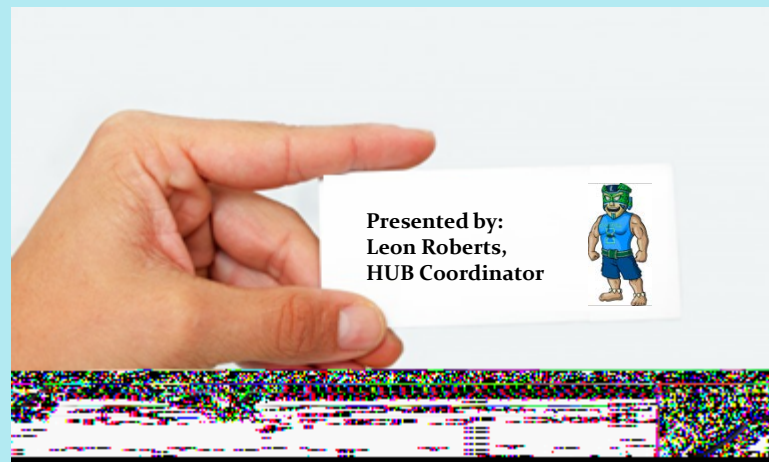


Historically Underutilized Business (HUB) Training





Agenda



1. **TAMU-CC HUB Mission**
2. **What is HUB?**
3. **Who is Eligible to get Certified as a HUB?**
4. **HUB Rules and Regulations**
5. **HUB Program Goals and Objectives**
6. **TAMU-CC HUB Goals**
7. **TAMU-CC HUB Procurement Process**
8. **How to find HUB Vendors?**
9. **Q&A**



TEXAS A&M UNIVERSITY
CORPUS CHRISTI

HUB Mission

Texas A&M University-Corpus Christi Historically Underutilized Business (HUB) initiative is to encourage and assist participation by such businesses in the contracting and purchasing process. It is TAMU-CC's policy to be committed to maximize HUB participation when available and to increase the number and value of purchases with HUBs.



What is HUB?

Historically Underutilized Business



A HUB is defined as a business formed for the purpose of making a profit and is otherwise a legally recognized business organization under the laws of the State of Texas in which at least 51 percent of the business is owned, operated, and controlled by one or more eligible categories as per:

Government Code Title 10, Subtitle D, Chapter 2161.001.

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2161.htm>

Who is Eligible to get Certified as a HUB?



Black Americans - includes all persons having origins of Black racial groups of Africa;

Hispanic Americans - includes all person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish/Portuguese culture or origin, regardless of race;

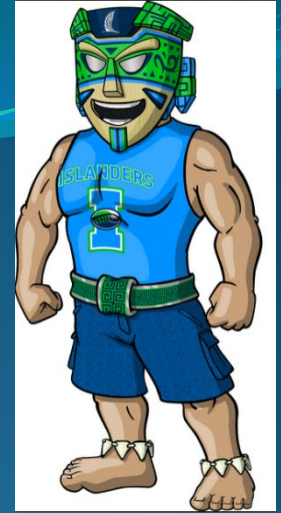
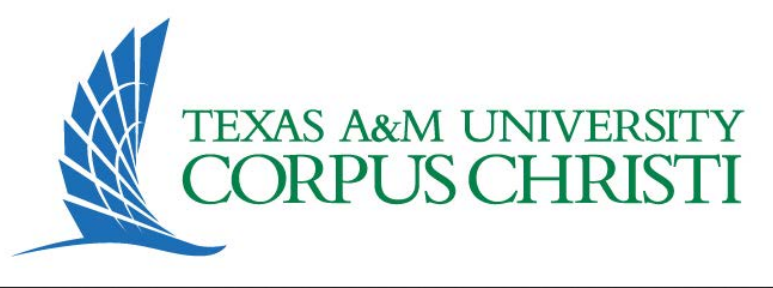
Asian Pacific Americans - includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Territories of the Pacific, or the Northern Marianas; and Subcontinent Asian Americans which includes persons who origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal;

Native Americans - includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; and

American Women - includes women of any ethnicity, except those specified above

Changes as of September 1, 2013

Veterans - as defined by 38 U.S.C. Section 101(2) who have suffered at least a **20** percent service-connected disability as defined by 38 U.S.C. Section 101(16); and has suffered the effects of discriminatory practices or other similar insidious circumstances over which the person has no control.



