

25.06.01.N1 Historically Underutilized Business (HUB) Program



Approved: July 8, 2004
Revised: October 24, 2012
Revised: July 6, 2017
Next Scheduled Review: July 6, 2022

Rule Statement

The Texas A&M Engineering Extension Service (TEEX) will comply with The Texas A&M University System (System) [Policy 25.06, Participation by Historically Underutilized Businesses \(HUB\)](#), and [System Regulation 25.06.01, System HUB Program](#). TEEX shall make a good faith effort to assist and include HUBs in gaining equal access to receive contract and subcontract opportunities.

Reason for Rule

This rule is required to ensure compliance with state requirements and [System Policy 25.06](#) and [System Regulation 25.06.01](#), related to the HUB program. This rule provides guidance of the TEEX HUB program.

Procedures and Responsibilities

1. General

- 1.1 In executing the inclusion of HUBs in procurement opportunities, all TEEX employees that have purchasing authority shall encourage the use of HUBs in their procurement opportunities, regardless of the source of funds.
 - 1.1.1 All TEEX employees responsible for conducting business with vendors have the responsibility of making a good faith effort of ensuring that HUBs are afforded an equitable opportunity to compete for all procurements offered by the agency.

2. Responsibility

- 2.1 The Agency Director will designate an employee as HUB Coordinator who will have responsibility for implementing and overseeing the agency HUB program.

2.1.1 The HUB Coordinator is responsible for implementing agency activities and initiatives to ensure compliance with System Policy and Regulation and State statutes and administrative regulations.

2.2 The HUB Coordinator shall assist the Agency Director with the development of the annual TEEX HUB performance plan as described in System Regulation 25.06.01, section 2.2, including establishing annual HUB goals.

2.2.1 The HUB Coordinator will provide the agency director and executive staff monthly agency HUB percentage and activity reports.

2.2.2 The HUB Coordinator shall conduct bimonthly HUB Committee meetings which provide input, leadership and oversight for the HUB program.

2.2.3 The HUB Coordinator shall encourage HUB subcontracting opportunities in contracts less than \$100,000 when a reasonable potential exists.

2.2.4 The HUB Coordinator will include the HUB Subcontracting Plan in bids with an expected value of \$100,000 or more. The HUB Coordinator will document when subcontracting opportunities are not probable.

2.2.5 The HUB Coordinator will attend pre-bid meetings to review and explain how to complete the HUB Subcontracting Plan.

2.2.6 The HUB Coordinator shall participate in the Mentor Protégé Program.

2.2.7 The HUB Coordinator shall maintain a web page about the agency's HUB program.

3. Marketing and Outreach

3.1 The HUB Coordinator shall participate and exhibit at HUB forums to meet vendors who could provide goods and services to the agency.

3.1.1 The HUB Coordinator shall schedule and host diverse specialized vendor forums for HUBs to display and promote their products and services to the agency.

3.2 TEEX shall require a State of Texas HUB Subcontracting Plan (HSP), regardless of funds, for procurements with an expected value of \$100,000 or more, when subcontracting opportunities are probable. The HUB Coordinator will review the HSP for compliance.

3.3 TEEX shall participate in the State of Texas HUB Mentor/Protégé Program in accordance with [Texas Government Code 2161.065](#).

4. Reporting

4.1 The Agency Director shall be provided with a monthly HUB activity report.

4.2 The Semi-annual and Annual HUB report shall be submitted by the required deadline set by the State Comptroller as required by Texas Government Code 2161, Subchapter C.

Related Statutes, Policies or Requirements

[Texas Government Code Chapter 2161 Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter B](#)

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

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

Contact Office

TEEX Financial Services (979)-458-6794