

Texas A&M AgriLife Extension Rules

25.06.01.X1 | Historically Underutilized Business Program

Revised: June 15, 2017

Next Scheduled Review: June 15, 2022



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RULE STATEMENT

This rule is required by The Texas A&M University System (A&M System) Regulation 25.06.01, *Historically Underutilized Business (HUB) Program* and establishes the intention and scope for Texas A&M AgriLife Extension (AgriLife Extension) to comply with state and A&M System HUB requirements.

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 money and made under the authority of this subtitle or other law.

REASON FOR RULE

This rule ensures compliance with state requirements and A&M System Policy 25.06 and A&M System Regulation 25.06.01. All employees of AgriLife Extension that have purchasing authority shall comply with related A&M System policies and regulations, as well as agency rules and procedures.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

In executing the involvement of HUBs in procurement opportunities, all employees of AgriLife Extension that have purchasing authority shall encourage the use of HUBs in their procurement opportunities, regardless of the source of funds.

2.0 RESPONSIBILITY AND AUTHORITY

- 2.1 AgriLife Extension will comply with A&M System Policy 25.06 and A&M System Regulation 25.06.01 and with all applicable laws, regulations and executive orders related to HUBs.
- 2.2 It is the practice of AgriLife Extension to involve qualified HUBs in procurement contracts and transactions as required by A&M System Policy 25.06, A&M System Regulation 25.06.01, and state statutes and administrative regulations. 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 AgriLife Extension.
- 2.3 AgriLife Extension promotes and encourages HUB subcontracting in all contracts/awards of less than \$100,000.00, regardless of funding source, when it is determined that a reasonable potential for HUB subcontracting exists.
- 2.4 The Director of AgriLife Extension 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 Assistant Director for Fiscal Services 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.

- 2.5 The HUB Coordinator shall assist the Director of AgriLife Extension with the development of the annual AgriLife Extension HUB performance plan as described in A&M System Regulation 25.06.01, section 2.2, including establishing annual HUB goals.

3.0 MARKETING AND OUTREACH OPPORTUNITIES

- 3.1 Bid opportunities will be made available through the Purchasing, Texas A&M University System E–Procurement Portal, 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 HUB Program information source with the rules, information on HUB vendors, and HUB Subcontracting Plan. The Texas A&M AgriLife (AgriLife) Procurement website will also be accessible to the Texas Universities HUB Coordinators Association (TUHCA) that will link HUB vendors to other procurement opportunities within the A&M System and other state institutions of higher education.
- 3.2 AgriLife Extension will participate, plan, and assist in economic opportunity forums and fairs throughout the State of Texas—including, but not limited to—those sponsored by legislators, the Comptroller of Public Accounts Texas Procurement and Support Services (TPASS) Division, other A&M System members, other state agencies and institutions, and private business entities deemed beneficial to the AgriLife Extension HUB Program.
- 3.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to AgriLife Procurement Services and the AgriLife Extension community, whenever possible.
- 3.4 AgriLife Extension 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 AgriLife Extension shall seek potential HUB vendors and assist in the certification process.

4.0 REPORTING

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.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[*A&M System Regulation 25.06.01, Historically Underutilized Business Program*](#)

[*A&M System Policy, 25.06, Participation by Historically Underutilized Business*](#)

[*Texas Government Code 2161*](#)

[*Electronic State Business Daily \(http://esbd.cpa.state.tx.us\)*](http://esbd.cpa.state.tx.us)

CONTACT OFFICE

Questions concerning this rule should be directed to AgriLife Procurement Services at 979-845-4771.

REVISION HISTORY

Approved: September 5, 2003

Reviewed: December 20, 2012

Next Scheduled Review: June 15, 2022