



6.8.2 Administration and Responsibilities

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.8 Historically Underutilized Business (HUB)	Date Last Reviewed: March 2019
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: March 2019

I. Purpose

UT Health San Antonio (UTHSA) is responsible for implementation of policies and procedures promulgated herein and for the development of strategic and action plans necessary for effective implementation of the Historically Underutilized Business (HUB) Program.

II. Scope

This policy applies to the administration of the HUB Program at UT Health San Antonio.

III. Policy

A. Departmental Responsibilities

Departments, with assistance from the Purchasing Office, will be responsible for implementation of policies and procedures outlined herein and the exercise of good faith effort in achieving HUB goals and objectives.

When completing departmental requisitions, departments will be responsible for using a HUB firm as the referenced source in accordance with the good faith effort goals, when practicable, reasonable, and within sound business principles to do so.

Departments will be responsible for encouraging and assisting requisitioners in utilizing HUB firms that can supply needed materials, supplies, equipment, and services when bids or other proposals are comparable.

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B. Purchasing Responsibilities

The Purchasing Office, in a collaborative effort with departments, will utilize, and supplement as appropriate, purchasing rules and regulations published by The University of Texas System and the Texas Comptroller of Public Accounts, in support of HUB good faith effort objectives and goals.

The Purchasing Office will internally monitor individual buyer performance as it relates to HUB Program goals and objectives on a routine basis.

The Purchasing Office will provide to departments:

1. Monthly HUB reports by organizational code reflecting the percentage of HUB contracts and dollars in comparison to total dollars expended, are available for retrieval in as SSRS DW Reports in the university's Data Warehouse. The reports may be found in the HSC Business Applications link of the Inside UTHSCSA menu.
2. Training and assistance for effective administration of the HUB Program.
3. Assistance in conducting HUB firm searches on the Texas State Certified Master Bidders List (CMBL).

Departmental requisitions with specific dollar limitations:

1. For all purchasing thresholds, UTHSA is committed to the exercise of good faith effort in providing business opportunities to HUBs, in accordance with established HUB Program good faith effort goals.
2. For requisitions with an aggregate total cost of \$15,000 or more, with competition available, at least one minority-owned business and one woman-owned business will be given an opportunity to bid, unless extenuating circumstances prevail.
3. For requisitions exceeding \$100,000, good faith effort documentation, pertaining to a HUB subcontracting plan, is required.

Although competitive bidding is not required for requisitions with an aggregate total cost less than \$15,000, competitive supplier selection is still encouraged. Therefore, when a purchase request has an aggregate total cost less than \$15,000, when time is sufficient, and competition is practicable, competitive informal bids may be solicited at the discretion of the buyer. When the buyer and the person submitting the requisition agree that competition is not practicable, a purchase order may be placed directly with the referenced supplier. However, in most instances, the following conditions should apply:

1. When the total cost of a requisition is less than an amount requiring bids as referenced above, and the referenced supplier is a HUB supplier, the order

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will be placed with that HUB supplier, unless otherwise determined appropriate by the Purchasing Office.

2. When a non-HUB supplier is specified as the referenced source, Purchasing will endeavor to identify a HUB supplier providing the same materials, supplies, equipment, or services, and award the order to the HUB supplier when terms, conditions, and prices are comparable.

C. HUB Action Plans

1. Operating Division Structure

Specify an operating division structure for the purpose of defining responsibility and accountability for achieving HUB Program goals and objective.

2. Staff Coordinating Group

Establish a staff coordinating group (SCG) which will meet on a routinely scheduled basis and provide functional staff expertise, advice, and counsel regarding implementation of all aspects of the HUB Program. In accordance with the Board of Regents policy, organization of the SCG shall include directors, or comparable supervisors, of budget, accounting, purchasing, information services, physical plant, and HUB coordinators. Other staff representatives may be added at the discretion of the Senior Director of Supply Chain Management.

3. Outreach Program

Establish an outreach program designed to contact and maintain continuous liaison with the local and regional HUB business community. The major objectives of the outreach program are (1) to become knowledgeable of HUB firms capable of supplying needed materials, supplies, equipment, and services, and (2) to inform the HUB business community of business opportunities with UTHSA and other University of Texas component institutions, and of requisite business processes and procedures.

4. Inreach Program

Establish an inreach program designed to educate and provide functional staff expertise to operating division heads, who exercise budget expenditure authority, and to their staffs. All staff engaged in daily procurement operations are to be knowledgeable of and vigorously implement HUB Program goals, objectives, strategies, and action plans.

5. HUB Utilization Reporting System

Develop and maintain a HUB utilization reporting system. Compile and analyze monthly data by operating division, as well as data sufficient to satisfy reporting requirements of the Statewide Procurement Division and The

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University of Texas System. Compile and analyze data to produce output and outcome measures specified in institutional strategic plans, including output and outcome measures by ethnic/gender divisions of HUB firms. Reports submitted to the Statewide Procurement Division and to The University of Texas System will be certified by the Chief Administrative Officer or the Chief Business Officer.

6. Preference to HUB Firm

Give preference, among bids or other proposals that are otherwise comparable, to the bid or other proposal submitted by a HUB firm, certified by Statewide Procurement Division, whenever consistent with state and federal statutes, The University of Texas System rules, and Statewide Procurement Division rules and regulations, as applicable.

7. Utilize Rules and Regulations in Support of HUB Program

Utilize and supplement as appropriate, purchasing rules and regulations published by Statewide Procurement Division and The University of Texas System in support of HUB Program goals and objectives.

8. Routinely Monitor

Establish a system to routinely monitor individual buyer performance as it relates to institutional HUB Program goals and objectives.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
03/2019	Policy Revision		