HUB Rules and Regulations

HUB Rules and Regulations

25.07.03 System Regulation

This regulation establishes purchasing authority for The Texas A&M University System (system) members. This regulation allows system members to procure goods and/or services according to sound business practices and best value and to comply with applicable state of Texas statutes relating to the Historically Underutilized Business (HUB) Program and purchasing from persons with disabilities.

<http://policies.tamus.edu/25-07-03.pdf>

HUB Rules and Regulations

25.07.C1.01 Purchasing Procedures

This procedure is developed to provide structure and form to the procurement process for the university and to comply with Texas Education Code 51.9335 and Texas A&M System Regulation 25.07.03.

http://academicaffairs.tamucc.edu/Rules_Procedures/PDF/25.07.03.C1.01%20%20Purchasing%20Procedures.pdf

Texas Government Code 2161.181 – 182

Sec. 2161.181.

GOALS FOR PURCHASES OF GOODS AND SERVICES.

A state agency, including the commission, shall make a good faith effort to increase the contract awards for the purchase of goods or services that the agency expects to make during a fiscal year to historically underutilized businesses based on rules adopted by the commission to implement the disparity study described by Section 2161.002(c).

Sec. 2161.182.

GOALS FOR CONSTRUCTION CONTRACTS.

(a) A state agency that contracts for a construction project, including a project under Section 2166.003, shall make a good faith effort to increase the construction contract awards that the agency expects to make during a fiscal year to historically underutilized businesses based on rules adopted by the commission to implement the disparity study described by Section 2161.002(c).



HUB Goals and Objectives



HUB Program Goals and Objectives

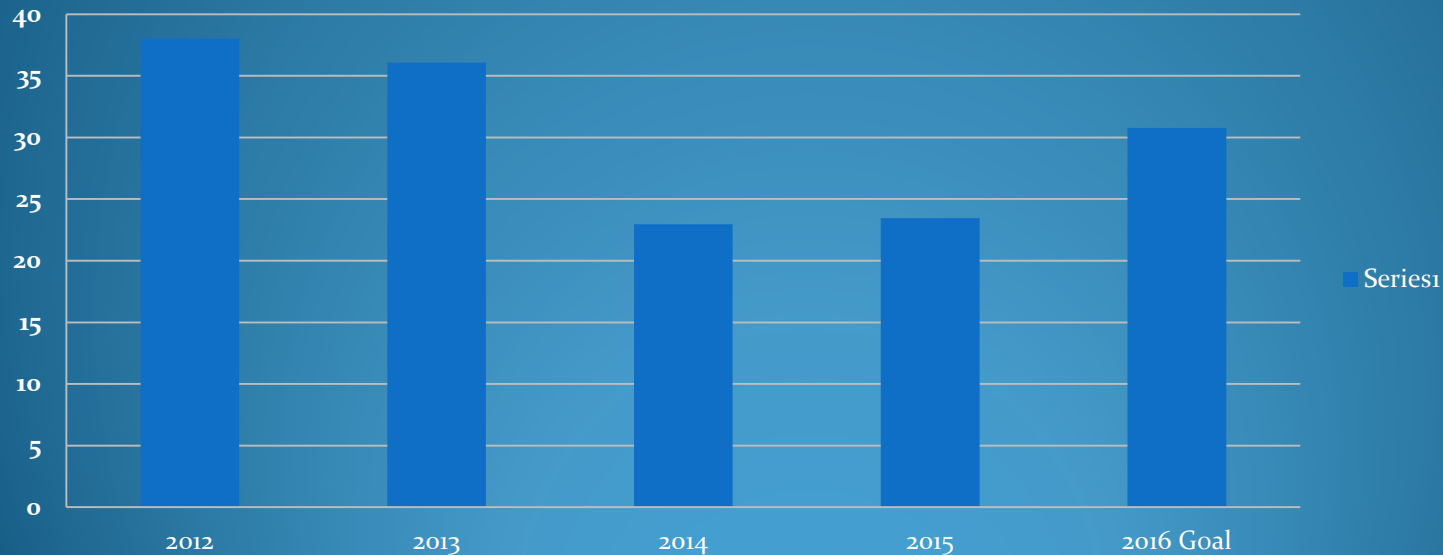
- Assisting Vendors in the certification Process
- Update internal rules and regulation based on the rules set forth by state of Texas rules and regulations according to statute.
- Provide education and outreach regarding the Statewide HUB Program and its initiatives.
- Compiling and reporting information for the Semi-Annual and Annual reports due to the State in compliance with Texas Government Code 2161.

