

HISTORICALLY UNDERUTILIZED BUSINESS PLAN

For Fiscal Years 2015-2019

By



TEXAS TECH UNIVERSITY SYSTEM™

Board Member	Term Expires January 31	Hometown
Mr. Mickey L. Long	2015	Midland
Mrs. Nancy Neal	2015	Lubbock
Mr. John B. Walker	2015	Houston
Mr. Larry K. Anders	2017	Dallas
Mrs. Debbie Montford	2017	San Antonio
Mr. John D. Steinmetz	2017	Lubbock
John Esparza	2019	Austin
Mr. L. Frederick "Rick" Francis	2019	El Paso
Tim Lancaster	2019	Abilene
	Term Expires May 31	
Coby Ray, Student Regent	2015	Plano

Date of Submission:

July 01, 2014

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I. Institutional Organization

The Texas Tech University System (TTUS) is composed of the following components: Texas Tech University System Administration (TTUSA); Texas Tech University (TTU); Texas Tech University Health Sciences Center (TTUHSC); Texas Tech University Health Sciences Center at El Paso (TTUHSCEP), and Angelo State University (ASU). Primary campuses for TTU and TTUHSC are in Lubbock; Angelo State University is located in San Angelo.

The Texas Tech University System Board of Regents is the governing board of the Texas Tech System. The board provides direction and establishes policy for the System and its components.

II. Goal

The TTU System Board of Regents is committed to providing procurement and contracting opportunities to historically underutilized businesses (HUBs) and directs the TTU System to promote compliance with state statutes and the Comptroller of Public Accounts (CPA) rules concerning HUBs.

The TTU System will maximize the use of qualified HUB participants and continue our commitment to foster HUB utilization as well as mentor potential HUB applicants across all six major commodity expenditure categories as defined by the CPA.

III. Objective

TTU System will continue to use current State benchmark goals as applicable to our regional economic factors (such as transportation, cost impact, and local/regional HUB participation). TTU System will make a good faith effort to assist HUBs in the participation of all contract solicitations. Offices and departments shall identify and ensure that businesses owned by minorities, women and disabled veterans are given an equal opportunity to bid on commodities, services, and construction projects.

TTU System will support businesses to participate in the HUB Program as well as the CPA's Mentor-Protégé Program.

IV. Strategy

The presidents of component institutions shall have the overall responsibility for the planning, coordination, implementation, and enforcement of HUB policies at respective components. The presidents will appoint employees (HUB Coordinators) to achieve the provisions of the HUB policy at the institution level. The chancellor has designated an employee within Facilities

Planning and Construction as the HUB Coordinator for system procurement and construction projects managed at the system level.

The HUB Coordinators shall:

- a. Assist HUBs in learning how to conduct business with the TTU System and its components;
- b. Conduct outreach opportunities related to the HUB program;
- c. Submit notices of contracting opportunities through various minority news media, chamber of commerce and minority business development centers;
- d. Submit quarterly, semi-annual and annual reports to the CPA;
- e. Report monthly to system components HUB procurement;
- f. Establish goals for each procurement category and estimate contract awards by the 60th day of each fiscal year;
- g. Promote HUB participation during contractor evaluations;
- h. Enforce contractor HUB solicitation for sub-contractor selection;
- i. Assign staff to review and monitor HUB Subcontracting Plans;
- j. Match HUBs with key staff (i.e., ensuring that HUBs interact with the appropriate personnel of the TTU System and its components);
- k. Maintain a Mentor-Protégé program;
- l. Assist potential HUB applicants in obtaining state certification; and
- m. Make a good faith effort to increase the award of goods and services contracts to HUBs in accordance with state statutes and the CPA's promulgated rules.

The TTU System has established policies to promote HUB programs. The president of each component will provide support, as needed, to implement and achieve these HUB policies.

