

# Did You Know ...

## Important Dates

Prime Contractors PAR Reports (i.e. subcontractor information, payments) are required to be submitted by the 15<sup>th</sup> of each month. Submitting required information on time assures the university gets credit for good faith efforts completed by prime contractor.

## Who Are We How Can We Help

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## Subcontractor Payments... The Importance of Confirmation

Your help is very much appreciated. Submitting PARs by the deadline assures the university receives credit for Prime Contractors good faith efforts. The impact of not completing PAR reports (payments for Primes and Subcontractors) in B2G by the 15th of each month results in the University not being credited for payments made to HUBs. We need Prime contractors to confirm receipt of payments from the university as well as ensuring all subcontractors confirm prime contractor payments.

*Be Part of the Solution, Not Part of the Problem----*Stephen R. Covey

## Director's Corner



*Dr. Linelle Clark*

Dear Readers,  
I wish to thank you for taking the time to read HUB Operations first edition of our monthly newsletter "Did You Know". The purpose of the newsletter is to provide HUBs with information about contracting opportunities, answer frequently asked questions, and share tips to help facilitate access and contracting opportunities.

*Service & Giving Back is part of my DNA—I don't know any other way to live my life.*

**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 Shalayna Williams at 713-743-7643 or  
[swilli39@central.uh.edu](mailto:swilli39@central.uh.edu)**

# Did You Know ...

## Historically Underutilized Subcontracting Plan (HSP) Courtesy Review

The University of Houston procures a wide array of goods and services from vendors. When the value of a purchase order or contract is expected to be \$100,000 (\$80,000 for facilities) or greater and there is a possibility for subcontracting; the supplier must complete a Historically Underutilized Business (HUB) Subcontracting Plan (HSP). The first step in the process is to determine what HSP option will best apply based on the commodity, project and/or service requirements:

**OPTION 1-** 100% of Subcontractors are HUBs. The respondent will use only HUB subcontractors for the project.

**OPTION 2-** The respondent **WILL MEET** the HUB subcontracting goals as identified in the Agency Special Instructions or within the solicitation document.

**OPTION 3-** The respondent will be subcontracting but **WILL NOT** meet the HUB subcontracting goals as identified in the Agency Special Instructions or within the solicitation document.

**OPTION 4-** Self Perform- The respondent **WILL NOT** be subcontracting any portion of the contract and will utilize its own resources in completing the project.

The University of Houston strives to provide you with the most effective resource materials to ensure that your HUB Subcontracting Plan (HSP) is compliant. Upon request from the vendor, the HUB Operations Department will review the HSP prior to the solicitation to help identify, and correct deficiencies. Note: The HUB Operations Department does not determine HSP responsiveness through the courtesy review process. Please allow 4 working days for turnaround time.

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## UH System Licensing Requirements

Any business or individual that would like to sell items (e.g., mask) or apparel with the University of Houston's name or trademarks for commercial purposes must be a licensed vendor. This includes using trademarked logos for retail distribution or any business that advertises in order to sell products to faculty, staff, students or any campus units. Businesses that would like to become UHS licensees can begin the process by going to <https://apply.clc.com/>

# Did You Know ...

## MEET THE UH HUB OPERATIONS TEAM



**Dr. Linelle Clark, Director HUB Operations Program**, has been with the University of Houston for 2-years relocating from Austin, TX to serve as UH's Assistant Director for Foundation Relations; subsequently promoted to her current position. The knowledge and skills acquired from prior positions provides Linelle with the foundation to help achieve success in all positions held:

Captain, USAF

Manager, General Electric Company

Director, DBE Program, TX DOT

Director, HUB Program, Austin I.S.D.

Dr. Clark provides daily oversight of the HUB Operations program and serves as the HUB program liaison for the following UH Colleges/Divisions:

College of Hotel and Restaurant Management

Law Center

University Libraries

Provost's Office

Chancellor/President (Includes Athletics)

University Advancement

University Marketing, Communications, and Media Relations

Colleges/Divisions:

College of Medicine

College of Natural Sciences and Mathematics

College of Optometry

College of Pharmacy

College of Engineering

Division of Research

School of Nursing

# Did You Know ...



**Brandon Davis, Sr. HUB Specialist** joined the HUB Operations team in July 2019. Brandon has 12 years of experience in process improvement, financial reporting, conducting audits and quality within the Supply Chain. Brandon serves as the primary point of contact for construction questions and technical assistance.

Brandon is the HUB program liaison for the following UH Colleges/Divisions:

Facilities - FPC & Minor Projects

Administration and Finance

University Services

Department of Public Safety

Houston Public Media

Information Technology

Student Affairs and Enrollment Services

General Counsel



**Shalayna Williams, HUB Specialist** joined the HUB operations team in March 2020. Working in both the private and public certification sector has given her insight into the importance of expanding business opportunities and capabilities of Historically Underutilized Businesses (HUBs). Shalayna serves as the primary point of contact for B2G Questions/Technical Assistance, Shalayna is the HUB program liaison for the following UH Colleges/Divisions:

College of Business

College of Education

College of Liberal Arts and Social Sciences

College of Technology

College of the Arts

College of Architecture

Graduate College of Social Work

Honors College

We are continuously working to make this newsletter beneficial to HUB vendors and UH Departments. Your feedback helps us determine what should be featured in future issues. What questions would you like us to answer?

Send all feedback to [swilli39@central.uh.edu](mailto:swilli39@central.uh.edu)