

# **Texas A&M AgriLife Extension Service HUB Plan for Fiscal Year 2014**

## **I. Statement of Commitment**

Texas A&M AgriLife Extension Service (Extension) remains committed to promoting participation by minority, woman-owned, and small businesses through the Historically Underutilized Business (HUB) Program of the State of Texas, in the procurement of goods and/or services. Extension's procurement processes seek to provide equal access and equal opportunity in all procurement projects managed by the agency, while still providing the best value to the agency.

## **II. Goal of the HUB Program**

The goal of Extension's HUB Office is to provide equal access to qualified HUBs in the agency's procurement of commodities and services, including professional, construction, and contracting services.

## **III. Administration of the HUB Program**

Extension will administer its HUB Program under current State of Texas governing and administrative code, The System Policies and Regulations and the HUB Performance Improvement Plan.

## **IV. HUB Plan for Fiscal Year 2014**

### **A. Communication**

- Extension maintains a website in support of the HUB Program (<http://agriflifeas.tamu.edu/fiscal/hub>) Vendors can access the website for more information on our program and information on the State of Texas HUB Program and certification information. Extension employees can also access the website for information on our program, scheduled training opportunities, and for help in locating HUB vendors that potentially meet their needs.
- The HUB Director will continue to promote the usage of currently established and new HUB vendors, especially those with Texas A&M University Master Orders, State Contracts, and other established contracts.
- The HUB Director will forward information regarding certified HUB vendors and the commodities and services they provide to Unit Purchasers for consideration when soliciting quotes and informal bids.
- The HUB Director will forward information regarding certified HUBs and the commodities and services they provide to Texas A&M AgriLife Purchasing personnel for use when soliciting quotes, bids, offers and requests for proposal.
- The HUB Director will work closely with Texas A&M AgriLife's Facilities Management & Construction Office, as well as the Construction Engineer's Office to insure equal access for qualified HUB vendors in construction projects as both prime contractors and subcontractors.
- The HUB Director will respond to requests from faculty, staff and researchers for assistance in locating HUB vendors for specific procurements.
- The HUB Director will coordinate meetings with units who have continually exhibited low HUB utilization and recurrent missed opportunities, in order to notify them of the opportunity for the usage of HUB vendors, and assist the units in increasing their HUB utilization.

**B. Outreach (Outreach efforts will be carried out to the extent that the newly constricted budget allows)**

- The HUB Director will continue to participate in Economic Opportunity Forums for the purposes of increasing the agency's HUB vendor base and identifying HUB vendors who can meet the agency's needs.
- The HUB Director will continue to collaborate with other TAMUS members, as well as other state agencies, to host Economic Opportunity Forums/Vendor Fairs to conserve resources.
- The HUB Director will continue to increase unit awareness of the HUB program, by encouraging the unit purchaser's involvement and attendance at HUB fairs and Economic Opportunity Forums.
- The HUB Director will continue to collaborate with other TAMUS components on the TAMUS Cooperative Mentor-Protégé Program to identify and match prospective mentors and protégés as well as facilitate their agreements.
- The HUB Director will continue to participate whenever possible in activities provided by the State, or an agency of the state, that promote the inclusion of minority and/or woman owned businesses. Such activities include the HUB Discussion Group, Texas University HUB Coordinators Alliance (TUHCA), etc.
- The HUB Director will continue to interact with minority and woman owned organizations, chambers of commerce, and small business development centers to provide HUB program and certification information, and to respond to questions regarding the program.
- The HUB Director will continue to attend, arrange and coordinate specialized forums to provide HUB vendors an opportunity to make presentations to purchasing staff, unit purchasers, agency personnel, as well as personnel from other Texas A&M University System agencies.

**C. Certification**

- The HUB Director will continue to encourage unit personnel to assist in identifying potential HUB vendors.
- The HUB Director will contact potential HUB vendors and encourage application for HUB certification if they qualify for the program. Person to person visits will be set up with local vendors if requested.
- The HUB Director will respond to all requests made by potential HUB vendors for information regarding the HUB program and for assistance in preparing HUB Certification applications.

**D. Diversity**

- The HUB Director will continue to promote diversity among HUB utilization through participation in events and forums hosted by various groups (i.e. Houston Minority Business Council, Minority Chambers of Commerce, etc.).
- Emphasis will also be placed on utilizing a diverse HUB base, for all level of expenditures, through training and communication at the unit level.

**E. Processes**

- Extension has implemented procedures for contracts with Historically Underutilized Businesses that define the responsibilities of all agency personnel with regards to the HUB Program and the agency's Good Faith Effort.

**F. Subcontracting**

- The agency's HUB program plan is applicable to all purchases for all sources of revenue. The HUB Director, with assistance from Texas A&M AgriLife Purchasing and Texas A&M AgriLife Facilities Management & Construction Office, as well as Construction Engineer's Office, will include a HUB

Subcontracting Plan (HSP) as required. For projects not requiring an HSP, vendors will continue to be encouraged to subcontract with HUB vendors.

**G. Reporting**

- The HUB Director will provide Monthly HUB Reports to Agency Administrators, Unit Administrators, Texas A&M AgriLife Purchasing Staff, and Unit Purchasers on agency and unit HUB utilization and missed opportunities.
- The HUB Director will analyze expenditures by unit and communicate suggestions for increased HUB participation to Unit Administrators and Unit Purchasers on a monthly basis.
- The HUB Director will submit activity reports to the System HUB Reporting Database on a monthly basis.
- The HUB Director will consolidate all required data for the semi-annual and annual reports to the State of Texas.

**H. Audit Readiness**

- The HUB Director will maintain documentation to fulfill audit requirements and will monitor compliance issues.

**I. Training**

- All existing Unit Purchasers for the agency have received HUB training. In addition, most have attended the TPASS Basic Texas Public Purchasing. The agencies will offer both purchasing and HUB training to new Unit Purchasers on an as needed basis.
- On-line HUB training, available through the Texas A&M System portal, TrainTraq, is required for employees who are responsible for making procurement decisions, have limited purchasing authority, or have the ability to make purchases using agency procurement cards.
- The HUB Director will continue to provide HUB training to faculty, staff, and researchers based in College Station in a training facility or their offices as requested.
- The HUB Director will continue to provide HUB training to faculty, staff and researchers based outside of College Station via TTVN and through regional training at the Centers.
- Trainings available at this time, include:
  - General HUB overview – goals, performance, law, requirements
  - Locating HUB vendors
  - Most commonly missed opportunities with solutions for capturing them
  - Reporting of Good Faith Effort through the Famis system.
    - Additional trainings will be developed as requested.
- The HUB Director will continue to provide vendor training to assist in doing business with Texas A&M AgriLife Extension Service and locating bid opportunities on an as needed basis.

**V. HUB Program Support**

Texas A&M AgriLife Extension Service HUB Advisory Council will meet as needed to address HUB program initiatives and issues. The Council will also assist the HUB Director in outreach and certification efforts.

Recommended for Approval:

Approved:

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Dee Ann Schneider, Director of Purchasing & HUB

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Donna Alexander, CFO

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Date

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Date