

## **25.06.01.01 Historically Underutilized Business (HUB) Rule**

Approved: September 16, 2016  
Next Scheduled Review: September 16, 2021



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### **Rule Statement**

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This rule establishes the intention and scope for Texas A&M University-San Antonio to comply with state and A&M System HUB requirements.

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### **Reason for Rule**

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This rule is necessary to ensure compliance with state requirements and System Policy 25.06 and System Regulation 25.06.01, related to the Historically Underutilized Businesses (HUBs) program. All employees of Texas A&M University-San Antonio having purchasing authority shall adhere to the HUB Program rule.

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### **Procedures and Responsibilities**

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#### **1. GENERAL**

1.1 In promoting the involvement of Historically Underutilized Businesses (HUBs) in procurement opportunities, all employees of Texas A&M University-San Antonio having purchasing authority, shall encourage the use of HUB businesses in their procurement opportunities, regardless of the source funds.

#### **2. PARTICIPATION BY HISTORICALLY UNDERUTILIZED BUSINESS**

2.1 Texas A&M University-San Antonio will comply with System Policy 25.06 and System Regulation 25.06.01 and with all applicable laws, regulations and executive orders related to HUBs.

2.2 It is the practice of Texas A&M University-San Antonio to involve qualified HUBs in procurement contracts and transactions as required by System Policy 25.06, System Regulation 25.06.01 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 awarding of contracts. Every employee responsible for conducting business with outside vendors has the responsibility of making a good faith effort to ensure HUBs are afforded an equal opportunity to compete for all procurement and contracting activities for the university.

2.3 Texas A&M-San Antonio promotes and encourages HUB subcontracting in all contracts/awards of greater than \$100,000.00, regardless of funding, when it is determined that a reasonable potential for HUB subcontracting exists.

2.4 The President will designate an employee as HUB Coordinator who will have responsibility for implementing all programs dealing with HUB activities. This individual will report directly to the Vice President of Business Affairs 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.

### 3. MARKETING AND OUTREACH PROGRAMS

3.1 Bid opportunities will be made available through the Procurement Office 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 rules, information on HUB vendors, and HUB Subcontracting Plan.

3.2 Texas A&M University-San Antonio will participate, plan, and assist in economic opportunity forums and fairs within the State of Texas including, but not limited to, those sponsored by legislators, the Comptroller of Public Accounts TPASS Division, other A&M System members, other state agencies and institutions, and private business entities deemed beneficial to the Texas A&M University-San Antonio HUB Program.

3.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to the Texas A&M University-San Antonio Procurement Office staff and university community, whenever possible.

3.4 The university shall 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.

3.5 Texas A&M University-San Antonio shall seek potential HUB vendors and assist in the certification process.

### 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.

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## Related Statutes, Policies, or Requirements

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[Texas Government Code 2161](#)

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

System Regulation [25.06.01 System HUB Program](#)

## **Definitions**

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Historically Underutilized Business - a historically underutilized business is an entity with its principle place of business in Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, Service Disabled Veteran and/or American woman who resides in Texas and has a proportionate interest and demonstrate active participation in the control, operation and management of the entity's affairs.

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## **Contact Office**

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