

Texas A&M Veterinary Medical Diagnostic Lab  
Finance Office

### Supplemental Letter for FY 2014 Semi-Annual HUB Report for Agency 557

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) is committed to promoting and encouraging the use of Historically Underutilized Businesses (HUBs) and provides this summary as a statement of our good faith effort. TVMDL continues to make HUB opportunities an integral part of its procurement activities. Our active participation in Economic Opportunity Forums provides important opportunities to meet prospective HUB Vendors, network with other State agencies, and share strategies for improving HUB participation.

TVMDL, 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 order to provide greater access for HUB procurement, TVMDL continues to work closely with our outlying regional laboratories to provide guidance regarding state purchasing and the HUB program. These relationships provide the chance to educate others on HUB vendors. For purchases in excess of \$10,000.00, TVMDL works closely with the Texas A&M AgriLife Purchasing Office to ensure a minimum of six bids, including four from HUB vendors.

A substantial percentage (44.1%) of TVMDL's biddable purchases were made against existing state contracts, such as: TXMAS contracts, DIR contracts, E&I Cooperative contracts, and TAMU system-wide contracts. These contracts represent the best value for the agency, both in terms of time and financial savings. Due to the highly scientific and technical nature of our biddable purchases, 38.23% were sole source purchases, only available from one manufacturer.

Through a cooperative effort, AgriLife's HUB Office, 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 \$10,000. For purchases under \$10,000, units are diligent in their efforts to place orders that fall below the bidding threshold with HUB vendors. For purchases requiring bids, 13.33% of the HUB vendors solicited provided competitive bids, with 66.6% resulted awards. The agency outreach activities during Fiscal Year 2014 include the following:

1. 77<sup>th</sup> Annual Texas State Conference of NAACP Units –Richardson – October 11, 2013
2. TAMUS – Meeting for HUB Coordinators/Directors – San Antonio – December 10, 2013
3. Bexar County Contracting Conference – San Antonio – December 11, 2013
4. 8<sup>th</sup> Annual Ft. Hood Regional Government Vendor Expo- Killeen – February 5, 2014
5. TUHCA Quarterly Meeting s –San Marcos & Clearlake - November 6, 2013 & February 13, 2014
6. Procurement Connection Seminar and Expo – Beaumont – February 20, 2014

Sincerely,



Dee Ann Schneider, C.T.P.M.  
Director of Purchasing and HUB



Vic Seidel  
Assistant Director for Finance