



T E X A S

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# JUVENILE JUSTICE

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**Supplemental Letter for Fiscal Year 2013 Semi-Annual HUB Report for Agency 644**

TJJJ recognizes the importance of the Historically Underutilized Business (HUB) Program (Texas Government Code §2161). TJJJ is committed to providing the maximum opportunity to Historically Under Utilized Business through a good faith effort of effectively promoting economic opportunities to HUB businesses. In support of the program, TJJJ is pleased to report the following activities that demonstrate good faith effort for the period September 1, 2012 – March 15, 2013.

Active member of the *HUB Discussion Workgroup* and *SACC/Purchasing Subcommittee*, actively participating in the ongoing monthly meetings, gaining knowledge of HUB rules, HUB events, and facilitating dissemination HUB information designed to increase HUB opportunity and participation.

- Attended HHSC Annual HUB Conference at the Capital Extension, at the State Capital Building on October 5, 2012. Met with various HUB vendors and discussed business opportunities with TJJJ. Networked with other State Agencies on how their HUB programs operate.
- Conducted HUB Subcontracting Plan and Monthly Progress Report training with Prime Contractors for Construction Contracts on November 1, 2012. Contracts Manager and Director of Contracts and Procurement/HUB Coordinator provided training to Gaeke Construction and Zimmerman Construction staff on properly completing monthly PAR's, to receive proper credit for subcontracting opportunities with HUB subcontractors.
- Attended the 13th Annual Purchasing and HUB Connection forum on February 5, 2013 sponsored by the Teacher Retirement System, 1000 Red River, Austin, TX. Director of Contracts and Procurement/HUB Coordinator; HUB Program Specialist; and a Purchaser. Made contact with fifteen HUB vendors providing them information about doing business with our agency.
- On February 14, 2013, the *HUB Discussion Workgroup* held a special Legislative Committee Meeting. At this meeting a group of 10 different state agencies HUB Coordinators met to discuss pending legislation that affected the HUB rules and policies. The group drafted a response to the legislative committees sponsoring the legislation that it felt required comments on from the professionals involved with the HUB Program.
- Conducted regular Quarterly Procurement Training for agency procurement staff that included specific training on HUB procedures and participation in HUB activities.
- The Agency prepares and distributes information on procurement procedures to HUBs in a manner that encourages participation in state contracts by all businesses (TAC, Title 34, Part 1, Subchapter B, rule 20.13).
- Provided direct, hands on guidance to interested HUBs seeking information regarding opportunities with TJJJ. Provided one-on-one information sessions related to the Central Bidders List (CMBL), the Electronic State Business Daily (ESBD), and the NIGP codification system.

The Texas Juvenile Justice Department supports the State of Texas HUB Program and will continue to be proactive in increasing HUB participation through good faith efforts. Should questions arise relating to this information, please contact Kenneth I. Ming, CPPB, CTCM, CTPM, Director of Contracts and Procurement at (512) 424-6261 or email [kenneth.i.ming@tjjd.texas.gov](mailto:kenneth.i.ming@tjjd.texas.gov).

Kenneth Ming, Agency HUB Coordinator/Director of Procurement and Contracts