

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 72.13, **Historically Underutilized Businesses**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy/Procedure (HSC OP) is to establish the policy and outline the procedures for the utilization of Historically Underutilized Business (HUB) for the purchases of goods and services by Texas Tech University Health Sciences Center (TTUHSC). This HSC OP shall apply to all purchases of goods and services regardless of source of funds used for payment.

**REVIEW:** This OP will be reviewed on June 1 of every fourth year (E4Y) by the Director of HUB Operations and the Director of Purchasing, with recommendations for revision forwarded to the Executive Vice President of Finance and Operations and the President by June 15.

### **POLICY/PROCEDURE:**

#### **1. Policy.**

a. The State of Texas is committed to providing procurement and contracting opportunities for businesses owned by minorities, disabled veterans and women. It is the state's policy to create an environment that will enhance HUB participation in state procurements and contracts. Consequently, TTUHSC will make a good faith effort to increase the award of goods, services and construction contracts to HUBs in accordance with the Texas Procurement and Support Services' (TPASS) adopted rules.

b. TTUHSC will make a good faith effort to assist HUBs in receiving a portion of the total contract value of all contracts awarded in a fiscal year in accordance with the following percentages:

- (1) 23% for heavy construction other than building contracts;
- (2) 15% for all building construction, including general contractors and operative builders' contracts;
- (3) 36% for all special trade construction contracts;
- (4) 8% for professional services contracts;
- (5) 13% for all other services contracts; and
- (6) 27% for commodities contracts.

All TTUHSC offices and departments shall identify and ensure that businesses owned by minorities, disabled veterans and women are given an equal opportunity to bid on commodities, services, leases, and construction projects.

c. Special outreach efforts will be made to identify noncertified HUB vendors currently used by TTUHSC. Assisting the HUB vendors in obtaining certification will benefit TTUHSC utilizing the HUB as well as other state agencies utilizing the same HUB in the future. To assist in this outreach, TTUHSC, through its HUB Coordinator, will design, sponsor and participate in the Economic Opportunity Forums that provide contract opportunities and training to HUBs and other state agency pur (ac)-h.1 o8zM-15.7 (uncPi6[u (o)]ppor)-8.rTs and t (rns)-8 (or)-8.4 ( and p

members of certain groups: Black American, Hispanic American, Asian Pacific American, Native American, Disabled American Veterans, and American women. These individuals must have a proportionate interest and demonstrate active participation in the control, operation, and management of the business.

2. **Responsibilities.**

- a. The President of TTUHSC will designate a HUB Coordinator who will be at least equal in position to the institution'

- (c) Identify potential subcontracting opportunities in all contracts requiring a HUB Subcontracting Plan, and seek HUB subcontracting on contracts that do not require a HUB Subcontracting Plan whenever possible.

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- (3) TTUHSC purchases of services greater than \$100,000: Purchasing will solicit formal bids. Bids/Proposals will be requested from vendors providing the required classification and servicing the geographic area concerned.

c. **Catalog Purchasing.**

TTUHSC will solicit catalogs and evaluate pricing from approved HUBs in accordance with the catalog purchasing procedures. An approved HUB vendor will be used to the fullest extent possible.

d. **Construction, Consulting, and Professional Services:**

- \* (1) **Construction.** TTUHSC will solicit bids by (a) advertising in the legal notice section of the local newspaper or (b) specifically mailing bid packets, which will include at least one minority and one woman-owned business. The HUB Coordinator or their representative will inform general contractors of state policy to award HUBs a good faith effort.
- \* (2) **Consulting.** If HSC OP 50.27 requires solicitation of proposals, the department will utilize and demonstrate that the HUB directory was used as a resource.
- \* (3) **Professional.** The services of some professionals do not require competitive bids. Examples include certified public accountants, architects, optometrists, physicians, surgeons, land surveyors, and professional engineers. The HUB directory will be used as a resource in selection of these professionals.

\*Note: In the event a/an (operating unit, i.e., division, program, facility, etc.) is unable to locate a HUB vendor from the TPASS's certified HUB Directory or the CMBL, the unit must make a written notation or attach documentation with the spot purchase form or the contract of all referenced sources used and document the unavailability of HUBs.

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