

Procedure No. 25.06.01.T1.01 (Effective 6/22/2004)
(Supplements System Regulation [31.01.01](#))

Tarleton HUB Procedures

PURPOSE: To support and implement Tarleton Rule 25.06.01.T1
Supplements System Regulation 25.06.01

PROCEDURE:

I. Philosophy

It is the philosophy of Tarleton State University to involve qualified Historically Underutilized Businesses (HUBs) to the greatest extent allowed by law, in construction contracting, professional services, commodity purchases, lease or rental of all supplies, materials, services and equipment.

A HUB vendor is a small minority or woman owned business certified by the State of Texas. In order to be a certified HUB business, the business must be at least 51% owned, operated, and controlled by qualifying groups which include Asian Pacific Americans (AS), Black Americans (BL), Hispanic Americans (HI), Native Americans (AI) and American Women (WO). These categories are also further defined according to gender – females (F) and males (M).

HUB vendors may be identified by visiting the Texas Building and Procurement Commission's web site at <http://www.tbpc.state.tx.us/cmbl/cmblhub.html>. HUB vendors listed under both categories, HUBs on CMBL, and HUBs not on CMBL, are certified by the State of Texas.

II. Administrative Responsibility: University HUB Coordinator

The president of Tarleton State University will appoint a HUB Coordinator who will have responsibility for administering the TAC rules regulating HUB implementation for the university. Additionally, the component HUB Coordinator will:

- (1) coordinate the development of the component HUB program;
- (2) identify areas requiring special attention in the component HUB program and recommend action;
- (3) provide training to the component employees;
- (4) report results to the president on a regular basis;
- (5) report performance to the A&M System database;
- (6) serve as liaison between the university and the A&M System HUB Coordinator;
- (7) aid the purchasing department in determining when HUB subcontracting plans are required;
and
- (8) review subcontracting plans for procurement compliance when required.

III. HUB Program

In addition to the TAC rules, the University HUB Program shall include, to the greatest extent possible, the following:

- (1) ensure that the Texas HUB Certification Electronic Database provided by the TBPC is accessible to all employees and encourage use of the directory in procurement activities;
- (2) distribute procurement policies and procedures to HUBs in an effective process so as to encourage participation of those businesses;
- (3) develop and participate in educational outreach activities, such as:
 - (a) publishing materials expressly designed to convey information to HUBs about the component's procurement process; and
 - (b) actively participating in the local Chamber of Commerce and/or economic development programs that promote business opportunities for HUBs.
- (4) develop and/or participate in internal educational activities, such as:
 - (a) a formal procurement training program for all professional purchasing staff that incorporates and encourages HUB opportunities and participation; and
 - (b) developing and distributing information related to HUBs for use in departmental purchases not being processed through the central purchasing department.
- (5) examine bid specifications to ensure that HUBs have access and equal opportunity for all procurement, contracting activities, and physical plant projects; and
- (6) develop a university web page to support and encourage HUB participation.

CONTACT OFFICE: University HUB Coordinator