

SUBJECT: Supplemental Summary for FY 2015 Annual HUB Report for Agency 555

The Texas A&M AgriLife Extension Service (AgriLife Extension) 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 Extension, 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 Extension continues to work closely with HUB businesses to provide educational information on the HUB certification process. During Fiscal Year 2015, the AgriLife Extension HUB Office has worked with numerous potential and existing HUB vendors 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 (56.6%) of AgriLife Extension's biddable purchases were made against existing contracts, such as: State Term contracts, TXMAS contracts, DIR contracts, TAMU System-wide contracts, and Cooperative contracts, as they represent the best value for the agency in both time and financial savings. A significant portion of our expenditures are for vehicles and vehicle maintenance, throughout the state, areas in which it is often difficult to find HUB vendors.

Through a cooperative effort, Texas A&M AgriLife's 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, 22.10% of the HUB vendors solicited provided competitive bids, with 23.80% resulting in awards.

In an effort to promote the HUB Program internally, trainings on the HUB Program are provided to faculty and staff located in College Station and at agency district offices on an as needed basis.

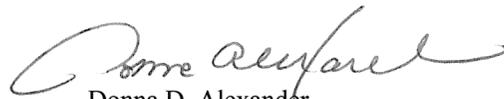
The agency outreach activities during Fiscal Year 2015 include the following:

1. University of Houston HUB Vendor Fair & Workshop – 10/ 8/14 & 4/15/15
2. HUB Discussion Work Group – 1/28/14, 12/15/14, 2/13/15, 4/30/15, 7/10/2015
3. TUHCA Quarterly Meeting s – 11/7/14, 1/29/15, 5/28/15
4. Stephen F. Austin State University 16th Vendor Fair & Exhibit (Cohosted) – 10/30/2014
5. Bexar County Contracting Conference & C December 8-9, 2014
6. Specialized Vendor Forums – 1/29/15, 5/20/15, & 7/24/2015
7. Beaumont Procurement Connection Seminar & Expo – 2/19/2015
8. TDCJ and SHSU 19th Annual HUB/Vendor Show – 3/24/2015
9. "Taking Care of Business" Austin – 4/2/15
10. Texas Tech – Small Business Expo - 4/22/15
11. 2015 Procurement Conn & Expo & TAMUS Meeting for HUB Coordinators/Directors - 7/28-29/15



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

Sincerely,



Donna D. Alexander
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