Rule Statement

Prairie View A&M University (PVAMU) departments shall involve qualified Historically Underutilized Businesses (HUBs) as required by law in the university’s contracting for construction and professional services; and the purchase, lease, or rental of supplies, materials, services and equipment.

Texas Government Code Title 10, Subtitle D, Chapter 2161 applies to state agency (including state institutions of higher education) 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 purpose of this Rule is to ensure compliance with state requirements and System Policy 25.06 and System Regulation 25.06.01, related to the Historically Underutilized Businesses (HUBs) program. All employees of PVAMU that have purchasing authority shall comply with the following HUB Program Rule.

Official Procedures and Responsibilities

1. GENERAL

   1.1 In executing the involvement of HUBs in procurement opportunities, all employees of PVAMU that have purchasing authority shall make a good faith effort in the use of HUBs in their procurement opportunities, regardless of the source of funds.

2. RESPONSIBILITY AND AUTHORITY

   2.1 PVAMU will comply with System Policy 25.06 and System Regulation 25.06.01 and with all applicable laws, regulations and executive orders related to HUBs.

   2.2 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 the university.

   2.3 PVAMU 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 President 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 Senior Vice President for Business Affairs 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.

3. **MARKETING AND OUTREACH STRATEGIES AND EDUCATIONAL PROGRAMS**

3.1 Bid opportunities will be made available through Procurement Services and the 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 along with the rules, information on HUB vendors, and HUB Subcontracting Plan. This site will also be accessible to the Texas Universities HUB Coordinators Association (TUHCA) website that will link HUB vendors to other procurement opportunities within the A&M System and other state institutions of higher education.

3.2 PVAMU will participate, plan, and assist in economic opportunity forums and fairs within the South/Central Texas Region, 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 PVAMU HUB Program.

3.3 Opportunities will be made available for HUB vendors to present and/or deliver their business capabilities to the PVAMU Procurement Services staff and university community, whenever possible.

3.4 PVAMU 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 PVAMU shall seek potential HUB vendors and assist in the certification process.

3.6 PVAMU will develop and participate in educational outreach and internal activities such as distribution of published materials to department personnel and providing monthly departmental trainings; providing vendor trainings during HUB Week, in personalized meetings, and during various A&M System meetings and forums.

3.7 The President shall develop an annual HUB performance plan and set annual HUB goals for each fiscal year. The plan shall show the strategic actions that will be implemented to achieve PVAMU’s HUB performance objectives for the next fiscal year along with an estimated HUB goal that results from implementing the plan. This plan shall also include an internal assessment of PVAMU’s efforts during the previous two years. The President shall report the plan and goal to the Chancellor prior to December 1st of each year.

4. **REPORTING**

4.1 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, Regulations and Rules

Tex. Admin. Code Title 34, Part 1, Ch. 20, Subch. B, Historically Underutilized Business Program

Tex. Gov’t Code Ch. 2161, Historically Underutilized Businesses

System Policy 25.06 Participation by Historically Underutilized Business

System Regulation 25.06.01 Historically Underutilized Business Program

Electronic State Business Daily

Contact Office

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