

Did You Know ...

Important Dates

Prime Contractors PAR Reports (i.e. subcontractor information, payments) are required to be submitted by the 15th of each month. Submitting required information on time allows the University to receive HUB credit for eligible expenses.

Who Are We How Can We Help

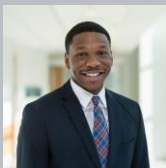
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Director's Corner



Dr. Linelle Clark

The HUB Department (HOD) is honored to be a recent recipient of the Houston Business Journal (HBJ) Outstanding Supplier Diversity awards. One of the HBJ's essay question was, "Why is diversity important and how does it impact your clients or business ties?" My response was easy. For the University of Houston, the word "diversity" is a verb (a word used to describe an action). As the second most ethnically diverse major research university in the United States, UH values how diversity enriches the University community. Diversity is a driving force influential to institutional success and fulfillment of the University's mission. While awards may be given to the HUB Operations Department---all entities within UH through their Good Faith efforts contribute to HOD's success. On behalf of the University of Houston --- we are honored to be recognized by the community we serve.

To further encourage increased expenditures with HUBs within categories outside of construction and special trades, UH Colleges are assigned a HUB goal each year based on prior year expenditures. Colleges also participate in an annual HUB contest where the top three Colleges exceeding their prior year HUB goal are recognized by their peers and receive a nominal prize. While colleges' Good Faith expenditures with HUBs outside of construction and special trade categories are commendable, the reality is construction and special trade activities account for 50 to 60 percent of HUB eligible spending in any given period. This knowledge comes as no surprise to David Oliver, Senior Associate Vice Chancellor/ Senior Associate Vice President for Facilities /Construction. Readers may not be aware of the close working partnership HOD has with the Facilities/Construction team to help increase HUB participation and HUB program compliance. It is not uncommon for David Oliver and/or his Executive Leadership to meet with Prime Contractors awarded construction projects to communicate the importance of meeting HUB goals. Facilities and Construction team members also play a key role in assisting HOD address HUB contract compliance concerns. "Supporting UH's State HUB goals requires actions on the part of the overall UH community. Facilities/Construction Management recognizes our role in promoting the use of HUB contractors on UH construction & facilities projects." *David Oliver, Senior Associate Vice Chancellor/Vice President Facilities/Construction Management*

Did You Know ...

UH Purchasing Website

<https://www.uh.edu/office-of-finance/purchasing/>

Provides A Wealth of Information

Are you interested in knowing which vendor(s) was awarded a UH contract and/or how a proposal(s) was scored? Scoring matrix results are readily available on the UH Purchasing website <https://www.uh.edu/office-of-finance/purchasing/purchase-contract-transparency/>. In addition, please review the state agency purchasing thresholds. Purchasing thresholds might be useful information to consider when responding to an informal solicitation. For example, UH Colleges informal solicitations award threshold is (\$15k-\$25k). Formal solicitations are purchases over \$25,000, paid entirely with non-federal funds, or equal to or over \$250,000 paid in part with federal funds are consider formal. Formal solicitations must be posted on the State of Texas Electronic State Business Daily (ESBD).

The Best Way to Market Your Business with UH

First determine if UH contracts for the type of goods or services your company provides. Each year the HOD hosts a targeted HUB Vendor Fair for HUBs providing goods and/or services in priority non-construction expenditure areas. In FY2022, priority expenditure areas included:

- Medical Supplies
- Laboratory Equipment
- Chemicals & Gases
- Web Design
- Video Production
- Promotional Awards
- Embroidery
- Event Planning (Full Service)
- Information Technology-Hardware/Software
- Furnishings
- Catering Services (To /Go Cold & Hot Food).

The Best Way to Market Your Business with UH (Continuation)

Large Construction projects offer subcontracting opportunities directly with selected Prime Contractors. Facilities Maintenance needs are often addressed through multi-year Job Order Contracts (JOC) ---the most recent JOC was awarded, February 10, 2022. There was also a recent RFQ (May 18, 2022) for Civil Engineering Design Services. These opportunities were posted on the ESBD with notifications emailed to HUBs with applicable NIGP codes on the CMBL. Hence, it is important to (1) consider paying the \$70 fee to be on the CMBL and (2) have the correct NIGP codes listed for your company. To register for the CMBL visit: <https://comptroller.texas.gov/purchasing/vendor/registration/>.

Another method for UH to be aware of your company is to establish a vendor profile in the UH HUB database <https://uh.edu/office-of-finance/hub/vendors>, which is accessible to all UH staff. If you already have a profile established—don't forget to update your profile as appropriate with the top (3) NIGP codes where your company has expertise. In addition, please list all relevant and up to date references. Lastly, please participate in applicable events and bring your questions.

HUB Subcontracting Plan (HSP) Requirements

A HUB Subcontracting Plan (HSP) is a form completed by prospective prime contractors (HUBs and Non-HUBs) regarding the planned use of subcontractors. A HSP is required to be submitted with all solicitation responses with an expected value of \$80,000 or more for facilities projects paid with non-federal funds. It is also required for projects that are \$100,000 or more for other goods and services paid with non-federal funds, and more than \$150,000 for goods and services paid with only federal funds where subcontracting opportunities have been determined to be probable. A frequently asked question is, "If a company is certified as a HUB must they submit a HSP?" The answer is, "Yes, HSP requirements are based in state law which does not make a distinction between HUB and non-HUB Prime Contractors—all are treated equal." As a friendly reminder, the UH HUB Operations Department provides courtesy HSP reviews---information regarding this assistance are included within applicable solicitations.

IS YOUR BUSINESS CERTIFIED AS A STATE OF TEXAS

HISTORICALLY UNDERUTILIZED BUSINESS (HUB)?

AND

INTERESTED IN INCREASING UH STAFF AWARENESS OF YOUR BUSINESS?



Create your company profile in the UH HUB Vendor Database

<https://uh.edu/office-of-finance/hub/vendors>

For assistance contact Dakarai B. Campbell at 713-743-7576 or

Upcoming Event(s)

Construction Projects Informational Meeting

* Flyer on UH HUB website— www.uh.edu/hub

UHSL College of Technology & Football Operations Building

Date: Tuesday, August 2, 2022

Time: 9:00 am-12:00 pm

Location: UH Elizabeth D. Rockwell Pavilion (MD Anderson Library, 2nd Floor)

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