

## Historically Underutilized Businesses

**Original Implementation:** August 2, 1994

**Last Revision:** February 2, 2021

### Purpose

This policy affirms that Stephen F. Austin State University adopts the state comptroller's rules outlined in 34 Tex. Admin. Code §§ 20.281-.298 related to administering Tex. Gov't Code Ch. 2161. The university is committed to making a good faith effort to increase business with historically underutilized businesses (HUBs) by contracting directly with HUBs or indirectly through subcontracting opportunities.

### General

The director of procurement and property services shall serve as the official HUB coordinator, executing all responsibilities associated with the position, and ensuring full participation in the HUB program by the Department of Procurement and Property Services. HUB utilization goals will be reviewed and adjusted annually by the procurement director and reported to the president and vice president for finance and administration. University HUB goals will be posted on the procurement website.

A detailed implementation plan will be developed and implemented annually by the director of procurement and property services/HUB coordinator and reported to the president and vice president for finance and administration. The annual plan will include specific objectives to ensure compliance with this policy, audit findings, and/or the HUB program goals.

### HUB Program Goals

- The university will ensure that HUB policies and procedures are written to ensure compliance with good faith effort requirements outlined in Tex. Gov't Code § 2161.123(d) and 34 Tex. Admin. Code § 20.284. Reference the HUB procedure manual.
- The university will ensure that HUB and procurement policies and procedures are written to ensure HUBs have maximum opportunity to participate in all procurement opportunities. Reference Best Value Procurement (17.1), the procurement procedure manual, and the HUB procedure manual.
- The university will pursue various forms of outreach to identify HUB vendors with which to develop a business relationship. Non-certified businesses that may meet HUB requirements will be advised of and/or assisted with the state's certification process.
- The university will seek to contract with HUBs indirectly through subcontracting opportunities in accordance with Tex. Gov't Code §§ 2161.251-.253 and 34 Tex. Admin. Code § 20.285.

- The university will establish educational training for personnel making procurement decisions to assure compliance with stated objectives.
- The university will gather and report HUB data in compliance with state reporting requirements.
- The university will maintain a program to foster long-term relationships between leaders of mature established companies and emerging minority, women-owned and veteran-owned companies that are HUB certified or eligible to be HUB certified, in order for the latter to benefit from the knowledge and experience of the established firm.

**Cross Reference:** Tex. Gov't Code Ch. 2161; 34 Tex. Admin. Code §§ 20.281-.298; Best Value Procurement (17.1)

**Responsible for Implementation:** Vice President of Finance and Administration

**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator

**Forms:** None

**Board Committee Assignment:** Finance and Audit Committee

**Revision History:**     January 30, 2018  
                              January 27, 2015  
                              January 31, 2012  
                              July 20, 2010