

Rule 25.06.01.T1 Historically Underutilized Business



Approved: June 22, 2004
Revised: March 7, 2017
Revised: August 26, 2022
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Rule Summary

As required by statute and policy, Tarleton State University (Tarleton or University) will make a good faith effort to assist Historically Underutilized Businesses (HUBs or HUB) in gaining equal access and equal opportunities to receive contract and subcontract awards for design and construction projects and for the purchase of supplies, materials, equipment and services, including those relating to the issuance of bonds, in accordance with the rules established by the CPA. This rule is required by and supplements state law, System Policy 25.06, *Participation by Historically Underutilized Business*, and System Regulation 25.06.01, *Historically Underutilized Business Program*.

Definitions

Refer to [System Regulation 25.06.01](#) for definition of terms.

Procedures and Responsibilities

1. RESPONSIBILITIES AND AUTHORITY

- 1.1 The president is responsible for the success of the HUB Program at Tarleton and ensuring compliance with state law and system policies and regulations regarding the HUB Program.
- 1.2 Tarleton and its employees will involve qualified HUBs to the greatest extent allowed by law in the university's procurement and contracting of construction, professional services, and purchase, lease or rental of all supplies, materials, services, and equipment.
- 1.3 Tarleton and its employees, contractors, and subcontractors must 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 awarding of contracts.
- 1.4 Tarleton and its employees will comply with System Policy 25.06, *Participation by Historically Underutilized Business*, System Regulation 25.06.01, *Historically Underutilized Business*, this rule, and all applicable laws, regulations and executive orders related to HUBs.

- 1.5 Every Tarleton 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.
- 1.6 Tarleton promotes and encourages HUB participation in all purchases and contracts, regardless of funding.
- 1.7 The university's director of procurement and contracts is herein designated the role of HUB coordinator and the responsibility for facilitating, promoting, and developing Tarleton's HUB program in accordance with System Regulation 25.06.01. The director of procurement and contracts is also responsible for assisting the president and chief financial officer in developing an annual HUB performance plan, setting annual HUB goals, and ensuring required reporting is completed by established deadlines.

2. MARKETING AND OUTREACH PROGRAMS

- 2.1 Bid opportunities will be made available through Procurement and Contracts 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.
- 2.2 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.
- 2.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to Tarleton's Procurement and Contracts staff and university community, whenever possible.
- 2.4 Tarleton will participate in the State of Texas HUB Mentor/Protégé Program and will implement a Mentor/Protégé Program. This program is in accordance with the Texas Government Code Section 2161.065.
- 2.5 Tarleton will seek potential HUB vendors and assist in the certification process.
- 2.6 The designated HUB coordinator will develop an annual HUB performance plan and set annual HUB goals for each fiscal year. The plan will 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 will also include an internal assessment of the university's efforts during the previous two years. Tarleton will report the plan and goal to the chancellor prior to December 1st of each year.

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](#)

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