

HUB Program

Purpose

This procedure establishes guidelines to 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 UT System, Texas Procurement and Support Services (TPASS) and UTEP. HUB firms are minority or women owned businesses that have been certified through the State of Texas.

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 in Point Plus when creating a purchase order.
 - c. Search on the [Texas Procurement and Support Services](http://www.window.state.tx.us/procurement/) website at <http://www.window.state.tx.us/procurement/>.
 - d. Contacting your department Buyer. To obtain the correct Buyer, please see [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 \$5,000, 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 (greater than \$5,000)	At least two (2) quotes must be from certified HUB firms.
Formal Bid (greater than \$25,000)	Solicit formal/written quotes from as many qualified respondents as possible, including HUBs.

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 as members of the following groups: Black Americans, Hispanic Americans, American Women, Asian Pacific Americans and Native Americans.

Responsible Party

Director, Purchasing & General Services and HUB Coordinator.

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