

25.06.01.S1 Historically Underutilized Business Program



Revised [July 26, 2019](#)

Next Scheduled Review: July 26, 2024

Click to view [Revision History](#).

Rule Summary

This rule establishes the overall process for the Historically Underutilized Business (HUB) Program within The Texas A&M University System Offices (System Offices) and provides information and guidance to System Offices employees who have purchasing authority regarding their responsibility to involve qualified HUBs as required by statute and system policies and regulations in contracting for the purchase, lease, or rental of all supplies, materials, service, and equipment, as well as construction and professional services.

Definitions

Click to view [Definitions](#).

Rule

1. GENERAL

- 1.1 Every System Offices employee responsible for conducting business with outside vendors has the responsibility of making a good faith effort of ensuring that HUBs are afforded an equitable opportunity to compete for all System Offices procurement and contracting activities.
- 1.2 System Offices, its contractors and subcontractors will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, political belief or affiliation in the award of contracts.
- 1.3 System Offices promotes and encourages the utilization of HUBs in all awards (contracts and subcontracts), regardless of funding source, when it is determined that a reasonable opportunity exists.

2 RESPONSIBILITY AND AUTHORITY

- 2.1 The director of procurement and business services is designated by the chancellor as the authority responsible for implementing System Offices programs and initiatives to ensure compliance with applicable HUB statutes and system policies.
- 2.2 System Offices will comply with System Policy 25.06, *Participation by Historically Underutilized Business*, System Regulation 25.06.01, *Historically Underutilized Business Program*, and with all applicable laws, regulations and executive orders related to HUBs.
- 2.3 All System Offices employees who may have purchasing responsibilities and delegation are required to complete a training course every two years regarding HUB purchasing requirements.

3. MARKETING AND OUTREACH PROGRAMS

- 3.1 Bid opportunities are available through the online bidding application (AggieBid) and the Electronic State Business Daily websites. These sites provide information on current and past bid opportunities and awards. In addition, they serve as the Historically Underutilized Business Program information source with regard to rules, information on HUB vendors, and the HUB Subcontracting Plan.
- 3.2 System Offices will participate, plan, and assist in economic opportunity forums and fairs including, but not limited to, those sponsored by legislators, the Comptroller of Public Accounts Statewide Procurement Division, other system members, other state agencies and institutions, and private business entities deemed beneficial to the system HUB Program.
- 3.4 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to the System Office of HUB and Procurement Programs staff and system community, whenever possible.
- 3.5 System Offices will participate in the State of Texas HUB Mentor/Protégé Program in accordance with Texas Government Code Section 2161.065.
- 3.6 System Offices will seek potential HUB vendors who may qualify but are not currently certified as a HUB and assist as needed in the certification process.

4. REPORTING

- 4.1 The director of procurement and business services is responsible for ensuring all reporting as required by statute and system policies and regulations is completed accurately and in a timely manner.

Related Statutes, Policies, or Requirements

[Tex. Gov't Code, Title 10, Subtitle D, Ch. 2161](#)

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

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

[AggieBid](#)

[Electronic State Business Daily](#)

Contact Office

System Office of HUB and Procurement Programs
(979) 458-6410