

SUBJECT: Supplemental Summary for FY 2015 Semi-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 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 2015, the AgriLife Extension 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 (77%) 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 E & I 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, 25.40% of the HUB vendors solicited responded with 7.1% resulting awards.

Training on the HUB Program is provided to faculty and staff located in College Station, as well as, at regional AgriLife Extension Centers, annually if needed. Good Faith Effort training is providing at least annually.

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

1. University of Houston HUB Vendor Fair & Workshop – October 8, 2014
2. HUB Discussion Work Group – October 28, 2014 & December 15, 2014
3. TUHCA Quarterly Meeting s – - November 7
4. Stephen F. Austin State University 16th Vendor Fair & Exhibit (Cohosted) – October 30, 2014
5. Bexar County Contracting Conference & TAMUS Meeting for HUB Coordinators/Directors – December 8-9, 2014
6. Specialized Vendor Forum – HUB Presentation to business administrators – January 29, 2015



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

Sincerely,



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