

## **HUB Program**

Updated: 3/11/2020

### **Purpose**

This procedure establishes guidelines to use and increase the utilization of Historically Underutilized Business (HUB) firms in the award of contracts and procurements for goods and services consistent with rules, regulations and goals established by the State of Texas, UT System and UTEP.

### **Policy**

University departments shall make a good faith effort to utilize HUB firms in the awarding of contracts and procurements. This procedure is issued in accordance with: Texas Government Code, Title 10, Subtitle D, Section 2161; and TPASS Rule 1TAC 111.11 -111.24.

### **Procedures**

Each person authorized to make purchases and award contracts shall abide by the policies and guidelines set forth herein.

1. Departments can search and identify State of Texas certified HUB vendors by:
  - a. Contacting the University HUB Coordinator.
  - b. Searching the Centralized Master Bidders List (CMBL)
  - c. Contacting your department Buyer, please see "Who's My Buyer?" below.

[Who's My Buyer](#)

2. Quote/Bid Solicitation

Departments should solicit bids/quotes from certified HUB vendors per the requirements prescribed below:

Purchase Order Category	Requirements
Spot Market (less than \$15,000, including shipping, handling and freight)	Place Order with a qualified HUB whenever a HUB is available and can supply the goods or services at a competitive market price within the required delivery schedule.
Informal Bid (between \$15,000 and \$50,000)	At least two (2) quotes must be from certified HUB firms.
Formal Bid	Responding vendors are required to complete a HUB Subcontracting Plan as per solicitation instructions.

### **Applicability**

This administrative procedure applies to all University Departments.

**Definitions**

**HUB** - Acronym for Historically Underutilized Businesses. These are businesses which are identified as a business with its principal place of business in Texas and which have been recognized and certified by the Texas Comptroller as members of the following groups: Black Americans, Hispanic Americans, American Women, Asian Pacific Americans, Native Americans and Service Disabled Veterans.

**Responsible Party**

Associate Vice President, Purchasing & General Services