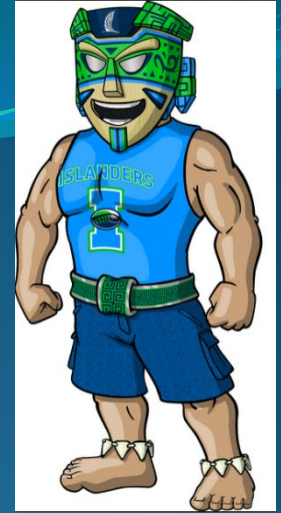
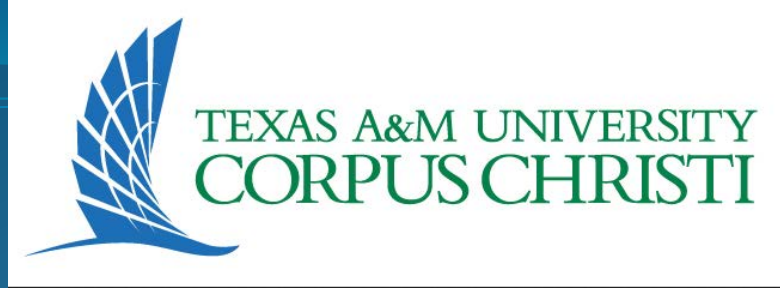
| <p>HUB Report Procurement Categories</p> | <p>Fiscal 2016</p> |
|--|-------------------------------------|
| | <p>Agency Specific Hub Goal</p> |
| <p>Heavy construction other than building contracts</p> | <p>0.00%</p> |
| <p>Building construction, including general contractors and operative builders contracts</p> | <p>33.61%</p> |
| <p>Special trade construction contracts</p> | <p>41.07%</p> |
| <p>Professional services contracts</p> | <p>23.60%</p> |
| <p>Other services contracts</p> | <p>18.44%</p> |
| <p>Commodities contracts</p> | <p>32.075%</p> |

TAMU-CC HUB Information

| TAMUCC - Annual Percentage | 2012 | 2013 | 2014 | 2015 | 2016 Goal |
|----------------------------|--------|--------|--------|--------|-----------|
| | 38.03% | 36.08% | 22.97% | 23.46% | 30.77% |

