



Office of Purchasing, Central Services,
& HUB Program

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**SUPPLEMENTAL LETTER FOR FY 2013 SEMI-ANNUAL HUB REPORT
AGENCY 713**

Tarleton State University remains fully committed to its Good Faith Effort to assist Historically Underutilized Businesses (HUBs) in receiving equal economic opportunities.

Tarleton State University continues to make a good faith effort to maximize the opportunities in which Historically Underutilized Businesses (HUBs) can participate in University procurement opportunities:

Accomplishments:

- Assisted with HUB certification with local vendors with whom we do business
- Created a list of HUB vendors on the University website
- Assisted in creating two new Mentor-Protégé Relationships

Outreach Activities attended through September 2012 through February 2013

- Attended A&M System-wide HUB Coordinators meeting for discussion of best practice, legislative updates and other subjects to identify areas of improvement in the HUB Program - December 4, 2012
- Bexar County Contracting Conference - December 5, 2012
- 13th Annual Procurement & HUB Fair Austin - February 5th, 2013

Ongoing Activities:

- HUB Training for faculty and staff members with purchasing authority
- Provide monthly feedback to Executive Leadership on HUB expenditure
- Attendance of outreach opportunities that are focused toward minority and women-owned organizations
- Develop HUB performance objectives
- Treasurer for Texas Universities HUB Coordinators Alliance (TUHCA) which promotes doing business with HUB vendors. Quarterly meetings include discussions on best practice, legislative updates and other subjects directly related to improving and growing the HUB program
- Identify areas for improvement within the HUB Program
- Actively seeking new Mentor-Protégé agreements and potential HUB vendors

Tarleton State University remains fully committed to increasing efforts in strengthening HUB participation at the University.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Elaine Chew'.

Elaine Chew
Director of Purchasing, Central Services and HUB Program