

DOING BUSINESS WITH TEXAS TECH UNIVERSITY

RESPONSIBILITY

The Procurement Services Division is responsible for the acquisition and payment of all supplies, materials, equipment and/or services for Texas Tech University. Texas Tech University assumes no liability for payment of obligations except those incurred accordingly.

POLICY

Provisions of Texas Tech University Board of Regents' Policy Manual, the State of Texas Building and Procurement Commission Guidelines, and Texas Tech University Operating Procedures govern the purchasing policies of Texas Tech University.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

Texas Tech University, consistent with a statewide initiative to enhance and expand business opportunities for historically underutilized businesses, developed and implemented a Historically Underutilized Business (HUB) Program. The program was developed to encourage full participation of HUB businesses in all phases of its procurement activities and to afford them a full and fair opportunity to compete for Texas Tech University business.

Texas Tech University's HUB Program seeks to identify historically underutilized businesses and provide assistance to vendors on how to participate in the competitive bid process for goods and services needed by Texas Tech University with the objective of increasing business opportunities and to stimulate economic growth. The Purchasing Department assures that qualified, certified HUB vendors are considered and utilized in the procurement of goods and services.

The Purchasing Department is conscious of its responsibility in expending public funds in a diverse and competitive market and maintains an open door policy with all potential suppliers. Purchasing transactions are completed without regard to race, color, disability (handicap), sex, religion, age, or national origin.

ELIGIBILITY

To be eligible for participation in our HUB Program, vendors must first qualify as a historically underutilized business and be certified as such. The Historically Underutilized Business Department will assist in the certification process.

Classification

Historically Underutilized Business (HUB) is a legal entity that is structured in one of the following manners:

- A. a corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities are owned by one or more persons who:
 - (i) have been historically underutilized (socially disadvantaged) because of their identification as members of certain groups, including but not limited to : Black Americans, Hispanic Americans, American Women, Asian Pacific Americans, and Native Americans (Indian); and
 - (ii) have a proportionate interest and demonstrate active participation in the control, operation, and management of the corporation's affairs;
- B. a sole proprietorship created for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by paragraph (A)(i) of this subdivision;
- C. a partnership formed for the purpose of making a profit in which at least 51 percent of the assets and interest in the partnership is owned by one or more persons who:
 - (i) are described by Paragraph (A)(i) of this subdivision; and
 - (ii) have a proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs;
- D. a joint venture in which each entity within the joint venture is a Historically Underutilized Business (HUB). Furthermore, the joint venture must have been formed for the purpose of making a profit and is otherwise a legally recognized business organization under the laws of the State of Texas, provided that at least 51 percent of the assets, interest, classes of stock and equitable securities are owned by one or more persons who:
 - (i) have been socially disadvantaged because of their identification as members of those described in Paragraph (A)(i) of this subdivision; and

- (ii) have a proportionate interest and demonstrate active participation in the control, operation and management of the joint venture's affairs, as well as the affairs of their own entities.
- E. Other business entities (i.e. Limited Liability Partnership, Limited Liability Corporation) formed for the purpose of making a profit and are otherwise legally recognized business organizations under the laws of the State of Texas, provided that at least 51 percent of the assets and interest and 51 percent of any classes of stock and equitable securities are owned by one or more persons who:
- (i) have been socially disadvantaged because of their identification as members of those described in Paragraph (A)(i) of this subdivision; and
 - (ii) These individuals must have a proportionate interest and demonstrate active participation in the control, operation and management of the entities' affairs.

GENERAL PURCHASING PROCEDURES

Only the Director of Purchasing or designee, can commit Texas Tech University for the purchase of goods and services.

1. Informal Bids (Small Purchases):

The Purchasing Department, or users department, may contact bidders by telephone requesting product information, firm prices, and reasonable delivery time for small purchases. A purchase order may be issued to the responsive bidder by telephone. A confirmation of the order will be mailed to the successful bidder upon request.

2. Formal Written Bids (Large Purchases):

The Purchasing Department issues written, sealed Invitations for Bid for large dollar purchases to eligible vendors when deemed in the best interest of the University. The Purchasing Department also advertises bid solicitations over \$25,000 on the Texas Marketplace, a statewide electronic bulletin board. The Invitations for Bid are opened at the scheduled date and time; then, they are evaluated and a purchase order is issued to the responsive bidder submitting the lowest and best bid.

CENTRALIZED MASTER BIDDERS LIST (CMBL)

The Texas State Comptroller's Office maintains the State of Texas' Centralized Master Bidders List (CMBL). The CMBL consists of statewide bidders, Historically Underutilized Businesses (HUBs) and Qualified Information System Vendors (QISVs). Texas Tech University uses the CMBL to make purchases or other acquisitions for which competitive bidding or competitive sealed proposals are required. For further information regarding the CMBL, refer to the Comptroller's website:

<http://www.window.state.tx.us/procurement/>.

BID OPENINGS

Bid openings are held in the Purchasing Department, Drane Hall, at 3:00 p.m. (unless otherwise noted) on the date indicated on the Invitation for Bid. Bidders are invited to attend.

VENDOR PERFORMANCE

When a purchase order is issued, the vendor is expected to faithfully execute the order in accordance with specifications, terms, conditions, and delivery time under which the order was accepted.

INVOICES

Please submit invoices in triplicate for all billings to: Texas Tech University Accounts Payable Department, Box 41107, Lubbock, Texas 79409-1107. All invoices must cite the official six (6) digit purchase order number. Failure to submit invoices in accordance with these instructions will delay payment.

STATE SALES TAX EXEMPTION

Texas Tech University claims an exemption from taxes under Section 151.309 or Section 151.310 of the Vernon's Tax Code, for purchases of tangible personal property, as this property is being secured for the exclusive use of the State of Texas. An exemption certificate will be furnished upon request.

DELIVERIES

All deliveries should be delivered in accordance with the Texas Tech official purchase order. Deliveries are accepted at the Central Warehouse from 8:00 a. m. through 12:00 noon and 1:00 p.m. through 4:30 p.m., Monday through Friday except for official University holidays.