

**MAPP 03.02.05 Historically Underutilized Business (HUB)**

**Section**                    **Program**  
**Area**                        **Fiscal Affairs**  
**Original**                    Procurement Services  
**Revised**                    11/13/2017  
                                     04/28/2026



TEXAS SOUTHERN UNIVERSITY  
**MANUAL OF ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**I. POLICY STATEMENT**

Texas Southern University (the “University”) shall conduct all procurement activities in accordance with applicable federal and state law, including Texas Education Code § 51.9335, using a best value standard that promotes open competition, operational efficiency, and responsible stewardship of public funds. The University supports participation in its procurement processes by vendors recognized under applicable state procurement programs, as defined and administered by the State of Texas.

All University employees involved in procurement activities shall make a good faith effort to ensure that qualified vendors are afforded a fair and reasonable opportunity to compete for University contracts, consistent with applicable law and institutional policy.

**II. PURPOSE AND SCOPE**

The purpose of this MAPP is to establish a legally compliant and operational framework for vendor participation in University procurement activities. This MAPP applies to all procurement of goods and services conducted by, or on behalf of, the University, regardless of funding source, including state, local, auxiliary, and grant-funded procurements, except where superseded by specific sponsor requirements. This MAPP shall be interpreted and applied in a manner consistent with current state procurement laws, Texas Comptroller guidance, and any applicable successor programs, including the **VetHUB** program.

**III. DEFINITIONS**

**A. Best Value:** The method by which the University evaluates procurement decisions in accordance with Texas Education Code § 51.9335, considering relevant factors such as price, quality, vendor performance, and other criteria permitted by law.

**B. VetHUB (Texas Veteran Heroes United in Business Program):** A vendor certification program administered by the Texas Comptroller of Public Accounts recognizing businesses owned and controlled by service-disabled veterans, as defined by applicable state law and administrative guidance.

**C. Good Faith Effort (GFE):** Documented actions taken by the University and its contractors to identify, solicit, and consider qualified vendors in procurement opportunities, consistent with applicable law and guidance.

**IV. PROGRAM ADMINISTRATION**

**A. Oversight:** The Vice President for Administration and Finance, or designee, shall have overall responsibility for oversight and administration of procurement practices under this MAPP.

**B. Procurement Administration:** The University’s Procurement Department shall implement procedures designed to promote fair competition, encourage participation from qualified vendors, and maintain compliance with reporting requirements.



**C. Coordinator Designation:** The University may designate a staff member, which may include the Director of Procurement or designee, to coordinate vendor outreach, education, and participation monitoring.

## **V. PROCUREMENT PRACTICES AND PARTICIPATION**

**A. Good Faith Effort:** The University shall identify and include qualified vendors in solicitation opportunities and utilize available state vendor systems and resources.

**B. Use of State Vendor Systems:** The University shall utilize systems maintained by the State of Texas, including the Centralized Master Bidders List (CMBL), to identify qualified vendors.

**C. Outreach and Engagement:** The University may conduct vendor education and informational sessions to increase awareness of contracting opportunities.

**D. Procurement Practices:** The University shall, where practicable, structure procurements to encourage competition and develop clear, reasonable specifications.

**E. Vendor Participation Limitations:** Nothing in this policy shall be interpreted to establish unauthorized quotas, require selection based on certification alone, or override the University's "best value" obligation.

**F. Contractor Responsibilities:** Where permitted by law, the University may require contractors to demonstrate a good faith effort to include qualified vendors in subcontracting.

## **VI. COMPLIANCE AND REPORTING**

The University shall comply with all applicable state reporting requirements related to vendor participation as required by the Texas Comptroller or other governing authority. All activities shall support transparency and audit readiness.

## **VII. REFERENCES**

- Texas Education Code § 51.9335
- Texas Government Code (as applicable)
- Texas Comptroller of Public Accounts Procurement Guidance
- Centralized Master Bidders List (CMBL)