

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PLAN AND GOALS

FISCAL YEAR 2007

I. **Statement of Commitment**

Texas A&M University-Corpus Christi (TAMU-CC) is committed to increasing the level of participation from Historically Underutilized Businesses (HUB) in the procurement of goods and services. Through the increase of HUB participation the University will build new relationships and expand the outreach program.

The University will comply with System Policy 25.06 and all applicable laws, regulations, and executive orders related to the HUB Program.

II. **Goal of TAMU-CC HUB Program**

The Texas A&M University-Corpus Christi goal is to ensure a diverse pool of minority and women businesses a fair opportunity to compete for procurement of goods and services at the university. It is the practice of the purchasing department to encourage minority/women business enterprises in all procurement practices and to provide equal opportunities to compete for contracts for construction, provisions of professional services, and purchase of goods.

III. **Administration of TAMU-CC HUB Program**

TAMU-CC will administer the HUB Program by adopting the rules of the State of Texas as specified in 1 TAC Chapter 111.11 et seq. and as specified in the Texas A&M University System Policy 25.06, the Texas A&M University-Corpus Christi Rule 25.06.01.C1, the System HUB Performance Improvement Plan and the University HUB Plan.

IV. **TAMU-CC HUB Plan for Fiscal Year 2007**

A. **Communication:**

- Continue to update the TAMU-CC webpage quarterly.
- TAMU-CC will continue to post bid opportunities on the TAMU-CC Website and the Electronic Business Daily.
- Continue to share information obtained at the EOF's with the purchasing Buyers and the campus community.
- Continue to keep the President and Vice President for Finance and Administration informed on monthly and year to date HUB expenditures.
- Network with HUBs and other University HUB Coordinators.

B. **Outreach:**

- Continue to attend HUB meetings throughout the State to participate in activities that help promote the agency's HUB Program.
- The HUB Coordinator and Purchasing staff will continue to identify additional vendors to improve diversity.
- The HUB Coordinator will continue to coordinate HUB training for all procurement cardholders and monitor the usage of HUBs on P-cards.
- The HUB Coordinator will continue to participate in activities that help promote the agency's HUB Program such as the HUB Discussion Workgroup, HUB Cooperative Group, South Texas Universities HUB Coordinator Alliance Group and System HUB meetings.
- The HUB Coordinator will continue to coordinate specialized forums for University personnel with delegated purchasing authority.
- The HUB Coordinator and the Purchasing staff will continue to work together on increasing HUB percentages in ethnicity/gender categories with low percentage.
- The HUB Coordinator will contact HUB vendors that do not respond to the bid solicitations offered through TAMU-CC to find out why they are not participating.

C. External Plans and Activities:

Strategic Events Planning

- The HUB Coordinator will coordinate with the A&M System components, Texas Building and Procurement Commission (TBPC) and other state agencies to provide coverage at HUB events throughout the South and Central Texas area.

Participation in State Activities and Group Initiatives:

- The HUB Coordinator will continue to identify and participate whenever possible in activities provided by the State or an agency of the State that promotes the inclusion of minority and/or women businesses.
- The HUB Coordinator will continue to participate in developing partnerships for Economic Opportunity Forums, Mentor Protégé, bid solicitations, and vendor fairs.
- The HUB Coordinator will continue coordinate, facilitate and participate in activities that promote economic opportunities for HUB's. This will be coordinated with other components or state agencies to conserve resources.

D. Certification:

- Continue to answer questions to assist minority businesses in their certification process and help expedite the certification process.
- Continue to encourage and promote HUB certification for all non-certified vendors that qualify as minority businesses.
- Continue to assist vendors by tracking the certification application process with (TBPC) Texas Building and Procurement Commission.
- Continue to work with University personnel to identify non-HUB vendors that qualify for HUB certification.

E. Processes:

- The agency's HUB Program requires HUB vendors to be included in all biddable procurement.
- The agency's HUB Program requires equal opportunity and access in all procurements managed by the University.
- P-card holders are encouraged to make a good faith effort in the utilization of HUB vendors in their procurements.
- Purchasing Buyers continue to post their bids on the TAMU-CC website.

F. Subcontracting:

- The HUB Coordinator and the Purchasing department will administer the HUB Subcontracting Plan as per the State of Texas Administrative Code 111.14. Encourage vendor diversity and identify minority vendors through the subcontracting process.
- The HUB Coordinator will state any identified probable subcontracting opportunities whenever possible on invitations and other purchase solicitation and require responding contractors to submit a HUB Subcontracting Plan on purchases over \$100,000.00.
- The HUB Coordinator will ensure contracts are awarded to contractors who comply with the State of Texas Administrative Code (TAC) 111.14. requirements.
- The HUB Coordinator will reject any prime contractor who does not demonstrate good-faith efforts in developing their subcontracting plans.
- The HUB Coordinator will ensure that prime contractors provide documentation encouraging non-certified HUBs to become HUB certified.
- The HUB Coordinator will ensure that prime contractors gave vendors reasonable time to respond and that the work was divided into reasonable lots on the subcontracting bid solicitation.
- The HUB Coordinator will provide training of the Subcontracting Plan during Pre-Bid conferences for projects over \$100,000.00
- The HUB Coordinator will continue to emphasize the importance of a Mentor/Protégé program in relation to the Subcontracting Plan under the Texas Government Code 2161.065, to increase vendor diversity.

G. Reporting:

- The HUB Coordinator will continue to submit monthly activity reports to the A&M System HUB Reporting Database as required by the HUB Performance Improvement Plan. Monthly HUB expenditure results are submitted to the Executive Vice President for Finance and Administration and the President. A copy is also forwarded to the user departments identifying the top four (4) HUB dollar spending and percentage departments on our campus.
- The HUB Coordinator will continue to require contractors to submit expenditure reports to ensure that subcontractors are being paid in full for their services.
- The HUB Coordinator will continue to review expenditure reports to secure and capture those HUB dollars that would affect the HUB percentages.
- The HUB Coordinator is responsible for collection of data required in the submission of the Semi Annual and Annual HUB Report and monthly reports required by TAMU Systems

H. Audit:

- The HUB Coordinator will maintain proper documentation to fulfill audit standards and monitor compliance issues.
- The HUB Coordinator will monitor prime contractors progress subcontracting payments to subcontractors on projects over \$100,000.00

I. Training:

- The HUB Coordinator will train new department users on the HUB Program requirements.
- The HUB Coordinator will continue to keep the purchasing staff informed of the latest changes in Legislation and continue to encourage vendor diversity.
- The HUB Coordinator will provide vendor training on the Mentor/Protégé Program, HUB Subcontracting Plan, and CMBL and HUB Certification Process, and how to do business with TAMU-CC on an individual basis.
- The HUB Coordinator will continue to meet with the HUB Advisory Council committee members quarterly to keep them informed of the latest issues of HUB Program issues.