

# Texas A&M University-Central Texas (Agency 770) FY 2013-2017 HUB Plan

## I. Statement of Commitment

Texas A&M University-Central Texas (TAMU-CT) is committed to promoting the participation of minority, woman-owned, and small businesses through the Historically Underutilized Businesses (HUB) Program of the State of Texas in the procurement of goods and/or services. The TAMU-CT procurement process seeks to provide equal opportunity and equal access in the design, receipt, and award of procurement projects managed by the agency.

## II. Goal of TAMU-CT's HUB Program

TAMU-CT will adhere to existing policies that govern purchasing and subcontracting activities, and it will foster an inclusive relationship with Historically Underutilized Businesses (HUB's).

## III. Administration of TAMU-CT HUB Program

TAMU-CT will administer its HUB Program under current State of Texas governing and administrative code, Texas A&M University System Policies and Regulations, and the HUB Performance Improvement Plan.

## IV. TAMU-CT HUB Plan for Fiscal Year 2013-2017

### A. Internal Plans and Activities

#### 1. HUB Training for Departments:

- The HUB Coordinator (Director of Purchasing) will plan and facilitate training through the Purchasing Office on providing equal access and opportunity to HUB's. The Coordinator will also provide instruction on the identification of HUB's, using the various resources available to TAMU-CT staff. The Coordinator will retain attendance and evaluation records for each training session.

#### 2. HUB Identification:

- The HUB Coordinator will send information to TAMU-CT staff regarding certified HUB vendors and the types of services and commodities that each vendor provides. Each departmental manager will be encouraged to include those identified HUB's when soliciting bids and proposals, or in subcontracting.

#### 3. HUB Information Distribution Web Page:

- The HUB Coordinator will use the Purchasing web page to provide notification of any HUB related activities or efforts effecting TAMU-CT's HUB Program.

#### 4. HUB Performance Monitoring by Department

- The HUB Coordinator will generate HUB participation reports by department on a monthly basis when needed, and will ask that each departmental manager review HUB efforts, discussing possible alternatives when needed. Departments with continuously low participation will be provided additional training to identify HUB vendors.

#### 5. HUB Specialized Forums:

- The HUB Coordinator will review HUB opportunities by networking through and with buyers and other procurement personnel, and will also network through Economic Opportunity Forums (EOFs) at other locations.

## B. External Plans and Activities (Government)

### 1. Strategic Events Planning:

- The Purchasing Office will coordinate with the Texas A&M University System and its members, the Texas State Comptroller's Office (TPASS), other State agencies, and minority business organizations to provide maximum exposure and coverage at HUB events throughout Texas as budget allows.

### 2. Participation in State Activities and Group Initiatives:

- The Purchasing Office will identify and consider participation in any activity provided by the State or an agency of the State that promotes the inclusion of minority and/or women businesses. The HUB Coordinator will determine whether or not those activities are within the best interest of TAMU-CT. Such activities include, but are not limited to, HUB Discussion Groups and the Texas Universities HUB Coordinators Alliance.

### 3. Develop/Partnership for Economic Opportunity Forums, Mentor/Protégé, Bid Solicitations, Vendor Fairs, as applicable:

- The Purchasing Office will participate in activities that promote economic opportunities for HUB's. Whenever possible, the Purchasing Office will share cost, information, administrative responsibilities, and other resources with one or more of a Texas A&M System component or other state agency.

### 4. Coordinate HUB Initiatives w/ Facilities, Planning, and Construction:

- The HUB Coordinator at TAMU-CT will team with the Office of Facilities, Planning, and Construction to coordinate efforts through the Texas A&M System that target HUB's for inclusion in bid opportunities with System construction contracts.

## C. External Plans and Activities (Minority Focused Organizations)

### 1. Attend Certification Workshops:

- The Purchasing Office will attend HUB certification workshops. The HUB Coordinator will facilitate interaction with minority focused organizations and local chambers of commerce.

### 2. Post Bid Opportunities:

- The Purchasing Office will post applicable opportunities and provide supporting information to minority business organizations for TAMU-CT procurement initiatives.

### 3. Provide personal availability at minority organizations or chambers of commerce for vendor assistance and to answer questions and provide information:

- The Purchasing Office will seek opportunities for personal interaction with minority organizations and chambers of commerce for the dissemination of vendor information.

V. TAMU-CT HUB Reporting

The HUB Coordinator will submit activity reports to the A&M System HUB Reporting Database as required by the HPIP. Results will be forwarded to the CEO and senior staff for consideration and action.

VI. Audit

The HUB Office will maintain documentation that will meet audit standards and provide assistance to component with audit related issues.

VII. OUTCOME MEASURES:

	FY 2010 Annual	FY 2011 Annual	FY 2012 Semi-Annual
Total Agency Expenditures	\$2,025,496	\$2,528,877	\$1,245,197
Total \$ Amt. spent w/HUB	\$568,449	\$818,129	\$324,163
% of Total Expend. w/HUB	28.09%	32.35%	26.03%
% of HUBs receiving awards:			
Women	65.20%	72.22%	65%
Black	8.69%		5%
Hispanic	8.69%	5.56%	15%
Asian Pacific	13%	16.67%	5%
Native American	4.34%	5.56%	5%