

**ADMINISTRATIVE PROCEDURES**

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| **40.12 Historically Underutilized Businesses**  | **Issued: March 27, 2014** |

1. GOVERNING REGULATIONS

 These procedures supplement System Policy [25.06](http://policies.tamus.edu/25-06.pdf) Participation by Historically Underutilized Business (HUB), System Regulation [25.06.01](http://policies.tamus.edu/25-06-01.pdf) System HUB Program and System Regulation [25.07.03](http://policies.tamus.edu/25-07-03.pdf) Acquisition of Goods and/or Services.

1. PURPOSE

 The purpose of these procedures is to define the agency’s HUB program and assign responsibilities.

1. PARTICIPATION BY HISTORICALLY UNDERUTILIZED BUSINESS

3.1 Texas A&M Forest Service (TFS) will make a good faith effort to involve qualified HUBs in procurement contracts and transactions, in accordance with System Policy 25.06, System Regulation 25.06.01 and State of Texas Statute, [Government Code Chapter 2161](http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.2161.htm). TFS will not discriminate on the basis of race, color, religion, national origin, sex, disability, political belief or affiliation in the award of contracts. Every TFS 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 TFS.

3.2 The Director of TFS has designated the Purchasing Department Head as HUB Coordinator who is responsible for implementing all programs dealing with HUB activities. This individual reports to the Associate Director for Finance and Administration, with direct access to the Director, and is responsible for all required HUB reporting.

4. PROCUREMENT GUIDELINES FOR HISTORICALLY UNDERUTILIZED BUSINESS PARTICIPATION

* 1. In accordance with System Regulation 25.07.03, Acquisition of Goods and/or Services, TFS is responsible for procuring goods and services required by the agency at the specified quality and quantity level, and at the best value. Purchase orders will be awarded on the basis of competitive bidding whenever practicable. TFS will follow all guidelines outlined in System Regulation 25.07.03.

5. HISTORICALLY UNDERUTILIZED BUSINESS SUBCONTRACTING PLAN

* 1. TFS will evaluate, when feasible, contracts for probable subcontracting opportunities and involve qualified HUBs in subcontracting opportunities. This is a requirement for all procurements $100,000 or more as mandated by System Policy 25.06 and Texas Government Code, Chapter 2161, Subchapter F.
	2. When feasible, TFS will conduct a pre-bid conference for HUB subcontracting plan explanation, subcontractor and prime contractor introductions and projects requirements.
	3. TFS will exempt a mentor from the subcontracting good faith effort when the mentor is utilizing a protégé for a subcontract area.

6. MARKETING AND OUTREACH PROGRAMS

* 1. TFS will utilize the Texas Procurement and Support Services (TPASS) [Centralized Master Bidder List (CMBL)](http://www.window.state.tx.us/procurement/cmbl/cmblhub.html) to locate HUB vendors and will solicit bids from these HUBs for informal and formal bids. TFS will encourage its departments to solicit bids from HUB vendors when making purchases under their purchase delegation and will assist departments in matching HUB vendors to their purchase needs. When value will be added to the procurement, TFS will make bid opportunity information for purchases exceeding $25,000 available on the [Electronic State Business Daily](http://esbd.cpa.state.tx.us/).
	2. TFS will participate, plan, and assist in economic opportunity forums deemed beneficial to the TFS HUB Program, including but not limited to those sponsored by legislators, TPASS, other A&M System members, other State of Texas agencies, and institutions and private business entities.
	3. TFS will make available opportunities for HUB vendors to present and/or deliver their business capabilities to TFS employees and the TFS HUB Coordinator.
	4. In accordance with Texas Government Code, Section 2161.065, TFS will participate as a member of the TAMUS Cooperative Mentor Protégé Program to encourage long-term relationships between vendors and HUBs. The goal of the program is to increase the ability of HUBs to contract with the state and/or receive subcontracts. The Mentor Protégé Program provides professional guidance and support to HUBs and facilitates their development and growth.

6.5 TFS will provide general assistance to HUBs in the areas of certification, agency business and management procedures, and procurement and contracting opportunities.

6.6 TFS shall develop and conduct a HUB Education Program for TFS employees and implement other educational seminars, forums, etc., as deemed necessary.

7. REPORTING

7.1 TFS will report on HUB activity on a quarterly basis via the System HUB Reporting Database.

7.2 TFS will submit by the required deadline set by the State of Texas the Semi-Annual and Annual HUB Report as required by Texas Government Code 2161, Subchapter C.

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