadline set by the State of Texas as required by Texas Government code 2161, Subchapter C.

Contact for Interpretation: Director of Purchasing and HUB Programs

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