



The Texas A&M University System
The Texas A&M Engineering Extension Service

Agency Rules

25.06.01.N1 Historically Underutilized Business (HUB) Program

Approved: July 8, 2004

Revised: October 24, 2012

Revised: July 6, 2017

Revised: August 26, 2022

Revised: May 21, 2025

Next Scheduled Review: May 21, 2030

Rule Summary

The Texas A&M Engineering Extension Service (TEEX) will comply with The Texas A&M University System (System) [Policy 25.06, Participation by Historically Underutilized Business](#) and [System Regulation 25.06.01, Historically Underutilized Business Program](#). TEEX must make a good faith effort to assist and include Historically Underutilized Businesses (HUBs) in gaining equal access to receive contract and subcontract opportunities.

Reason for Rule

This rule is required to ensure compliance with state requirements, [System Policy 25.06](#), and [System Regulation 25.06.01](#) related to the HUB program. This rule provides guidance for the TEEX HUB program.

Rule

1 General

1.1 In executing the inclusion of HUBs in procurement opportunities, all TEEX employees with purchasing authority must encourage the use of HUBs in their procurement opportunities, regardless of the source of funds.

1.1.1 All TEEX employees responsible for conducting business with vendors have the responsibility of making a good faith effort to ensure that HUBs are afforded an equitable opportunity to compete for all procurements offered by the agency.

2 Responsibility

2.1 The agency director will designate an employee as the HUB coordinator who will have responsibility for implementing and overseeing the agency HUB program.

- 2.1.1 The HUB coordinator is responsible for implementing agency activities and initiatives to ensure compliance with System Policy and Regulations, and state statutes and administrative regulations.
- 2.2 The HUB coordinator must assist the agency director with the development of the annual TEEX HUB performance plan as described in System Regulation 25.06.01, section 2.2, including establishing annual HUB goals.
 - 2.2.1. The HUB coordinator will provide the agency director and executive staff with monthly agency HUB percentage and activity reports.
 - 2.2.2. The HUB coordinator will conduct bimonthly HUB committee meetings which provide input, leadership and oversight for the HUB program.
 - 2.2.3. The HUB coordinator will encourage participation for all purchases and contracting opportunities, regardless of funding.
 - 2.2.4. The HUB coordinator will include the HUB Subcontracting Plan in bids with an expected value of \$100,000 or more. The HUB coordinator will document when subcontracting opportunities are not probable.
 - 2.2.5. The HUB coordinator will attend pre-bid meetings to review and explain how to complete the HUB Subcontracting Plan.
 - 2.2.6. The HUB coordinator must participate in the Mentor Protégé Program.
 - 2.2.7. The HUB coordinator must maintain a web page about the agency's HUB program.

3 Marketing and Outreach

- 3.1 The HUB coordinator must participate and exhibit at HUB forums to meet vendors who could provide goods and services to the agency.
 - 3.1.1 The HUB coordinator must schedule and host diverse specialized vendor forums for HUBs to display and promote their products and services to the agency.
- 3.2 TEEX must require a state of Texas HUB Subcontracting Plan (HSP), regardless of funds, for procurements with an expected value of \$100,000 or more, when subcontracting opportunities are probable. The HUB coordinator will review the HSP for compliance.
- 3.3 TEEX must participate in the state of Texas HUB Mentor/Protégé Program in accordance with [Texas Government Code 2161.065](#).

4 Reporting

4.1 The agency director must be provided with a monthly HUB activity report.

4.2 The Semi-annual and Annual HUB report must be submitted by the required deadline set by the state comptroller as required by Texas Government Code 2161, Subchapter C.

Related Statutes, Policies or Requirements

[Texas Government Code Chapter 2161](#)

[Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter B](#)

[System Policy 25.06, Participation by Historically Underutilized Business](#)

[System Regulation 25.06.01, Historically Underutilized Business Program](#)

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