Historically Underutilized Business (HUB) Training

Presented by:
Leon Roberts,
HUB Coordinator
Agenda

1. TAMU-CC HUB Mission
2. What is HUB?
3. Who is Eligible to get Certified as a HUB?
4. HUB Rules and Regulations
5. HUB Program Goals and Objectives
6. TAMU-CC HUB Goals
7. TAMU-CC HUB Procurement Process
8. How to find HUB Vendors?
9. Q&A
Texas A&M University-Corpus Christi Historically Underutilized Business (HUB) initiative is to encourage and assist participation by such businesses in the contracting and purchasing process. It is TAMU-CC’s policy to be committed to maximize HUB participation when available and to increase the number and value of purchases with HUBs.
What is HUB?

A HUB is defined as a business formed for the purpose of making a profit and is otherwise a legally recognized business organization under the laws of the State of Texas in which at least 51 percent of the business is owned, operated, and controlled by one or more eligible categories as per:

Government Code Title 10, Subtitle D, Chapter 2161.001.

http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2161.htm
Black Americans - includes all persons having origins of Black racial groups of Africa;
Hispanic Americans - includes all persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish/Portuguese culture or origin, regardless of race;
Asian Pacific Americans - includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Territories of the Pacific, or the Northern Marianas; and Subcontinent Asian Americans which includes persons who origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal;
Native Americans - includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; and
American Women - includes women of any ethnicity, except those specified above

Changes as of September 1, 2013

Veterans - as defined by 38 U.S.C. Section 101(2) who have suffered at least a 20 percent service-connected disability as defined by 38 U.S.C. Section 101(16); and has suffered the effects of discriminatory practices or other similar insidious circumstances over which the person has no control.
This regulation establishes purchasing authority for The Texas A&M University System (system) members. This regulation allows system members to procure goods and/or services according to sound business practices and best value and to comply with applicable state of Texas statutes relating to the Historically Underutilized Business (HUB) Program and purchasing from persons with disabilities.

http://policies.tamus.edu/25-07-03.pdf
This procedure is developed to provide structure and form to the procurement process for the university and to comply with Texas Education Code 51.9335 and Texas A&M System Regulation 25.07.03.

Sec. 2161.181.
GOALS FOR PURCHASES OF GOODS AND SERVICES.
A state agency, including the commission, shall make a good faith effort to increase the contract awards for the purchase of goods or services that the agency expects to make during a fiscal year to historically underutilized businesses based on rules adopted by the commission to implement the disparity study described by Section 2161.002(c).

Sec. 2161.182.
GOALS FOR CONSTRUCTION CONTRACTS.
(a) A state agency that contracts for a construction project, including a project under Section 2166.003, shall make a good faith effort to increase the construction contract awards that the agency expects to make during a fiscal year to historically underutilized businesses based on rules adopted by the commission to implement the disparity study described by Section 2161.002(c).
HUB Goals and Objectives
HUB Program Goals and Objectives

• Assisting Vendors in the certification Process
• Update internal rules and regulation based on the rules set forth by state of Texas rules and regulations according to statue.
• Provide education and outreach regarding the Statewide HUB Program and its initiatives.
• Compiling and reporting information for the Semi-Annual and Annual reports due to the State in compliance with Texas Government Code 2161.
<table>
<thead>
<tr>
<th>HUB Report Procurement Categories</th>
<th>Fiscal 2016</th>
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</thead>
<tbody>
<tr>
<td>Heavy construction other than building contracts</td>
<td>0.00%</td>
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<tr>
<td>Building construction, including general contractors and operative builders contracts</td>
<td>33.61%</td>
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<tr>
<td>Special trade construction contracts</td>
<td>41.07%</td>
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<tr>
<td>Professional services contracts</td>
<td>23.60%</td>
</tr>
<tr>
<td>Other services contracts</td>
<td>18.44%</td>
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<tr>
<td>Commodities contracts</td>
<td>32.075%</td>
</tr>
</tbody>
</table>
### TAMU-CC HUB Information

<table>
<thead>
<tr>
<th>TAMUCC – Annual Percentage</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>38.03%</td>
<td>36.08%</td>
<td>22.97%</td>
<td>23.46%</td>
<td>30.77%</td>
</tr>
</tbody>
</table>

**TAMUCC Annual Percentage %**

![Graph showing the annual percentage for years 2012 to 2016, with the goal for 2016.](image-url)
Procurement Process
Procurement Process

- Item or Service needed
- Authorization to Proceed
- Determine Type of Procedure

**Pcard**

- Limited Purchase Under $5000.00
- HUB Vendors Should be utilized When Possible
- Obtain official quote from vendor.

**Delegated Purchase Requisition Process**
Purchasing will determine proper process.

- Spot Purchases Orders Up to $25,000.00
  - Informal Bids $25,000.01 - $50,000.00
  - Formal Bids $50,000.01 and above
    - RFP, RFI, RFQ
  - Cooperative Purchases
Procurement Process Continuation

Delegated Purchase Requisition Process Purchasing will determine proper process

Spot Purchases Orders
Up to $25,000.00

- HUB Vendors are Highly encouraged when available. Buyers will check if the item can be purchased through a HUB vendor.
  - Quote is required
  - Note: If the order requires Signature on Terms and Conditions Send to Contracts for review

Informal Bids $25,000.01 - $50,000.00
- Three bids are required in which Two (2) must be obtained from Certified HUB vendors
- Bids are recommended to be obtained either by fax or email to make sure everything is documented and no issues or misunderstandings.