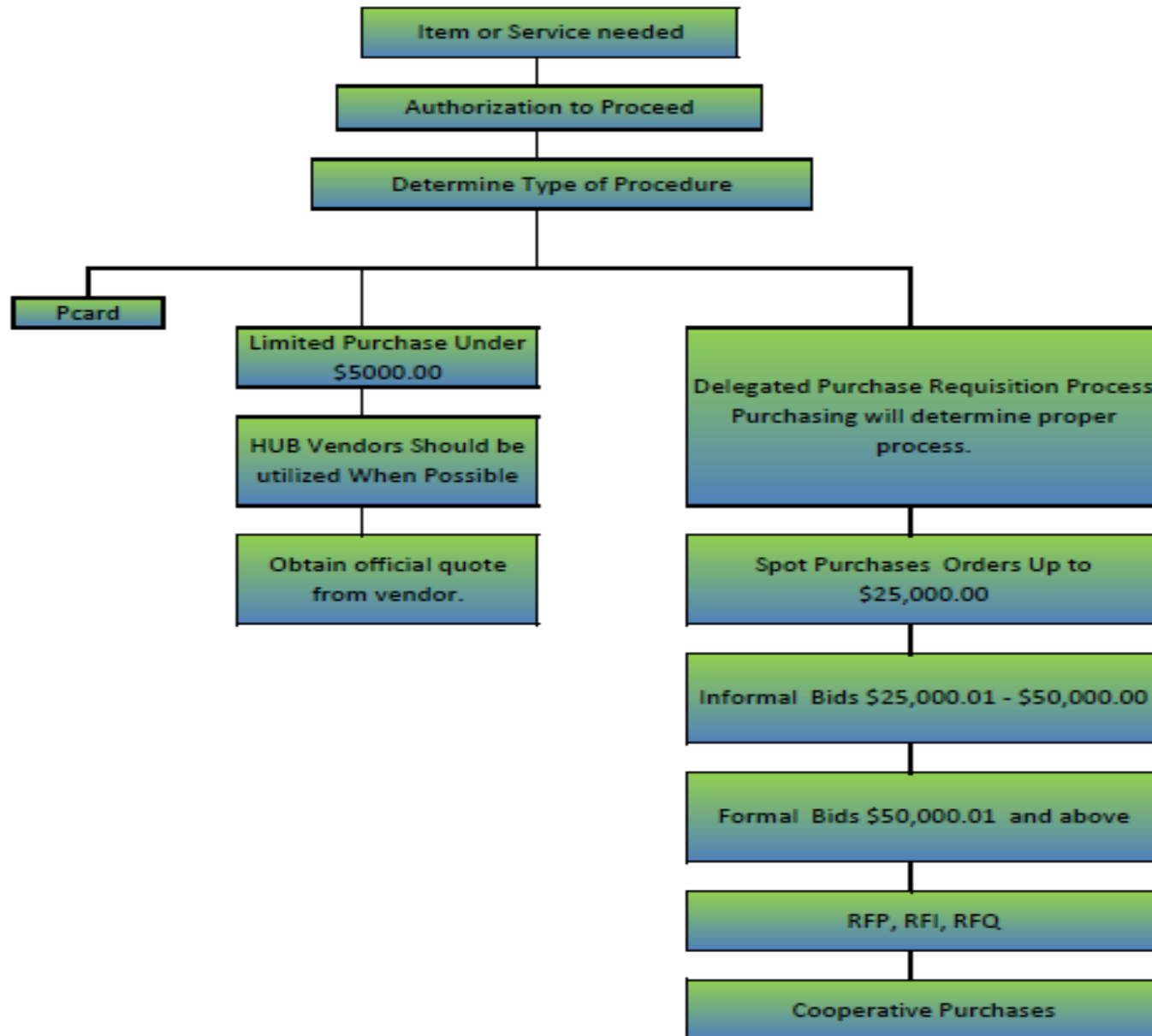
TAMUCC Annual Percentage %





Procurement Process

Procurement Process



Procurement Process Continuation

Delegated Purchase Requisition
Process Purchasing will determine
proper process

Spot Purchases Orders
Up to \$ 25,000.00

HUB Vendors are Highly encouraged when available. Buyers will check if the item can be purchased through a HUB vendor.

Quote is required

Note: If the order requires Signature on Terms and Conditions Send to Contracts for review

Informal Bids
\$25,000.01 - \$50,000.00

Three bids are required in which Two (2) must be obtained from Certified HUB vendors

Bids are recommended to be obtained either by fax or email to make sure everything is documented and no issues or misunderstandings.

Formal Bids \$50,000.01 and above

Purchasing processes solicitations of formal written Invitations for Bid

If Formal Bid goes over \$100,000.00 the HUB Subcontracting Plan Process is required.

RFP, RFI, RFQ

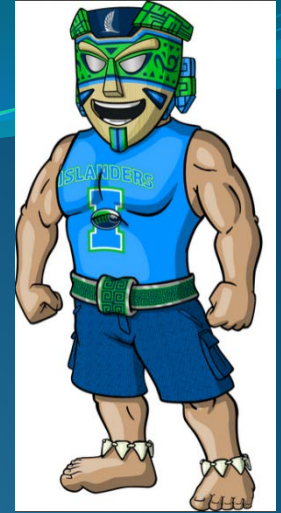
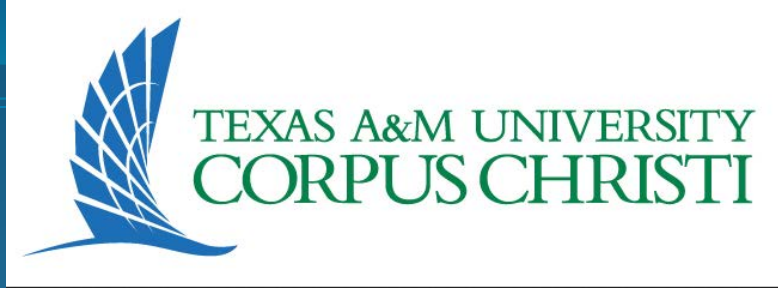
Purchasing processes solicitations of Request for Proposals, Request for Information, Request for Qualifications

Cooperative Purchases

Purchasing will verify the Cooperative purchase meets requirements.

