UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

Associate Vice Chancellor/Associate Vice President for Finance

Re: Supplemental Letter for FY2015 Annual HUB Report for Agency Number 783

The University of Houston HUB Program is committed to expanding business opportunities available in order to promote the successful development of growing businesses, to have a positive impact on improving our local economy and to give back to our community. We encourage solicitations from HUB vendors in an effort to award more contracts to those businesses. The HUB Operations Department is responsible for ensuring the university meets its goals as well as overseeing HUB outreach efforts.

Good faith effort and key accomplishments for the UH HUB Program during the reporting period (September 1, 2014-August 31, 2015) include:

- Hosting monthly HUB Vendor Showcases- HUB Vendor Showcases are monthly events in which one vendor makes a detailed presentation about their company, products, and services to UH employees who make procurement decisions. To date we have hosted seven (7) monthly vendor showcases.
- Collaborating with other state and local agencies through the Texas Universities HUB Coordinators Alliance, HUB Discussion Workgroup, and various Chambers of Commerce.
- Hosting a HUB Vendor Fair & Forum-At the HUB Vendor Fair, which was held October 8, 2014, over 50 HUB vendors provided flyers and samples of their products to UH faculty and staff. The Fair also included a workshop for businesses interested in HUB certification. At the HUB Forum, which was held on April 15, 2015, 25 State agencies and universities participated as exhibitors. Various breakout sessions were held for HUB vendors and potential HUB vendors to gain useful information in regards to university and state agency procurement practices, how to become HUB certified and current bid opportunities.
- Revamping HUB policies and procedures to ensure maximum HUB participation.
- Partnering with the University of Houston Small Business Development Center to host quarterly sessions on "How to do Business with the University of Houston"
- Working in concert with the Purchasing department to ensure HUB vendors and HUB trade organizations are provided notice of bid opportunities.
- Revamped the HUB website where visitors will find detailed information about the HUB Program and additional information that will benefit both the HUB vendor and prime contractor. The website is updated on a regular basis with news of events, updates on HUB regulations as provided by the state, and instructions on how to complete required HUB documentation.
- Attended several events and meetings to network with HUB vendors and encourage them to do business with UH. The following list highlights some of the events – Monthly Greater Houston Procurement Breakfast, Marketplace Business Opportunity Conference, University of Houston Downtown Lunch & Learn, MD Anderson Supplier Expo, HUB Vendor Expo at Lamar State University, Texas State University Construction and Professional Service Expo, Senator Royce West Spot Bid Fair and TxDot Construction and IT Vendor Fair.
- Hiring additional HUB Program staff to aid in compliance and outreach.

The HUB Program continues to be a priority at the University of Houston. We will continue to identify and encourage HUB participation in the competitive bidding process with the objective of increasing the number of contracts and subcontracts awarded to HUB vendors.

Regards,

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