Supplemental Letter for FY 2013 Semi-Annual HUB Report for Agency #608

The Texas Department of Motor Vehicles (TxDMV) continues to aggressively support the goals and intent of the Historically Underutilized Business (HUB) program. Management and staff dedicated themselves in committing TxDMV resources to provide opportunities both direct and indirect access and communication for HUB vendors. The good faith effort to expand HUB participation included the following:

- Conducted two (2) Mentor-Protégé quarterly meetings
- Attended ten (10) economic forums at which HUBs and small businesses received information on doing business with the TxDMV. The assistant HUB Coordinator led out in round table discussions at three (3) of these forums. TxDMV encouraged and assisted two (2) small businesses to register to be a HUB. TxDMV also assisted one large prime vendor to re-establish its CMBL relationship.
- TxDMV hosted twenty-two (22) HUBs and two (2) primes for in-house meetings with purchasers and end-users. These meeting were to help increase their business opportunities with TxDMV. Several of these vendors were able to do business with TxDMV. TxDMV is working with one prime vendor to mentor HUB vendors. TxDMV also conducted a number of phone and e-mail assistance directing HUB vendors on how to do business with the TxDMV and the state.
- Hosted four (4) joint state agency/county meetings for HUBs that were coming from other parts of the state outside of Austin. This allowed the HUBs to have increased exposure of their business.
- Preparing to host its first HUB event in April inviting HUB and prime vendors for education on doing business with the state.
- Established formal relationships with the Asian Chamber of Commerce, Texas Association of African American Chamber of Commerce and Texas Association of Mexican American Chamber of Commerce. TxDMV attended one of the three small business forums the chambers held.
- TxDMV is actively participating in the HUB Discussion Group (HDW) which is comprised of state purchasers and HUB coordinators from state agencies and university throughout the state. This group stays abreast of legislative HUB changes and makes recommendations to the State Comptroller's Office to strengthen the HUB program.
- Provided lists of HUBs by NIGP class and item for solicitations requiring HUB Subcontracting Plan to assist vendors in locating potential subcontractors
- Aggressively utilized DIR and Term contracts with HUBs as was possible.
- Provided internal monthly HUB expenditure reports to executive management to ensure timely tracking of performance

TxDMV remains committed to the success of its HUB program and will continue to explore every opportunity for HUB use. We will continue to work with the vendor community and chambers to further HUB outreach and utilization.

Please let me know if I can provide any additional information or answer any questions. I can be reached by phone at (512)465-7650 or e-mail address david.chambers@txdmv.gov .

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