V. External/Internal Assessment

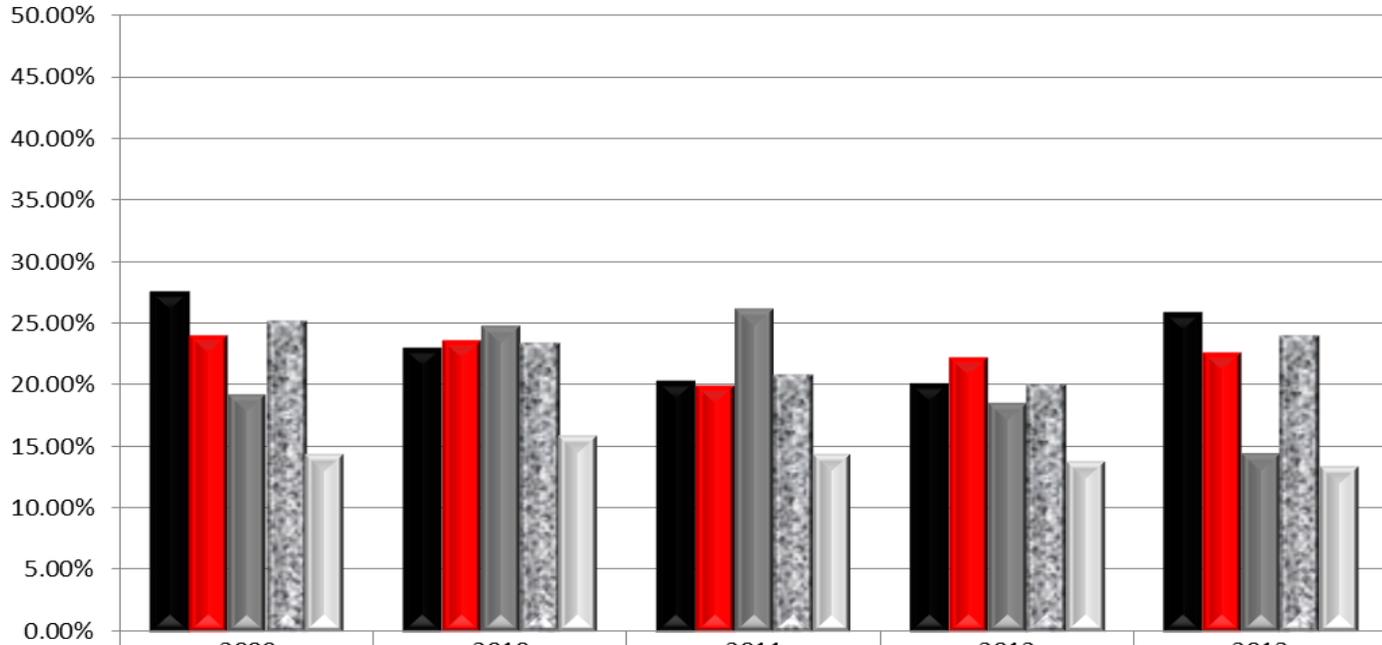
The HUB coordinators will coordinate with each other and comply with all HUB reporting requirements, including quarterly, bi-annual and annual reports to the CPA. The HUB coordinators will also track the extent of the HUB participation by all major departments in their procurement programs and make it an agency review item at the executive level. TTU System will require prime contractors to put forth a good faith effort in establishing contracts with HUBs as subcontractors, suppliers, or material providers for contracts of \$100,000 or more.

- a. A HUB report will be produced monthly to assess system awards made to HUBs. The report will identify total purchases, type of purchases, pcard, and subcontract amount expended in each HUB category, and the percentage of HUB participation.
- b. The HUB coordinators, or their designees, will serve as a liaison with CPA. The liaison will contact TPASS and/or CPA Small Business Programs for assistance when purchasing difficulties occur.

- c. HUB participation will be measured and evaluated. The HUB coordinators will keep a monthly record of all HUB purchases. The HUB coordinators will also use the monthly report as a tool to identify the commodities that present the greatest opportunity for HUB participation.
- d. Monthly reports will be generated and sent to the chancellor, vice chancellors, presidents, vice presidents, deans, department chairs, and directors at the respective component to report current HUB participation.
- e. Reports to the Board of Regents will be provided on an annual basis or as requested.

Historical HUB purchasing utilization is presented graphically in the following data:

Texas Tech University System HUB Expenditures as a % of Total Expenditures



	2009	2010	2011	2012	2013
■ TTU	27.63%	23.10%	20.43%	20.22%	26.02%
■ TTUHSC (Lubbock & El Paso)	24.10%	23.70%	20.02%	22.27%	22.70%
■ ASU	19.30%	24.90%	26.26%	18.66%	14.55%
■ TTUSA + All Components	25.25%	23.40%	20.90%	20.08%	24.00%
■ Statewide	14.50%	15.90%	14.46%	13.87%	13.42%

	\$HUB FY2009	\$HUB FY2010	\$HUB FY2011	\$HUB FY2012	\$HUB FY2013
TTU	\$38 M	\$36.5 M	\$32.8 M	\$31.3 M	\$41.6 M
TTUHSC (Lubbock & El Paso)	\$29 M	\$27.5 M	\$23.1 M	\$21 M	\$22.4 M
ASU	\$5.6 M	\$6.6 M	\$10.1 M	\$5.6 M	\$3.2 M
TTUSA + All Components	\$73 M	\$71 M	\$66.2 M	\$58.2 M	\$68 M
Statewide	\$2.0 B	\$2.1 B	\$2.0 B	\$1.9 B	\$2.0 B