



Sam Houston State University

A Member of The Texas State University System

OFFICE OF BUSINESS SERVICES

Supplemental Letter for FY 2013 Annual HUB Report for Agency Number 753

Sam Houston State University (SHSU) continues in its "Good Faith Effort" to accelerate the University's Historically Underutilized Business (HUB) participation. The University has developed and maintains several initiatives to promote HUB participation.

- *HUB Coordinator* – The University maintains a full-time HUB Coordinator dedicated to work with all University departments in refining the University's good faith HUB participation efforts.
- *Outreach Programs* – The University is committed to purchasing goods and services from certified HUBs and participates in various events and outreach measures throughout the year which generate HUB awareness for the University's departmental needs. The following is a sampling of the initiatives for fiscal year 2013.

Monthly, attended monthly construction meetings with Physical Plant Staff and construction contractors to discuss ongoing projects that included HUB issues.

Quarterly, attended the monthly Huntsville's Main Street Economic Development Committee as representative of the University concerning HUB and Small Business vendors.

September, met with NWN, a major supplier of technology equipment to the University, and M&T Consulting to discuss the opportunities at the University and establishing a mentor/protégée agreement.

October, the University hosted the quarterly regional Texas University HUB Coordinators Association (TUHCA) at the Woodlands Center. Many of the area university HUB coordinators and several purchasers were in attendance as two HUB vendors made presentations.

December, visited with Hogan Paper Company, an Austin based Black American HUB vendor, and discussed possibilities of marketing paper products to the University.

February, met with Bates Contracting, a Black American HUB vendor, to discuss upcoming construction projects and marketing strategies to state universities and prime contractors bidding on our projects.

March, the Annual HUB Show was held at the Walker County Veteran's Center in collaboration with the Texas Department of Criminal Justice, SHSU's Small Business Development Center, Walker County and the City of Huntsville.

May, attended Access 2013 Conference hosted by the Dallas/Fort Worth Minority Supplier Development Council and sponsored by Senator Royce West.

August, Vendor Forum with Urban Circle, a Black American HUB vendor from Houston, was held with Procurement staff. Vendor was provided an opportunity to present their company and inform purchasers of the promotional items they market and how they can meet the needs of our University departments.

- *Pre-Bids & Training* – During this fiscal year fifteen (15) pre-bid conferences were held to encourage subcontracting with certified HUB's and explained the procedures in completing the HUB Subcontracting Plan and 54 departmental purchasing staff were trained on HUB University goals.
- *Mentor/Protégé Program* – Also during this period, the University sponsored the five following mentor/protégé relationships:
 1. Grainger, Inc. and Burgoon Company
 2. J.T. Vaughn Construction and McCaffety Electric Company
 3. NWN Corporation and M&T Consulting, LLC.
 4. Office Depot BSD and PDME/Hurricane Office Supply & Printing
 5. Steelcase and HBI Office Solutions, Inc.

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