Formal Bids $50,000.01 and above
- If Formal Bid goes over $100,000.00 the HUB Subcontracting Plan Process is required.

RFP, RFI, RFQ
- Purchasing processes solicitations of Request for Proposals, Request for Information, Request for Qualifications

Cooperative Purchases
- Purchasing will verify the Cooperative purchase meets requirements.
  - Cooperative Purchases requires a quote from the vendor with the official type of contract.

Note: If the order requires Signature on Terms and Conditions Send to Contracts for review
Training

How to Search for NIGP codes and HUB’s on The Central Masters Bidders List (CMBL)?
How do you search for a NIGP Code?

Searching The for NIGP / Commodity Code link:

Select Appropriate Choice
Example: Search the Commodity Book Alpha Index

Click Link to Continue
State of Texas Commodity Code Search

(Revised February, 2015)

NOTE: Search results represent NIGP's search-friendly keyword data set and not official code description license from Periscope Holdings, Inc.

Go To Numeric Index

Enter a word or words to match. Matches will contain all words entered.

Search keywords: Construction

OR

Search by Class: (3 digits required)

Submit Search  Reset

Search Results

No search done yet or nothing entered to search for

Click on Submit Search to Continue
Select Appropriate NIGP code for proper service. Note: Normally 900 series NIGP codes are for services only...
How to Search the CMBL?

CMBL Link

Select Appropriate Choice

1. CMBL Only – All vendors on CMBL
2. HUBs Only – Not Registered on CMBL but HUB
3. HUBs on CMBL – Vendors registered in both areas
4. All Vendor – Will includes all vendors Active and inactive on CMBL and HUB. Note: Make sure vendor is active on HUB status in order for the vendor to participate within the Bid process as one of your HUB vendors.

Select NIGP code to search specific category. 909-24 as an example for Construction

Always search Business Description in order to define vendor services.

Click **Search** to Continue
Make sure to select vendors that can assist within the process for your bids. Example: If you are bidding out construction and a vendor sells promotional items.

<table>
<thead>
<tr>
<th>Business Description</th>
<th>Small Business</th>
<th>CMBL Status</th>
<th>HUB Status</th>
<th>HUB Eligibility</th>
<th>HUB Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL CONTRACTING, CONSTRUCTION MANAGEMENT &amp; DESIGN</td>
<td>Yes</td>
<td>Inactive(F)</td>
<td>A-Active</td>
<td>AS</td>
<td>M</td>
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<td>We provide general contracting and complete projects for construction and renovation. Services include new home construction, remodels, repairs, and additions.</td>
<td>Yes</td>
<td>Active</td>
<td>A-Active</td>
<td>BL</td>
<td>F</td>
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<tr>
<td>Furnish and install plumbing and mechanical systems in new or remodeled commercial, institutional or industrial buildings.</td>
<td>Yes</td>
<td>Inactive(F)</td>
<td>A-Active</td>
<td>WO</td>
<td>F</td>
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<td>CONCRETE PAVING &amp; INCIDENTALS; FENCING; LANDSCAPING; MINOR STRUCTURES, PROJECT MANAGEMENT</td>
<td>Yes</td>
<td>Active</td>
<td>A-Active</td>
<td>BL</td>
<td>M</td>
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<tr>
<td>General Contracting, Excavation, Stabilizations, Culverts, Bridges, Walls, Foundation, Electrical, Mechanical, Plumbing, Site Work, Site Development, Project Management</td>
<td>Yes</td>
<td>Active</td>
<td>A-Active</td>
<td>HI</td>
<td>M</td>
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<td>General Construction, renovations, new construction, mold remediation, lead abatement, framing, sheetrock, acoustical finishes, painting.</td>
<td>Yes</td>
<td>Active</td>
<td>A-Active</td>
<td>HI</td>
<td>F</td>
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<tr>
<td>METAL, METAL FABRICATION, AUTOMOBILE GARAGE EQUIPMENT (AUTOMOBILE &amp; TRUCK ABOVE GROUND LIFTS, TIRE CHANGERS, TIRE BALANCERS)</td>
<td>Yes</td>
<td>Inactive(N)</td>
<td>A-Active</td>
<td>HI</td>
<td>M</td>
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<td></td>
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<tr>
<td>General construction, painting, tile, cement work, sheetrock, textures, cabinets framing, rock walls.</td>
<td>Yes</td>
<td>Inactive(F)</td>
<td>A-Active</td>
<td>WO</td>
<td>F</td>
</tr>
</tbody>
</table>

Listing may be copy and pasted to excel to keep within the documentation.
This Concludes the HUB Program Training of the Business Manager’s Certification Course.

Reminder: As part of the verification course, there is a short 10 question quiz to follow.

Thank you for Attending!!!!!!

HUB Coordinator Contact information:
Leon Roberts
leon.roberts@TAMUCC.EDU
Phone # 361-825-2196