

TEXAS A&M INTERNATIONAL UNIVERSITY™

Rule

25.06.01.L1 Historically Underutilized Business (HUB) Program

First Approved: February 23, 2017

Next Scheduled Review: February 23, 2022

Rule Statement and Reason for Rule

This rule establishes standards for Texas A&M International University's (TAMIU) Historically Underutilized Business (HUB) program as well as compliance in making a good faith effort of providing HUB opportunities for contracting at TAMIU.

This rule complies with State requirements, [System Policy 25.06, Participation by Historically Underutilized Business](#), and [System Regulation 25.06.01, Historically Underutilized Business Program](#) by identifying TAMIU's HUB plans and objectives consistent with System HUB policy. All employees of TAMIU with purchasing authority shall adhere to this HUB rule.

Procedures and Responsibilities

1. GENERAL

- 1.1. TAMIU will make a good faith effort to assist HUB's in gaining equal access and opportunities for contracting or subcontracting, as applicable, for design and construction projects and for the sale of supplies, materials, services, and equipment to TAMIU, as required by law.
- 1.2. TAMIU and its contractors and subcontractors shall 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.

2. RESPONSIBILITY AND AUTHORITY

- 2.1. The CEO will designate an employee as HUB Coordinator. The HUB Coordinator will have responsibility for implementing all programs dealing with HUB activities for TAMIU and for carrying out State and System HUB statutes, policies, and regulations.

- 2.2. The HUB Coordinator will report the progress of the HUB program to the CFO on at least a quarterly basis and will make the required monthly HUB usage reports available to department heads.
- 2.3. Every TAMIU employee responsible for conducting business with outside vendors is also responsible for making a good faith effort to ensure HUB's are afforded an equitable opportunity to compete for all procurement and contracting activities, regardless of the source of funds used.
- 2.4. TAMIU encourages HUB subcontracting in all contracts/awards greater than \$100,000, regardless of funding, when it is determined that the opportunity for HUB subcontracting exists.

3. MARKETING AND OUTREACH PROGRAMS

- 3.1 Bid opportunities will be made available to vendors. The Purchasing Office supplements bid opportunities with vendors met at Economic Opportunity Forums and the CMBL (Centralized Master Bidders List) to meet bidding requirements. The ESD (Electronic State Business Daily) website may also be used to publicize bid opportunities.
- 3.2 The HUB Coordinator will attend, sponsor, and assist in economic opportunity forums and fairs, including but not limited to those sponsored by legislators, the Comptroller of Public Accounts TPASS Division, other System members, other State agencies and institutions, and private business entities as deemed beneficial to the TAMIU HUB Program.
- 3.3 The Purchasing Office maintains an open door policy welcoming vendors who wish to present/deliver business capabilities and who may require guidance in becoming HUB certified or registered with the State. TAMIU shall also reach out to potential HUB vendors to provide information regarding the State's HUB Program and the benefits of registering with the State of Texas.
- 3.4 TAMIU shall participate in the State of Texas HUB Mentor/Protégé Program and shall implement a Mentor/Protégé Program in accordance with Texas Government Code, Section 2161.065.
- 3.5 The HUB Coordinator shall develop an annual HUB performance plan and set annual HUB goals each fiscal year. The plan shall show the strategic actions that will be implemented to achieve the HUB performance objectives for the fiscal year. This plan shall also include an internal assessment of TAMIU's efforts during the previous two years. The HUB Coordinator shall submit the performance plan to the CEO and CFO for final approval prior to submittal to the Chancellor.

4. REPORTING

- 4.1 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, Regulations, or SAP's

[Texas Government Code, Chapter 2161, Historically Underutilized Businesses](#)

[Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter B, Historically Underutilized Business Program](#)

[System Policy 25.06, Participation by Historically Underutilized Business](#)

[System Regulation 25.06.01, Historically Underutilized Business Program](#)

Definitions

Historically Underutilized Business (HUB) - a for-profit entity that has not exceeded the size standard prescribed by the State, has its principal place of business in Texas, and is at least 51 percent owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman, and/or Service Disabled Veteran, who resides in Texas and actively participates in the control, operations, and management of the entity's affairs.

Contact Office

Office of Purchasing & Support Services, 956-326-2351