Cooperative Purchases requires a quote from the vendor with the official type of contract.

Note: If the order requires Signature on Terms and Conditions Send to Contracts for review



Training

**How to Search for NIGP codes and HUB's
on The Central Masters Bidders List
(CMBL)?**

How do you search for a NIGP Code?

Searching The for NIGP / Commodity Code
link:

<http://www.cpa.state.tx.us/procurement/tools/comm-book/>



Glenn Hegar

Texas Comptroller of Public Accounts

Welcome to your official online window on state government services from the Texas Comptroller of Public Accounts.

Contact Us

Search all CPA sites

GO

! Good Friday Holiday Hours

Quick Start for: Citizens Business Government

Home About Us Texas Taxes Education Finances & Economy State Purchasing Forms e-Services

I Want To...

Register as a Texas vendor

Learn more about HUB certification

Search Solicitations on ESD

Search for Vendors on CMBL

Look up NIGP Class/Item codes

State Contracts

NIGP Commodity Book

- [Commodity Book Downloadable File \(csv\)](#)
- [Commodity Code Listing by Class](#)
- [Search the Commodity Book Alpha Index](#)

Background

This Commodity Book has been prepared to

Agencies use the class-item numbering and descriptions found in this book to properly code products or services on their requisitions and purchases, so informal and formal invitations for bid will reach vendors that have indicated they are capable of furnishing the required materials, equipment, supplies, and services.

Select Appropriate Choice

Example: Search the Commodity Book Alpha Index

Click Link to Continue

State of Texas Commodity Code Search

(Revised February, 2015)

NOTE: Search results represent NIGP's search-friendly keyword data set and not official code description license from Periscope Holdings, Inc.

[Go To Numeric Index](#)

Enter a word or words to match. Matches will contain all words entered.

Search keywords:

OR

Search by Class: (3 digits required)

[Reset](#)

Search Results

No search done yet or nothing entered to search for

Search by Key words: Construction

Click on Submit Search to Continue

Search by Class: (3 digits required)

[Reset](#)

Search Results

413 results matching "Construction" sorted by Keyword Match

Click on a column title to sort search results.

| Class-Item | Keyword Match |
|----------------------------|--|
| 910-68 | ABSORPTION FIELD CONSTRUCTION FOR SEPTIC SYSTEMS |
| 909-03 | ADMINISTRATION OF BUILDING CONSTRUCTION CONTRACTS |
| 909-26 | AGRICULTURAL BUILDING CONSTRUCTION |
| 914-50 | AIR CONDITIONING SERVICES, NEW CONSTRUCTION |
| 909-10 | AIRCRAFT HANGAR CONSTRUCTION |
| 909-10 | AIRPORT FACILITY AND HANGAR CONSTRUCTION |
| 913-10 | AIRPORT RUNWAY AND ROADWAY CONSTRUCTION |
| 913-10 | AIRPORT TAXIWAY CONSTRUCTION |
| 913-36 | ALLEY CONSTRUCTION |
| 913-16 | ANTENNA TOWER CONSTRUCTION |
| 909-23 | APARTMENT BUILDING CONSTRUCTION |
| 913-15 | AQUADUCT CONSTRUCTION |
| 906-38 | ARCHITECTURAL DESIGN SERVICES FOR GENERAL CONSTRUCTION |
| 909-48 | ARTWORK FURNISHINGS, BUILDING CONSTRUCTION SERVICES |
| 909-16 | ATHLETIC FACILITY CONSTRUCTION |

Select Appropriate NIGP code for proper service. Note: Normally 900 series NIGP codes are for services only...

Select NIGP to Search CMBL

How to Search the CMBL?

CMBL Link

<http://www.cpa.state.tx.us/procurement/tools/comm-book/>

Select Appropriate Choice

1. CMBL Only – All vendors on CMBL
2. HUBs Only – Not Registered on CMBL but HUB
3. HUBs on CMBL – Vendors registered in both areas
4. All Vendor – Will includes all vendors Active and inactive on CMBL and HUB. **Note: Make sure vendor is active on HUB status in order for the vendor to participate within the Bid process as one of your HUB vendors.**

SEARCH FOR

CMBL Only HUBs Only HUBs On CMBL All Vendors

SINGLE VENDOR SEARCH

Vendor ID:
Vendor Number:
Vendor Name: contains
 Include Inactive Vendors Note: If this box is checked, you must enter either a Vendor ID, Vendor Number, or Vendor Name.

