TEXAS A&M ENGINEERING
EXTENSION SERVICE

FINANCIAL SERVICES

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Supplemental Letter for FY 2015 Semi-Annual HUB Report For Agency Number 716

The Texas A&M Engineering Extension Service (TEEX) is an internationally recognized leader in the delivery of emergency response, homeland security and workforce training, exercises, technical assistance, and economic development. TEEX offers on-site customized training and services to businesses and industries, municipalities and public agencies across the globe. TEEX is committed to encouraging and promoting the use of Historically Underutilized Businesses (HUBs) in all procurement opportunities. TEEX spent over $38,500 with HUB vendors even though the purchases are in non-reportable expenditure codes. As a training agency, there are many occasions the agency must expend funds for unique and proprietary equipment for which there are no HUB sources. However, the agency's continued good faith efforts demonstrate its dedication to advocating and supporting the HUB program.

The agency director and executive staff are provided monthly agency HUB activity reports. The agency conducts bimonthly HUB Committee meetings which provide input, leadership and oversight for the HUB program. The HUB Coordinator assists TEEX divisions in identifying and locating HUB vendors for all procurement opportunities.

TEEX continues to emphasize, promote and validate its commitment to the HUB program by being active in the following during the period of September 1, 2014 - February 28, 2015:

- Encouraged, notified and assisted non-certified HUBs to become certified by the Texas Procurement and Support Services and to maintain HUB certification
- Assisted vendors in completing the HUB subcontracting plan by phone and email
- Membership in the Texas University HUB Coordinator's Alliance Central/Gulf Coast Chapter (TUHCA) and attended quarterly meetings
- Administration of the State Use Works Wonders Program and promotion of TIBH products/services
- Participation in The Texas A&M System Cooperative Mentor/Protégé Program.

- Hosted Wilton's Office Works (WO), February 20 to promote their products/services.

- Attended, participated and/or exhibited in the following Economic Opportunity Forums:
  - University of Houston HUB Vendor Fair, October 8
  - Bexar County Small, Minority & Women Business Enterprise Conference, December 10
  - Statewide HUB Program Expo and Procurement Connection, Beaumont, February 19.

These activities demonstrate TEEX's good faith effort to support the State of Texas HUB program. For additional information, please email yvette.tschirhart@teex.tamu.edu.

Yvette Tschirhart

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HUB Coordinator