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Special points of interest:

- Benefit of HUB Program
- TechBuy changes
- Purchasing Training
- Production Dashboard

Procurement Professionalism

Excellence is consistently doing your best, without regard for who will or won't ever know. It's done by organizations, management and individuals. Organizational excellence should be the standard at the highest level, and not just based on giving it lip service. Excellence should be demonstrated and insisted upon daily.

One of the fundamental tasks of procurement professionals is to interact with vendors to procure the goods and services required of our institution. Procurement is responsible for ensuring fair and open practices with our vendor community. Establishing a mutually beneficial relationship requires that procurement communicate to vendors their expectations and the consequences of failing to fulfill those expectations.

It is important to explain in great detail the established procedures for dealing with unacceptable quality levels or the unfortunate occurrence of a contract breach. Procedures can include issuance of a cure notice, show cause notice and notice of termination for default. Additionally, we are trained to document any deficiencies in goods received or services being rendered.

“Every profession relies upon values, principles and practices to define its operating code and the requirements that distinguish its practitioners from non-professionals.”

HUB Program

A "Historically Underutilized Business"...

- is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman,
- 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
- has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity's affairs.

The statewide HUB Program facilitates the use of HUBs in state procurement and provides information on the state's procurement process to minority and woman-owned businesses.

In accordance with 34 TAC §20.13, each state agency shall make a good faith effort to utilize HUBs in contracts for construction, services (including professional and consulting services) and commodities purchases.

Vendors seeking certification as a HUB are required to submit a completed HUB certification application and supporting documentation to the statewide HUB Program, affirming under penalty of perjury that their business qualifies as a HUB*.

Historically Underutilized Business Program



Be HUB Certified – Be Ready for Opportunity

The goal of the Statewide HUB Program is:

- to actively involve HUBs in the Texas procurement process and
- to ensure they receive a fair share of state business.

HUB certification is an important step for minority- and woman-owned businesses to introduce their products and services to the state of Texas.

In fiscal 2008, Texas awarded more than \$1.85 billion in contracts to companies certified as HUBs.



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HUB Eligibility – A Respected Standard

Criteria I – Ethnicity, U.S. Citizenship and Texas Residency (continued)

- **Hispanic Americans**
Including persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish or Portuguese culture or origin, regardless of race.
- **Native Americans**
Including persons who are American Indians, Eskimos, Aleuts or Native Hawaiians.
- **American Women**
Which includes all women of any ethnicity not specified above.



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HUB Eligibility – A Respected Standard

Criteria IV – Principal Place of Business

- A HUB's principal place of business must be in Texas.
- The business must be registered with the appropriate authority in Texas.
 - Corporations, limited (liability) partnerships and limited (liability) companies must be registered with the Texas Secretary of State.
 - Sole proprietorships and general partnerships must be registered with the county in which they are located.



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Informal bid process for purchase exceeding \$5,000.00 but less than \$25,000.00 requires three (3) responsive written quotes with a minimum of two (2) certified HUB businesses

TechBuy Updates

TechBuy HSC Non-Catalog Form

Changes are coming to the Non-Catalog Forms in TechBuy. In March the forms will be updated, removing the Sole Source and Proprietary section. For Requisitions requiring a Sole Source or Proprietary Statement submitters should be using the Sole Source or Proprietary Justification form found on the Purchasing home page.

Link to form: <http://www.fiscal.ttuhs.edu/purchasing/collateral/Sole%20Source%20or%20Proprietary%20Purchase%20Justification.pdf>

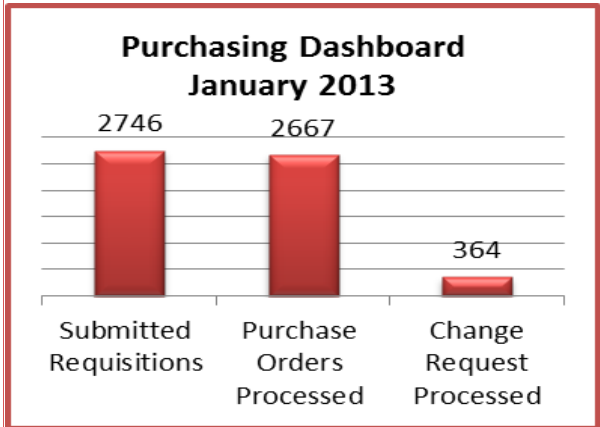
Purchasing Training

Dates, time and location for Purchasing training will be posted soon for new TTUHSC employee's whose duties consist of purchasing and those who desire a refresher. If you have not subscribed to the TechBuy user groups to receive TechBuy email notifications of updates and information please access the following link; <http://www.fiscal.ttuhs.edu/banner/usergroups/UserGroups.aspx>

Purchasing Department Contacts
Office phone number; 806-743-7841
Fax number 806-743-7850

John Haynes, Director - 743-7387	Shawn Olbeter, Unit Associate Director - 743-7386
Lora Turpin, Section Manager - 743-7392	Janice Brumley, Section Supervisor - 743-7389
Dolores Ramirez, Unit Supervisor - 743-7385	Teri Floyd, Sr. Purchaser - 743-7384
Sylvia Bradley, Sr. Purchaser - 743-7390	Linda Anderson, Analyst II - 743-7388
Juan Lucero - Purchaser - 743-7391	

TechBuy updates
Purchasing Training
Purchasing Production



Stay updated and informed!

For TechBuy news, information and updates be sure to sign up at: <http://www.fiscal.ttuhs.edu/banner/usergroups/UserGroups.aspx>

