

HUB GOALS

For some projects, Travis County will be using “contract specific goals” as determined by availability from its 2016 Disparity Study as adopted by the Commissioners Court. If contract specific goals are not used, then “aspirational goals” will be used. Please check the web site under the HUB Program to see the latest aspirational goals. <https://www.traviscountytx.gov/purchasing/hub>

The HUB as a prime will not count toward the sub-consultant or sub-contractor goals.

CERTIFICATION

Travis County does not certify HUB vendors. However, we recognize certifications from the State of Texas, City of Austin, Texas Unified Certification Program (TUCP) and The South Central Texas Regional Certification Agency (SCTRCA). Travis County exercises the right to verify subcontractors listed on HUB Plans. It is the County’s practice to consider ethnicity before gender when distinguishing HUB certifications and calculating goal achievement.

VENDORS

All vendors are encouraged to register to do business with Travis County at www.bidsync.com. There is no charge to register or to respond to any solicitation posted by Travis County. You will be able to view procurement opportunities and download current bid documents and related information.

MORE INFORMATION

For more information regarding HUB & M/WBE certification visit:

<http://austintexas.gov/department/small-and-minority-business/about>

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

<http://www.sctrca.org/default.asp>

GOOD FAITH EFFORT

In the area of construction projects, including professional services associated with the projects, HUB and non-HUB Prime Contractors that are awarded contracts with the County are required to make a “Good Faith Effort” to subcontract with HUBs.

The Prime Contractor is required to comply with the following criteria:

1. Consistent with standard and prudent industry practices, divide the contract work into the smallest feasible portions to allow for maximum HUB Subcontractor participation.
2. Notify HUBs in writing, allowing sufficient time for effective participation, of work that the Prime Contractor plans to subcontract. The notification shall include:
 - Adequate information concerning the project and intended subcontracting work (i.e. plans and specifications, scope of work).
 - Bonding and insurance requirements that the HUB subcontractor will be required to fulfill.
 - A point of contact (name, title, phone number, address, etc.) within the Prime Contractor’s organization that can answer any questions a HUB may have concerning the project.
3. Provide written notice/explanations to the Travis County Purchasing Agent and/or HUB Program Coordinator if the Prime Contractor is unable to meet the required goal for HUB Sub-contractor participation, and why the goal was not met.
4. Negotiate in good faith with interested HUBs, not rejecting bids from HUBs that qualify as lowest, responsive and responsible bidders.
5. Use the services of minority or women trade organizations or development centers to disseminate the subcontracting opportunities to their membership and participants.
6. Communicate to the Purchasing Agent when no HUB participation is achieved and include the reasons why.
7. Obtain pre-approval from the Travis County Purchasing Agent and/or the HUB Program Coordinator of all changes involving Certified HUB Subcontractors. Modifications to the HUB Subcontractor Participation Plan are permitted only after award of the bid and solely with the prior written approval of the Purchasing Office.

For those Prime Contractors that experience difficulty in locating Certified HUBs to fulfill their subcontracting goals, a list may be provided by HUB staff upon request.



Travis County Purchasing Office “QUICK” Reference Pamphlet

Cyd V. Grimes, C.P.M., CPPO
Purchasing Agent
700 Lavaca, Suite 800
Austin, Texas 78701
Phone (512) 854-9700
Fax (512) 854-9185



www.traviscountytx.gov/purchasing/

*“...building success one
victory at a time.”*

MISSION

The mission of the Travis County Purchasing Office is to:

- Ensure compliance with the County Purchasing Act as well as other state and federal laws applying to County purchasing;
- Provide equal access to all vendors, including HUBs, participating through competitive acquisition of goods and services;
- Provide an ongoing supply of quality goods and services to all County offices;
- Account for all County assets through an effective fixed asset management system; and
- Protect the interests of Travis County taxpayers without regard to any undue influence or political pressures.

REQUISITIONS

Informal Solicitations: For solicitations up to \$2,500, the Purchasing Office solicits a quote from a certified HUB, if possible. For a solicitation from \$2,500 to 50,000, the Purchasing Office requires at least three informal quotes, one of which must be from a certified HUB.

Formal Solicitations: The Purchasing Office uses a third party vendor to maintain the Bidders List. All registered vendors with a specific commodity and sub-commodity category are solicited. All HUB vendors are encouraged to register with the third party vendor so they are included in formal solicitations within the commodity codes they select.

PURCHASING POLICY

The policy of the Travis County Purchasing Office is to:

- Seek the best quality, lowest priced goods and services that meet the needs of County and its personnel;
- Provide all responsible vendors and contractors, including HUBs, equitable access to servicing the needs of the County and its personnel through competitive acquisition of goods and services;
- Comply with all federal and state laws that apply to County purchasing and comply with the policies and procedures in this manual.
- Manage County assets and inventory so that replacement costs are minimized and County can account for all assets; and
- Dispose of all surplus, salvage, seized and abandoned property in a manner that both provides the most benefit to the taxpayers of the County and complies with the law.

The Purchasing Agent is the chief procurement officer for Travis County. By statute, the Purchasing Agent is responsible to direct and oversee the County procurement process for all elected and appointed officials and commissioners court departments. Your Purchasing Office is the "single point of contact" for doing business with Travis County.

TIPS

- Register with BidSync.
- Read your bid and amendments early and thoroughly.
- Get a copy of previous bids.
- Attend pre-bid conferences and other meetings.
- Get a copy of pre-bid attendance rosters to market yourself as a subcontractor
- Be responsive and respond on time.



In May 1994, the Travis County Commissioners Court unanimously passed a resolution creating Travis County's Historically Underutilized Business (HUB) Program. The primary objective of the program is to ensure that Historically Underutilized Businesses receive a fair and equal opportunity to participate in the Travis County procurement process. Travis County was the first Texas County to officially adopt a HUB Program.

HUB POLICY

The policy of the Travis County Purchasing Office is to ensure a good faith effort is made to assist certified HUB vendors and contractors in receiving contracts in accordance with the HUB Program policies and the Minority and Woman-Owned Business (M/WBE) goals adopted by the Travis County Commissioners Court.

The HUB Program policies and Minority and Woman-Owned Business goals shall be applicable to the eligible procurement dollars spent in the following areas:

- Purchase of supplies, materials, products, services, and equipment.
- Maintenance or services of County assets and property
- Contracts for professional and non-professional services
- Contracts for commodities, equipment, supplies or materials
- Contracts for repair or alteration of real property
- Contracts for the construction of real property
- Contracts for the repair or construction of roads, bridges, or other related structures and surfaces.