



Sam Houston State University

A Member of The Texas State University System

OFFICE OF BUSINESS SERVICES

Supplemental Letter for FY 2014 Semi-Annual HUB Report for Agency Number 753

Sam Houston State University (SHSU) continues in its “Good Faith Effort” to accelerate the University’s Historically Underutilized Business (HUB) participation. The University has developed and maintains several initiatives to promote HUB participation.

- *HUB Coordinator* – The University maintains a full-time HUB Coordinator dedicated to work with all University departments in refining the University’s good faith HUB participation efforts.
- *Outreach Programs* – The University is committed to purchasing goods and services from certified HUBs and participates in various events and outreach measures throughout the year which generate HUB awareness for the University’s departmental needs. The following is a sampling of the initiatives for fiscal year 2014.

Monthly, attended monthly construction meetings with Facilities & Planning Staff and construction contractors to discuss ongoing projects that included HUB issues.

September, met with The Burgoon Company, a woman owned HUB vendor and WW Grainger for our annual review meeting; we sponsor a mentor/protégé relationship between these two vendors. Several issues were discussed to include ways to augment our HUB spending through new initiatives.

October, participated in the monthly HUB Discussion Workgroup attended by statewide HUB coordinators and agency purchasing staffs. Updates were given on the new legislative mandates and the impact on state agencies. The Comptroller stated that they continue to work on agency rules for the new legislative changes.

November, conferred with Summus Industries, an African American HUB vendor that the University recently established a relationship with, to acquire the bulk of our Dell related IT equipment. Several issues were discussed to include improving billing and payment processes.

December, prepared and submitted report to Dr. Jaimie Hebert (Provost & VP of Academic Affairs) identifying the percentage of HUB expenditures for the academic colleges for the purpose of identifying areas for HUB participation improvement.

January, the kick-off planning meeting for the University’s Annual HUB Show was held. Also participating were the Small Business Development Center, Texas Department of Criminal Justice, Walker County and the City of Huntsville. The event is scheduled for March 12th and will be held on campus in the LSC Ballroom.

February, attended quarterly Texas University HUB Coordinators Alliance (TUHCA) meeting in Clearlake at UTMB. Various HUB related issues were discussed and presentations by Security Shredding and Yo Soy I Am were given.

- *Pre-Bids & Training* – During the first half of the fiscal year six (6) pre-bid conferences were held to encourage subcontracting with certified HUB’s and explained the procedures in completing the HUB Subcontracting Plan and 9 departmental purchasing staff were trained on HUB University goals.
- *Mentor/Protégé Program* – Also during this period, the University sponsored the five following mentor/protégé relationships:
 1. Grainger, Inc. and Burgoon Company
 2. J.T. Vaughn Construction and McCaffety Electric Company
 3. NWN Corporation and M&T Consulting, LLC.
 4. Office Depot BSD and PDME/Hurricane Office Supply & Printing
 5. Steelcase and HBI Office Solutions, Inc.

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