ADMINISTRATION AND RESPONSIBILITIES

Administration

The University of Texas Health Science Center at San Antonio 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 HUB Program.

Departmental Responsibilities

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

When completing departmental requisitions or small order system purchases, 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.

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 General Services Commission, 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.
2. Training and assistance for effective administration of the HUB Program.

3. An on-line HUB file of currently certified HUB firms and the commodities that they provide.

Departmental requisitions with specific dollar limitations:

1. For all purchasing thresholds, the Health Science Center is committed to the exercise of good faith effort in providing business opportunities to Historically Underutilized Businesses (HUBs), in accordance with established HUB Program good faith effort goals.

2. For requisitions with an aggregate total cost of $5,000 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 of $5,000 or less, competitive vendor selection is still encouraged. Therefore, when a purchase request has an aggregate total cost of $5,000 or less, 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 reference vendor. 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 vendor is a HUB vendor, the order will be placed with that HUB vendor, unless otherwise determined appropriate by the Purchasing Office.

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

**Action Plans**

**Operating Division Structure**

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

**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 representative may be added at the discretion of the Chief Administrative Officer.

**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 the Health Science Center and other University of Texas component institutions, and of requisite business processes and procedures.

**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.

**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 General Services Commission and The 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 General Services Commission and to The University of Texas System will be certified by the Chief Administrative Officer or the Chief Business Officer.

**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 the General Services Commission, whenever consistent with state and federal statutes, The University of Texas System rules, and General Services Commission rules and regulations, as applicable.

**Utilize Rules and Regulations in Support of HUB Program**

Utilize and supplement as appropriate, purchasing rules and regulations published by the General Services Commission and The University of Texas System in support of HUB Program goals and objectives.

**Routinely Monitor**

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