

Rule 25.06.01.T1 Historically Underutilized Business Program



Approved: June 22, 2004
Revised: March 7, 2017
Next Scheduled Review: March 7, 2022

Rule Statement

Tarleton State University (Tarleton) departments shall 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 funds and made under the authority of this subtitle or other law.

Reason for Rule

This rule is necessary to ensure compliance with state requirements and System Policy 25.06, *Participation by Historically Underutilized Business*, and System Regulation 25.06.01, *Historically Underutilized Business Program*, related to the HUBs program. All employees of Tarleton that have purchasing authority shall assent to the following HUB program rule.

Procedures and Responsibilities

1. GENERAL

- 1.1 In executing the involvement of HUBs in procurement opportunities, all employees of Tarleton that have purchasing authority, shall encourage the use of HUB business in their procurement opportunities, regardless of the source funds.
- 1.2 Tarleton, 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 or gender identity political belief or affiliation in the award of contracts.

2. RESPONSIBILITY AND AUTHORITY

- 2.1 Tarleton will comply with System Policy 25.06, *Participation by Historically Underutilized Business*, and System Regulation 25.06.01, *Historically Underutilized Business* and with all applicable laws, regulations and executive orders related to HUBs.

- 2.2 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.
- 2.3 Tarleton promotes and encourages HUB subcontracting in all contracts/awards of less 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 for Finance and Administration 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 Procurement Services and other outlets to reach as many HUB vendors as possible. These outlets will provide information on current and past bid opportunities and awards, and will serve as the HUB program information source with the rules, information on HUB vendors, and HUB subcontracting plans.
- 3.2 Tarleton will participate, plan, and assist in economic opportunity forums and fairs included, 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 Tarleton HUB program.
- 3.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to Tarleton's Procurement and Contract staff and university community, whenever possible.
- 3.4 Tarleton 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 Tarleton shall seek potential HUB vendors and assist in the certification process.
- 3.6 The designated HUB Coordinator shall develop an annual HUB performance plan and set annual HUB goals for each fiscal year. The plan shall 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 years. Tarleton shall report the plan and goal to the Chancellor prior to December 1st of each year.

4. REPORTING

- 4.1 The Semi-Annual and Annual HUB Report shall be submitted by the required deadline set by the State of Texas as required by Texas Government Code Chapter 2161, Subchapter C.
- 4.2 The HUB coordinator is responsible for ensuring all reporting as required by the legislature, A&M System rules and regulations and Tarleton rules and regulations is completed by the stated deadlines.

Related Statutes, Policies, or Requirements

[Texas Government Code Chapter 2161, *Historically Underutilized Businesses*](#)
System Policy [25.06, *Participation by Historically Underutilized Business*](#)
System Regulation [25.06.01, *Historically Underutilized Business Program*](#)

Definitions

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

Contact Office

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