

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.02.05

AREA: Purchasing

SUBJECT: Contracting with Historically Underutilized Businesses

I. PURPOSE AND SCOPE

Texas Southern University supports and encourages historically underutilized businesses (HUBs). The programs, policies, and procedures described in this MAPP apply to all purchases and procurement for goods and services for Texas Southern University.

II. DEFINITIONS

- A. HUB: A "Historically Underutilized Business" is a corporation, sole proprietorship, partnership, or joint venture, with a principal place of business in this state, which at least is fifty-one (51%) percent owned, controlled, operated, and actively managed by one or more persons who have been economically disadvantaged because of their membership in a certain group, including Black Americans, Hispanic Americans, women, Asian Pacific Americans, and Native Americans, and who have suffered the effects of discriminatory practices or other similar insidious circumstances over which the person has no control. (*See Government Code § 2161.001*)

III. POLICY ADMINISTRATION

- A. The Chief Financial Officer or designee shall have overall responsibility for the planning, coordination, implementation and enforcement of the policy and may develop rules and guidelines necessary for its implementation, including the integration of the policy into the purchasing and procurement processes of each component.
- B. The Purchasing Office will appoint an employee (HUB Coordinator) to carry out the provisions of this policy for the university. The HUB Coordinator shall:
1. Coordinate training programs to recruit HUBs;
 2. Report required information to Texas Procurement and Support Services (TPASS);
 3. Match HUBs with key staff within their agency (*See Government Code § 2161.062(e)*);
 4. Make a good faith effort (GFE) to increase the award of goods and services contracts to HUBs in accordance with the adopted rules implemented as a result of the Disparity Study (*See Government Code § 2161.181*);
 5. Implement a HUB program as set forth by legislation and the rules promulgated by TPASS.

- C. The Office of the Chief Financial Officer will provide components with support, as needed, to implement the HUB program as set forth by legislation and the rules promulgated by TPASS.


IV. PURCHASING PROCESS

- A. The Purchasing Department shall actively assist HUBs in learning how to conduct business with TSU.
- B. The University shall attempt to increase the participation of HUBs in the purchasing process by selecting bids or proposals submitted by such businesses whenever those bids or proposals are comparable to other bids or proposals received, and whenever such a selection does not conflict with state or federal law.
- C. When authorized by law, the components shall minimize the amount of any performance bond required with contracts when contracting with HUBs.

V. ASSESSMENT

The Purchasing Department will provide summary reports on HUB vendor participation for the University and work to ensure that a correct and accurate HUB report is prepared. The University shall report annually, coinciding with state-generated HUB reports to the Chief Financial Officer on HUB-related activities.

VI. REVIEW AND RESPONSIBILITY

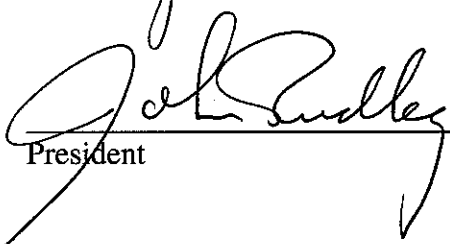
Responsible Party: Executive Director of Procurement Services 

Review: Odd numbered years on or before May 1

VII. APPROVAL



Chief Financial Officer



President

Date of President's Approval: 04/16/10