UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

Associate Vice Chancellor/Associate Vice President for Finance

Re: Supplemental Letter for FY2016 Annual HUB Report for Agency Number 783

The University of Houston System (UHS) HUB Program is committed to expanding business opportunities available in order to promote the successful development of growing businesses, to have a positive impact on improving our local economy and to give back to our community. We encourage solicitations from HUB vendors in an effort to award more contracts to those businesses. The HUB Operations Department is responsible for compliance with state HUB requirements, ensuring the university meets its HUB goals, and conducting HUB outreach.

Good faith effort and key accomplishments for the UHS HUB Program during the reporting period (September 1, 2015-August 31, 2016) include:

- Provided monthly HUB Vendor Showcases and CMBL/HUB Directory training sessions. HUB Vendor Showcases are monthly events in which one HUB vendor makes a detailed presentation about their company, products, and services to UH employees who make procurement decisions. Following the Showcase, a CMBL/HUB Directory training session is provided to UH employees.
- Collaborated with other state and local agencies through the Texas Universities HUB Coordinators Alliance, HUB Discussion Workgroup, and various Chambers of Commerce.
- Hosted a HUB Vendor Fair on October 14, 2015 at which 92 HUB vendors provided flyers and samples of their products to UH faculty and staff.
- Hosted a HUB Forum on May 17, 2016. State agencies and universities participated as exhibitors. Various breakout sessions were held for HUB vendors and potential HUB vendors to gain useful information in regards to university and state agency procurement practices, how to become HUB certified and current bid opportunities.
- Hosted a University of Houston Construction Fair on December 2, 2015. The goal of the Construction Fair was to build relationships between HUB vendors who provide special trade services, construction services and architectural/engineer services, university prime contractors, and UH facility personnel.
- Partnered with the University of Houston Small Business Development Center to host quarterly sessions on "How to do Business with the University of Houston." Also, provided one-on-one guidance to vendors interested in HUB certification.
- HUB Subcontracting Plan Courtesy Review-Upon request from the vendor, the HUB Operations Department reviewed the HUB Subcontracting Plan prior to the solicitation due date. The review process is to identify and correct deficiencies prior to submission. However, the HUB Operations Department does not determine HSP responsiveness through the courtesy review process.
- Attended events and meetings hosted by HUB trade organizations to network with HUB vendors and encourage them to do business with UH.

The HUB Program continues to be a priority at the University of Houston System. We will continue to identify and encourage HUB participation in the competitive bidding process with the objective of increasing the number of contracts and subcontracts awarded to HUB vendors.

Regards,

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