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### **Supplemental Letter to the FY 2013 Annual HUB Report Agency 303**

The Texas Facilities Commission (TFC) is committed to increasing economic opportunities for Historically Underutilized Businesses (HUBs). Due to the single page limitation of this letter, we do not report all of our outreach activities but report the more important efforts. During FY13, TFC made the following outreach and good faith efforts:

- Participated in a HUB Vendor Fair hosted by the Texas Department of Public Safety, Motor Vehicles and the Texas Historical Commission on April 17, 2013.
- Pursued partnerships with PeopleFund and Big Investment Growth (BiG) Austin to assist in providing access to capital as a resource to HUBs.
- Exhibited at the University of Texas System Administration's HUB Vendor Fair on April 30, 2013.
- Served on a professional services panel at the "Doing Business Texas Style" Spot Bid Fair hosted by Senator Royce West in conjunction with the Dallas/Fort Worth Minority Supplier Development Council's Business Expo on April 13-14, 2013.
- Exhibited at the Statewide HUB Program's Annual Procurement Connection Seminar and Expo where TFC's Procurement Director served on a panel focusing on TFC's construction purchasing practices on August 14, 2013.
- Participated in the South Texas Community Summit hosted by the Office of State Representative Ryan Guillen on August 22, 2013.
- TFC hosted four Meet-the-Prime sessions as part of the agency's mandatory pre-proposal conferences for Plumbing Services and HVAC and Mechanical Requirements Contract to assist in teaming HUBs with potential Primes.
- Served on the Texas Association of African American Chambers of Commerce's (TAAACC) Professional Services Advisory Committee Roundtable hosted at the Greater Houston Black Chamber of Commerce on July 30, 2013.
- Participated in TAAACC's Annual Conference in Austin on September 25-28, 2013.
- Participated in the Texas Department of Transportation's Small Business Briefing in Dallas, Texas, January 25, 2013.
- Participated in the Statewide HUB Program's HUB Coordinator Best Practices workshop in Austin, Texas, December 19, 2012.
- Presently sponsors two (2) Mentor/Protégé partnership/relationships which are monitored quarterly.
- Conducts specialized forums with vendors that include agency purchasers and program staff to allow vendors to market their goods/services to agency personnel and allow for potential bidding opportunities.
- Participates in scheduled HUB Discussion Workgroup meetings.
- Participates in pre-bid and pre-proposal conferences, in order to review HSP requirements and opportunities.
- Works with construction vendors to ensure HUB plans remain current and compliant during all phases of work.

#### **HUB contracting dollars not captured in the FY2013 Annual HUB Report:**

HBA Parking	Revenue-generating contract	\$373,483.77
<u>Lone Star Auctioneers</u>	<u>Revenue-generating contract</u>	<u>\$ 92,819.29</u>
	Total	\$466,303.06

Since we perform HUB outreach and compliance services when we manage construction projects for client agencies, we include the associated contract dollars in our reported data.

Additionally, TFC recently hired a HUB Assistant to increase staff support for the HUB Program. This new position will allow staff to further market HUB outreach efforts which will aid in increasing opportunities for HUBs to do business with TFC.

Sincerely,

A handwritten signature in blue ink that reads "Dinita Caldwell".

Dinita Caldwell  
Director, HUB Program Services  
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