Texas A&M AgriLife Research
HUB Office

TEXAS A&M AGRILIFE RESEARCH

SUBJECT: Supplemental Summary for FY 2013 Semi-Annual HUB Report for Agency 556

Texas A&M AgriLife Research (AgriLife Research) remains firmly committed to increasing the utilization of Historically Underutilized Businesses (HUB). Our active participation in Economic Opportunity Forums, as well as, the Texas University HUB Coordinators Alliance, and the HUB Discussion Workgroup, provides important opportunities to meet prospective HUB vendors, network with other state agencies and share strategies for improving HUB participation.

AgriLife Research, a founding member of the Texas A&M University System (TAMUS) Cooperative Mentor-Protégé Program, continues to actively seek both mentors and protégés to participate in the program.

In an effort to provide greater access for HUB businesses, AgriLife Research continues to work closely with minority organizations, the local Small Business Development Center, and chambers of commerce to identify and assist qualifying businesses with the HUB certification process. During Fiscal Year 2013, the AgriLife Research HUB Office has worked with numerous potential and existing HUB vendors; this includes not only providing state HUB Certification Packets, but also meeting with vendors to provide guidance regarding state purchasing in general, our agency purchasing processes, and the TAMUS Cooperative Mentor-Protégé Program.

A substantial percentage (64.5%) of AgriLife Research's biddable purchases were made against existing contracts, such as: State Term contracts, TXMAS contracts, DIR contracts, TAMU System-wide contracts, and E & I Cooperative contracts, as they represent the best value for the agency in both time and financial savings. Given the agricultural, highly technical, and scientific nature of the majority of our purchases, it is often difficult to find HUB vendors. Of the purchases made by AgriLife Research, 48.1% were sole source purchases, available only from the manufacturer.

Through a cooperative effort, Texas A&M AgriLife Purchasing Department and Administration have written agency purchasing procedures to require a minimum of six bids, four from HUB vendors, for all purchases in excess of $5,000. For purchases under $5,000, units are diligent in their efforts to place orders that fall below the bidding threshold with HUB vendors. For purchases requiring bids, 84.2% of the HUB vendors solicited failed to respond, with only 16.7% of those responding, being competitive enough to receive an award.

In an effort to further promote the HUB Program internally, the agency has put into place an online training course, which is mandatory for all staff with involvement in purchasing at any level. Additional trainings on the HUB Program are provided to faculty and staff located in College Station, as well as, at regional AgriLife Research Centers, annually and on an as needed basis.

The agency outreach activities during Fiscal Year 2013 include the following:

1. TAMUS – Meeting for HUB Coordinators/Directors – San Antonio – December 4, 2012
2. Bexar County Contracting Conference – San Antonio – December 5, 2012
3. TUHCA Quarterly Meeting – Katy – January 31, 2013
4. Procurement Connection Seminar and Expo – Beaumont – February 27, 2013

Sincerely,

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