

### **Supplemental Letter for FY15 Annual HUB Report Agency 701**

The Texas Education Agency (TEA) is committed to including Historically Underutilized Businesses (HUBs) in its procurements by providing opportunities for both direct contracting and subcontracting. The agency promotes HUB utilization by actively recruiting HUB vendors and encouraging prime contractor's to subcontract with HUBs. The agency's good faith efforts to broaden HUB participation included the following:

- The Agency continues to work closely with the agency's largest contractors to increase the number and percentage of HUB subcontractors in their contracts with TEA.
- Provide HUBs and potential HUBs with education and training, unique to state government contracting at HUB Forums and minority chambers across the state of Texas in order to better prepare HUBs for bidding directly or subcontracting on state government contracts.
- Provided a list of HUBs firms the agency has done business with in the past to prime contractors vendors to contact potential subcontractors to respond to competitive solicitations.
- Sponsored three Mentor-Protégé partnerships.
- Hosted and co-hosted several HUB Economic Opportunity Forums to provide procurement opportunities to the minority, woman-owned and service disabled veteran business community.
- Attended business opportunity conferences, spot bid fairs, and forums sponsored by minority chambers and organizations throughout Texas.
- Facilitated HUB vendor presentations for TEA staff to increase awareness of viable HUB vendors.
- HUB staff actively participated in the HUB Discussion Workgroup (HDW) which is comprised of Purchasers and HUB Coordinators from state agencies/universities throughout Texas.
- Developed reporting procedures and provided training for prime contractors for inclusion of second and third tier HUB subcontractors in TEA contracts.
- Conducted outreach seeking HUB brokers for the Texas Permanent School Fund Division.
- Updated the TEA Procurement and HUB Office website to provide information on the program.
  
- Developed HUB Office Desk Procedures handbook.

TEA's efforts to include Historically Underutilized Businesses (HUBs) in the procurement process remains diligent, the agency continues to face challenges in contracts with highly specialized services since the HUB database does not include Texas educators which provide a significant portion of agency procurement services. The HUB Office will maintain its efforts to engage in business with HUBs and provide specialized forums to recruit and certify eligible educators as HUBs. Questions regarding the agency's good faith efforts may be directed to the agency's HUB Office at (512) 463-9041.

*Norma Barrera*  
Director,  
Purchasing, Contracts, Agency Services & HUB Office