TEXAS HEALTH AND HUMAN SERVICES COMMISSION

KYLE L. JANEK M.D.
EXECUTIVE COMMISSIONER

Supplemental Letter for FY 2013 Annual HUB Report for Agency Numbers 529, 530, 537, 539, 538

The Health and Human Services Commission (HHSC) is committed to the utilization of Historically Underutilized Businesses (HUBs) and minority/woman-owned firms by contracting both directly and indirectly through subcontracting opportunities. Our good faith efforts to maximize HUB participation for the period of September 1, 2012 to August 31, 2013 include the following:

- continued advancement of the concept and spirit of the "memorandums of cooperation" with the Texas Association of African American Chambers of Commerce (TAAACC) and the Texas Association of Mexican American Chambers of Commerce (TAMACC) to maximize HHSC's good faith efforts;
- conducted post award meetings with contractors after execution of contracts over $100,000 to discuss HUB subcontracting plan/reporting requirements;
- provided HUB subcontracting plan (HSP) training to current and potential contractors, agency contract managers, purchasing personnel, the HUB vendor community, and other interested parties;
- administered Comptroller of Public Accounts (CPA) HUB rules;
- participated in HUB Discussion Workgroup (HDW) meetings to gain knowledge of HUB rules, and provide feedback on related requirements;
- sponsored HDW workshop in which HUB vendors presented to all state agencies attendees, and provided training to state of Texas HUB Coordinators/Administrators;
- encouraged and assisted qualified minority and woman-owned businesses to become HUB certified;
- collectively managed 26 HHS sponsored mentor-protégé relationships and continued with efforts to identify and establish additional formalized relationships as required by 34 TAC 20.28;
- provided training to HUB vendors in regards to accessing agency expenditures by Comptroller object code, which enables them to target the agencies that purchase their products in large volumes;
- determined subcontracting opportunities for inclusion of HUB subcontracting plans in contracts over $100,000 when applicable, and evaluated HUB subcontracting plans for compliance as required by 34 TAC 20.14;
- participated in 27 economic opportunity forums (EOFs) and related HUB outreach events statewide;
- participated in 11 Internal HUB forums providing 28 HUBs the opportunity to give business presentations to agency management, purchasing, and HUB staff as required by 34 TAC 20.27;
- notified HUBs not registered on the Centralized Masters Bidders List about HHS bid opportunities;
- conducted agency-wide contracting processes and procedures training for HHSC staff that included the HUB program and subcontracting requirements; and
- provided internal monthly HUB expenditure reports and program briefings to executive management.

Please let me know if you have any questions or need additional information. Robert Hall, Procurement and Contracting Services, HUB Director, serves as the lead staff on this matter. Robert can be reached at (512) 206-5526 or by e-mail at Robert.Hall@hhsc.state.tx.us.

Kyle L. Janek, M.D., Executive Commissioner