

Historically Underutilized Business (HUB) Operations Department



INTERNAL DEPARTMENTAL TRAINING

What is a HUB?



A Historically Underutilized Business (HUB) is a for-profit entity that has not exceeded the size standards prescribed by [34 TAC §20.23](#), and has its principal place of business in Texas, **AND** is at least 51% owned by an Asian Pacific American, African American, Hispanic American, Native American, American women and/or Service Disabled Veteran, who resides in Texas and actively participates in the control, operations and management of the entity's affairs.

Importance of Utilizing HUB Vendors



- For contracts over a million dollars the Board of Regents has requested the HUB utilization goal for new contracts; for contracts up for renewal, the Regents want to know if the vendor has reached or exceeded their HUB goal as outlined within the HSP.
- The Texas Legislature requires state agencies to make a good faith effort to assist HUBs in receiving a portion of the total value of all contracts.
- Each legislative term the university must submit a report to the Legislative Budget Board (LBB). The report provides details on whether the university has met or exceeded its HUB goals. This data is used in conjunction with other information to determine how much state funding the university will receive.
- The university is required to submit semi-annual and annual reports to the State Comptrollers Office detailing our HUB expenditures for the fiscal year. The reports are published and reviewed by community stakeholders, elected officials and our Board of Regents.

Internal HUB Goals & Incentives



- At the April 12, 2018 College and Divisions Administrators meeting new internal HUB goals were introduced. The new goals were specifically aligned with the college/division individual HUB spend.
- In determining the new goal, the HOD, utilized the weighted average for the last three fiscal years spend, and applied a growth expectation percentage.
- The HUB Operations Department will send monthly reports to the Business Administrators for the purpose of analyzing HUB utilization data. This is done in order to maximize HUB participation for each department. Within the spend report, a listing of missed HUB opportunities are identified.
- In an effort to garner peak participation we will offer the following incentives to the College/Division that has the highest percentage increase of HUB participation:
 - First Place- I-Pad
 - Second & Third Place-Kolache Breakfast

Internal HUB Resources



- A search for HUB vendors can be completed on Centralized Masters Bidders List (CMBL) – HUB Directory. Directions on how to utilize the HUB Directory can be found on the HUB Operations website under “Resources”.
- HUB Resellers Listing- HUB Resellers provide the same pricing as manufactures, in utilizing HUB resellers, it aids the university in meeting our HUB utilization goals. A listing of Resellers can be found under the “News” Section.
- HUB Database- Starting September 1, 2018 internal personnel will have access to the internal HUB Vendor Database/Spreadsheet. The HUB vendor database is separate and apart from the State Comptroller's Search. The database is compiled of information submitted to the HUB Operations Department by HUB vendors who are interested in doing business at the University of Houston.

All of the above information can be found on the HUB Operations website.

www.uh.edu/hub