MULTIPLE VENDOR SEARCH

| | | | |
|-------------|---|--|---|
| Selection 1 | NIGP Class Code: <input type="text" value="909"/> | Items: <input type="text" value="24"/> | Highway District(s): <input type="text"/> |
| Selection 2 | NIGP Class Code: <input type="text"/> | Items: <input type="text"/> | Highway District(s): <input type="text"/> |
| Selection 3 | NIGP Class Code: <input type="text"/> | Items: <input type="text"/> | Highway District(s): <input type="text"/> |

BUSINESS CATEGORY / VENDOR LOCATION SEARCH

Business Category:
County Location:
City Location: begins with
Zip Code Location: exact
Highway District(s) Location:

Select NIGP code to search specific category.
909-24 as an example for Construction

SELECT FIELDS FOR OUTPUT

| | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> Vendor ID | <input checked="" type="checkbox"/> Company Name | <input checked="" type="checkbox"/> Contact Person | <input checked="" type="checkbox"/> Mailing Address | <input checked="" type="checkbox"/> City |
| <input checked="" type="checkbox"/> State | <input checked="" type="checkbox"/> Zip | <input type="checkbox"/> County | <input type="checkbox"/> Country | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Phone | <input type="checkbox"/> Fax | <input type="checkbox"/> Website | <input checked="" type="checkbox"/> Business Description | <input type="checkbox"/> Category Code |
| <input checked="" type="checkbox"/> HUB Eligibility | <input checked="" type="checkbox"/> HUB Gender | <input type="checkbox"/> HUB Mentor/Protege | <input checked="" type="checkbox"/> Small Business | |

OUTPUT OPTIONS

Output as:
Sort by:

Always search Business Description in order to define vendor services.

Click Search to Continue

Make sure to select vendors that can assist within the process for your bids. Example: If you are bidding out construction and a vendor sells promotional items.

| Business Description | Small Business | CMBL Status | HUB Status | HUB Eligibility | HUB Gender |
|---|---------------------|-----------------------------|-----------------------------|--------------------|-------------------|
| GENERAL CONTRACTING, CONSTRUCTION MANAGEMENT & DESIGN | Yes | Inactive(F) | A-Active | AS | M |
| We provide general contracting and complete p... everything from 1,000sqft interiors and renovat... | Yes | Active | A-Active | BL | F |
| Furnish and install plumbing and mechanical systems in new or remodeled commercial, institutional or industrial buildings. | Yes | Inactive(F) | A-Active | WO | F |
| CONCRETE PAVING & INCIDENTALS; FENCING; LANDSCAPING; MINOR STRUCTURES ,PROJECT MANAGEMENT TX23693 | Yes | Inactive(F) | A-Active | BL | M |
| General Contracting, Excavation, Stabilizations, Culverts, Bridges, | Yes | Active | Inactive(F) | | |
| Installation and maintenance: commercial, industrial and government projects. Specialties: emergency backup, fire alarm, mass notification, explosion-proof and cell tower systems, roadway illumination. Remote, hazardous locations and maintenance window. | Yes | Active | A-Active | HI | M |
| General Construction, renovations, new construction, mold remediation, lead abatement, framing, sheetrock, acoustical finishes, painting. | Yes | Active | A-Active | HI | F |
| METAL, METAL FABRICATION, AUTOMOBILE GARAGE EQUIPMENT (AUTOMOBILE & TRUCK ABOVE GROUND LIFTS, TIRE CHANGERS,TIRE BALANCERS) | Yes | Inactive(F) | A-Active | WO | F |
| General construction, painting, tile, cement work, sheetrock, textures, cabinets framing, rock wall. | | Inactive(N) | A-Active | HI | M |

Vendor on CMBL and HUB Certified.

Vendor on CMBL but not HUB.

Listing may be copy and pasted to excel to keep within the documentation.

Q&A



This Concludes the HUB Program Training
of the Business Manager's Certification Course.

Reminder : As part of the verification course,
there is a short 10 question quiz to follow.

Thank you for Attending!!!!

HUB Coordinator Contact information:

Leon Roberts

leon.roberts@TAMUCC.EDU

Phone # 361-825-2196

