25.06.01.C1 Historically Underutilized Business Program

Revised: May 4, 2022
Next Scheduled Review: May 4, 2027
Revision History

Rule Summary

Texas A&M University-Corpus Christi (TAMU-CC) departments shall make a good faith effort to involve qualified Historically Underutilized Businesses (HUBs) as required by law in the university's contracting for construction and professional services and the purchase, lease, or rental of supplies, materials, services, and equipment.

Texas Government Code Title 10, Subtitle D, Chapter 2161 applies to state agency construction projects and purchases of goods and services that are paid for with appropriated money and made under the authority of this subtitle or other law.

This rule is necessary to ensure compliance with state requirements, system policy *25.06, Participation by Historically Underutilized Business*, and system regulation *25.06.01, Historically Underutilized Business Program*. All employees of TAMU-CC who have purchasing authority shall assent to this rule.

Rule

1. GENERAL

    1.1.1. In executing the involvement of HUBs in procurement opportunities, all employees of TAMU-CC who have purchasing authority shall encourage the use of HUB businesses in their procurement opportunities, regardless of the source funds.

2. RESPONSIBILITY AND AUTHORITY

    1.1. TAMU-CC will comply with system policy *25.06, Participation by Historically Underutilized Business* and system regulation *25.06.01, Historically Underutilized Business Program* and with all applicable laws, regulations, and executive orders related to HUBs.

    1.2. It is the practice of TAMU-CC to involve qualified HUBs in procurement contracts and transactions as required by system policy *25.06, Participation*

by Historically Underutilized Business, system regulation *25.06.01, Historically Underutilized Business Program*, and state statutes and administrative regulations. The university 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 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.

1.3. TAMU-CC promotes and encourages HUB participation in all purchases and contracting opportunities regardless of funding.

1.4. The President will designate an employee as the 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 will make available the required monthly reports, the State of Texas Semi-Annual and Annual HUB Report, budget management, and any other required obligations.

2. MARKETING AND OUTREACH PROGRAMS

2.1. Bid opportunities will be made available through Procurement & Disbursements 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 requirements, information on HUB vendors, and HUB Subcontracting Plan.

2.2. TAMU-CC will participate, plan, and assist in economic opportunity forums and fairs within the South and Central Texas regions including, but not limited to, those sponsored by legislators, the Comptroller Statewide Procurement Division, other Texas A&M University System members, other state agencies and institutions, and private business entities deemed beneficial to the TAMU-CC HUB program.

2.3. Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to the Procurement & Disbursements staff and university community whenever possible.

2.4. TAMU-CC will 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.

2.5. TAMU-CC shall seek potential HUB vendors and assist in the certification

process.

2.6. The President shall develop an annual HUB performance plan and set annual HUB goals for each fiscal year. The plan will show the strategic actions that will be implemented to achieve the University's HUB performance objectives for the next fiscal year along with an estimated HUB goal that results from implementing the plan. This plan shall also include an internal assessment of the university's efforts during the previous two (2) years. The President shall report the plan and goal to the Chancellor prior to December 1st of each year.

3. REPORTING

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

Related Statutes, Policies, or Requirements

Texas Government Code 2161
System Policy *25.06, Participation by Historically Underutilized Business*
System Regulation *25.06.01, Historically Underutilized Business Program*

Contact Office

Contact for clarification and interpretation:	Director of Procurement and Disbursements 361.825.2616