

## Texas A&M AgriLife Extension Service Procedures

### 25.06.01.X0.01 | Contracts with Historically Underutilized Businesses

*Approved: September 5, 2003*

*Reviewed: December 20, 2012*

*Next Scheduled Review: December 20, 2014*



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#### **PROCEDURE STATEMENT**

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The Texas A&M AgriLife Extension Service (AgriLife Extension) will comply with System Policy 25.06, *Participation by Historically Underutilized Businesses (HUB)*, and System Regulation 25.06.01, *System HUB Program*. AgriLife Extension will make a good faith effort to assist HUBs in gaining equal access and equal opportunities to received contract and subcontract awards for construction projects and for the procurement of supplies, materials, equipment and services, in accordance with the rules established by the Texas Procurement and Support Services.

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#### **REASON FOR PROCEDURE**

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The following procedures provide guidance on implementing the HUB policy within AgriLife Extension.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 HUB COORDINATOR RESPONSIBILITIES

The Texas A&M AgriLife (AgriLife) HUB Coordinator will be responsible for administering the Texas Administrative Code (TAC) rules regulating HUB implementation for AgriLife Extension. In addition, to the responsibilities outlined in System Regulation 25.06.01, the AgriLife HUB Coordinator will:

- 1.1 work closely with the AgriLife Director of Purchasing to integrate the HUB rules and purchasing guidelines to facilitate implementation and compliance;
- 1.2 continuously maintain—and compile monthly—information relating to the use of HUBs by AgriLife Extension and each of its units, including information regarding subcontractors and suppliers; and
- 1.3 prepare and submit required reports outlined in System Regulation 25.06.01.

##### 2.0 AGRILIFE PURCHASING OFFICE RESPONSIBILITIES

- 2.1 The AgriLife Director of Purchasing will work closely with the AgriLife HUB Coordinator to integrate the purchasing guidelines and the HUB rules to facilitate implementation and compliance.
- 2.2 Buyers in the AgriLife Purchasing Office will provide equal access to HUB vendors to all procurement opportunities.
- 2.3 Buyers in the AgriLife Purchasing Office will assist units in locating HUB vendors upon request.

##### 3.0 UNIT RESPONSIBILITIES

- 3.1 Units will access the AgriLife HUB Directory, the TPASS Centralized Master Bidder's List, and/or the TPASS Texas Certified HUB Directory to identify HUB vendors who offer necessary goods or services.
- 3.2 For purchase contracts subject to bid solicitation, a minimum of four State Certified HUB vendors, to include at least one minority and one woman-owned vendor, shall be solicited.

- 3.3 Small dollar purchases may be awarded to HUBs when they represent the best value to the agency.
- 3.4 HUB awards and bid solicitations will be reported on the bid tabulation forms regardless of dollar amount.
- 3.5 Audits for compliance on solicited bids will be conducted by the AgriLife Purchasing, AgriLife HUB, and Auditing Offices.
- 3.6 Units will monitor these commitments as needed according to the System HUB Program.

4.0 CONSTRUCTION ENGINEERING OFFICE RESPONSIBILITIES

- 4.1 The AgriLife Construction Engineer will work closely with the AgriLife HUB Coordinator to identify projects that have a potential for subcontracting.
- 4.2 The AgriLife Construction Office will keep the AgriLife HUB Coordinator apprised of all upcoming bid opportunities so the appropriate HUB vendors can be identified.

5.0 OTHER GUIDELINES AND REQUIREMENTS

Specific guidelines and requirements for the AgriLife Extension HUB Program are contained in the AgriLife Extension HUB Plan for the current fiscal year. This plan will be used in conjunction with this procedure ensure compliance with the System HUB program.

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***RELATED STATUTES, POLICIES, OR REQUIREMENTS***

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System Policy 25.06, [\*Participation by Historically Underutilized Businesses\*](#)

System Regulation 25.06.01, [\*System HUB Program\*](#)

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***CONTACT OFFICE***

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Questions concerning this procedure should be directed to the AgriLife HUB Coordinator at 979-845-4771.