

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



25.06.01.P1 Historically Underutilized Business Program

Approved May 2, 2017

Revised April 15, 2022

Next Scheduled Review: April 15, 2027

Rule Statement

Prairie View A&M University (PVAMU) departments will 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 will 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 participation in all procurement and contracting opportunities, regardless of funding source.

- 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 Chief Financial Officer (CFO) 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.
- 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 Statewide Procurement 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 Chief Financial Officer must develop an annual HUB performance plan and set annual HUB goals for each fiscal year. The plan must show the strategic actions that are 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 must also include an internal assessment of PVAMU's efforts during the previous two years. The CFO reports the plan and goal to the System Office of HUB & Procurement Programs 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. D, Historically Underutilized Businesses](#)

[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](#)

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