Texas Department of Criminal Justice

Brad Livingston
Executive Director

SUBJECT: Supplemental Letter for the FY 2013 Annual HUB Report for Agency 696

The Texas Department of Criminal Justice (TDCJ) is firmly committed to promoting and increasing contracting opportunities with Historically Underutilized Businesses (HUBs). The agency seeks to accomplish this by using a highly structured program that is presented as the TDCJ HUB Action Plan. This action plan consists of 24 separate action projects each with a written plan including action steps, persons responsible and due dates for completion. This plan is continuously evaluated as new opportunities are identified.

Agency good faith efforts include the following:

- Signing Memorandum of Cooperation Agreements with the Texas Association of Mexican American Chambers of Commerce and the Texas Association of African American Chambers of Commerce to create relationships that encourage, educate, and assist HUBs in contracting with the State of Texas.
- Working directly with minority and women trade organizations, business organizations, and contractor associations to identify potential HUB prime contractors and subcontractors to bid on TDCJ contracts.
- Continuing to promote, and expand our Mentor-Protégé program.
- Assisting HUB vendors with opportunities to present their products/services to TDCJ staff.
- Providing assistance, training, and educational programs to minority business groups and HUB vendors.
- Continuing to provide one-on-one training and annual HUB training to TDCJ Contracts and Procurement staff.
- Attending and participating in economic opportunity forums and HUB oriented trade fairs with bid opportunities.
- Attending and participating in pre-bid conferences to introduce HUB subcontractors to prime contractors and provide instruction on successful completion of the HUB Subcontracting Plan (HSP).
- Participating in HUB events sponsored by legislators and community leaders and the continuation of the agency's Annual HUB/Vendor Show.
- Providing educational materials and seminars to minority and woman owned businesses and organizations regarding "How to do Business with the State of Texas and TDCJ". This also includes continuous enhancements to the materials utilized.
- Implementing a project to identify and locate HUBs in specific ethnic groups where there are none available.
- Serving as President of the HUB Discussion Workgroup and on various committees of the group.
- Requiring agency purchasers on purchases between $5,000 and $25,000, a minimum of six informal bids be solicited, five of which will be from each of the HUB categories.

The TDCJ is committed to programs that improve our participation with HUBs. TDCJ's executive staff provides leadership and oversight for the HUB Program, resulting in a concentrated focus on the HUB initiative within the operational areas of the agency. A close working relationship between HUB Program staff and Contracts and Procurement staff is key to the success of creating and increasing contracting opportunities for HUBs.

For further information please contact our HUB Director, Sharon Schultz, at (936) 437-7026.

Sincerely,

Jerry McGinty
Chief Financial Officer