Texas A&M AgriLife Extension Service
HUB Office

TEXAS A&M AGRILIFE EXTENSION

**SUBJECT:** Supplemental Summary for FY 2013 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 2013, 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 (79.16%) 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 $5,000. For purchases under $5,000, units are diligent in their efforts to place orders that fall below the bidding threshold with HUB vendors. For purchases requiring bids, only 18.84% of the HUB vendors solicited provided competitive bids, with 26.92% resulted awards.

In an effort to further promote the HUB Program internally, the agency has put into place an online training course, which is mandatory for all staff involved in purchasing at any level. Additional trainings on the HUB Program are provided to faculty and staff located in College Station, as well as, at regional AgriLife Extension Centers, annually and on an as needed.

The agency outreach activities during Fiscal Year 2013 include the following:

1. TAMUS – Meeting for HUB Coordinators/Directors – San Antonio – December 4, 2012
2. Bexar County Contracting Conference – San Antonio – December 5, 2012
3. TUHCA Quarterly Meeting – Katy – January 31, 2013
4. Procurement Connection Seminar and Expo – Beaumont – February 27, 2013
5. "Doing Business Texas Style" Spot Bid Fair – Irving – May 13-14, 2013
6. SFA Spring Vendor Fair – Nacogdoches – May 16, 2013
7. "Texas Wants YOUR Business: Economic Opportunity Forum" – Laredo – May 30, 2013
8. Specialized Vendor Forum – College Station – August 21, 2013

Sincerely,

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*Educational programs of the Texas AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin.*
*The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating*