

**The Texas A&M University System
The Texas Engineering Extension Service
Agency Rules**

25.06.01.N1 Historically Underutilized Businesses

Supplements System Policy 25.06, and System Regulations 25.06.01.

1. Purpose

To provide the procedures for doing business with Historically Underutilized Businesses (HUBs) for all divisions of the Texas Engineering Extension Service (TEEX).

2. General

TEEX continues its commitment to increasing the access and utilization of HUBs in the Agency's purchasing and contracting opportunities. State law mandates that we make a good faith effort to attain the state goals for HUB utilization. The goal for Professional Services is 20.0%, Other Services 33.0%, and for Commodities 12.6%.

3. Definitions

Refer to System Regulation 25.06.01 Section 2.

4. Administrative Responsibility

Refer to System Regulation 25.06.01 Section 4.

5. Procedures

- A. For purchases over \$5,000, TEEX contracts with the Texas A&M Department of Purchasing to provide procurement services. The Agency works closely with the University to ensure that qualified HUBs are included in bidders lists for purchases over \$5,000. The HUB Subcontracting Plan (HSP) is the written plan for the use of HUB subcontractors which is required by TEEX in procurements with an expected value of \$100,000 or more which a potential contractor/vendor must prepare and return with their bid proposal or offer.
- B. For purchases \$5,000 and under, the utilization of HUB firms by TEEX personnel is encouraged to the maximum extent possible. The TEEX HUB Office maintains a match list of HUB vendors that is distributed to TEEX buyers periodically. Also the utilization of the Texas Building and Procurement Commission's Centralized Master Bidders List (CMBL) and Texas A&M University's HUB directory (links are provided on the TEEX HUB webpage) are strongly encouraged when making delegated (under \$5,000) purchases.

6. TAMUS HUB PROGRAM

In order to implement the System HUB Program, TEEX shall make good faith efforts to:

- A. Ensure that TBPC HUB Vendor Directory is accessible to all employees and encourage use of the directory in procurement activities;
- B. Identify and assist potential HUB applicants in obtaining state certification through the TBPC;
- C. Distribute procurement policies and procedures to HUBs in a effort to encourage participation of those businesses;
- D. Develop and participate in educational outreach activities such as:
 - i. publishing a brochure designed to convey information to HUBs about the Agency's procurement process.
 - ii. hosting periodic trade fairs for HUBs to demonstrate HUB products and services for potential buyers;
 - iii. participating in the local Chamber of Commerce and economic development programs that promote business opportunity fairs for HUBs.
- E. Develop and participate in educational activities, such as:
 - i. incorporating a training program for TEEX staff that will encourage HUB participation;
 - ii. requisitioning department representatives in the participation of trade fairs for HUBs;
 - iii. actively encourage potential contractors to use HUB subcontractors through wording in proposal documents;
 - iv. disseminate the system HUB requirements to all appropriate TEEX personnel.

7. Compliance

The Texas A&M University System Procurement Code (System Regulation 25.99.02) requires that all purchases, except as specially provided, be based upon best value. Nothing in this rule shall be construed to indicate otherwise.

Questions concerning this procedure should be directed to the TEEX HUB Coordinator at 979.458.6832.

CONTACT FOR INTERPRETATION: Deputy Agency Director/HUB Coordinator

HISTORY: New

RECOMMENDATION: _____ 7-8-04
Deputy Agency Director, HUB Coordinator Date

APPROVAL: _____ 7-8-04
Director Date

LEGAL SUFFICIENCY: _____ 7-8-04
Associate General Counsel Date