

25.06.01.E1

Historically Underutilized Business (HUB) Program

Approved August 29, 2003

Revised April 7, 2010

Revised February 6, 2017

Next Scheduled Review: February 6, 2022

Supplements System Policy 25.06, System Regulation 25.06.01

Rule Statement

This rule establishes the intention and scope for Texas A&M Engineering Experiment Station to comply with state and A&M System HUB requirements.

Reason for Rule

This rule is necessary to ensure compliance with state requirements and System Policy 25.06 and System Regulation 25.06.01, related to the Historically Underutilized Businesses (HUBs) program. All employees of Texas A&M Engineering Experiment Station that have purchasing authority shall assent to the following HUB Program rule.

Procedures and Responsibilities

1. GENERAL

- 1.1 In executing the involvement of Historically Underutilized Businesses (HUBs) in procurement opportunities, all employees of Texas A&M Engineering Experiment Station that have purchasing authority, shall encourage the use of HUB businesses in their procurement opportunities, regardless of the source funds.

2. PARTICIPATION BY HUBs

- 2.1 Texas A&M Engineering Experiment Station will comply with System Policy 25.06 and System Regulation 25.06.01 and with all applicable laws, regulations and executive orders related to HUBs.
- 2.2 It is the practice of Texas A&M Engineering Experiment Station to involve qualified HUBs in procurement contracts and transactions as required by System Policy 25.06, System Regulation 25.06.01 and state statutes and administrative regulations. The agency and its employees will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or political belief, or affiliation in the awarding 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 agency.

2.3 Texas A&M Engineering Experiment Station promotes and encourages HUB subcontracting in all contracts/awards of less than \$100,000.00, regardless of funding, when it is determined that a reasonable potential for HUB subcontracting exists.

2.4 The Deputy Director will designate an employee as HUB Coordinator who will have responsibility for implementing all programs dealing with HUB activities. This individual will report directly to the Chief Financial Officer and Controller and will make 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 will be made available through the Purchasing Departments and Electronic State Business Daily (ESBD) websites. These sites will provide information on current and past bid opportunities and awards, and will serve as the Historically Underutilized Business Program information source with the rules, information on HUB vendors, and HUB Subcontracting Plan. This site will also be accessible to the Texas Universities HUB Coordinators Association (TUHCA) website that will link HUB vendors to other procurement opportunities within the A&M System and other state institutions of higher education.

3.2 Texas A&M Engineering Experiment Station will participate, plan, and assist in economic opportunity forums and fairs within the Central Texas Region included, but not limited to, those sponsored by legislators, the Comptroller of Public Accounts TPASS Division, other A&M System members, other state agencies and institutions, and private business entities deemed beneficial to the Texas A&M Engineering Experiment Station HUB Program.

3.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to the Texas A&M Engineering Experiment Station Purchasing Department and agency community, whenever possible.

3.4 The agency shall participate in the State of Texas HUB Mentor-Protégé Program and shall implement a Mentor-Protégé Program. This program is in accordance with the Texas Government Code Section 2161.065.

3.5 Texas A&M Engineering Experiment Station shall seek potential HUB vendors and assist in the certification process.

4. REPORTING

4.1 The Semi-Annual and Annual HUB Report will be submitted by the required deadline per the State of Texas as required by Texas Government Code Chapter 2161, Subchapter C.

Related Statutes, Policies, or Requirements

[Policy 25.06, Participation by Historically Underutilized Business](#)
[Regulation 25.06.01, Historically Underutilized Business Program](#)

Definitions

Unless otherwise stated, all terms used in this rule shall have the meaning assigned by System Regulation 25.06.01.

Contact Office

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