

**Supplemental Letter for FY 2016 Annual HUB Report for Agency 557**

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) is committed to promoting and encouraging the use of Historically Underutilized Businesses (HUBs) and provides this summary as a statement of our good faith effort. TVMDL continues to make HUB opportunities an integral part of its procurement activities. Our active participation in Economic Opportunity Forums provides important opportunities to meet prospective HUB Vendors, network with other State agencies, and share strategies for improving HUB participation.

TVMDL, a founding member of the Texas A&M University System (TAMUS) Cooperative Mentor-Protégé Program, continues to actively seek both mentors and protégés to participate in the program.

In order to provide greater access for HUB procurement, TVMDL continues to work closely with our outlying regional laboratories to provide guidance regarding state purchasing and the HUB program. These relationships provide the chance to educate others on HUB vendors. For purchases in excess of \$10,000.00, TVMDL works closely with the Texas A&M AgriLife Purchasing Office to ensure a minimum of six bids, including four from HUB vendors.

Due to the highly scientific and technical nature of our biddable purchases, 38.46% were sole source purchases, only available from one manufacturer. 30.76 % of the purchases made utilized competitively bid state or cooperative contracts. The remaining 27.27% of purchases were competitively bid resulting in 33% awarded to HUB vendors.

Through a cooperative effort, AgriLife's HUB Office, Purchasing Department and Administration have written agency purchasing procedures to require a minimum of six bids, four from HUB vendors, for all purchases in excess of \$10,000. For purchases under \$10,000, units are diligent in their efforts to place orders that fall below the bidding threshold with HUB vendors. For purchases requiring bids, 26.66% of the HUB vendors solicited responded, with less than 6% of those responding being competitive enough to receive an award.

The agency outreach activities during Fiscal Year 2016 include the following:

1. HUB Discussion Work Group – December 4, 2015 and August 23, 2016
2. TUHCA Quarterly Meetings – November 3, 2015 and June 18, 2016
3. Bexar County Contracting Conference & TAMUS Meeting for HUB Coordinators/Directors – December 8-9, 2016
4. State HUB 2016 Procurement Connection & EXPO, Beaumont, TX - February 18, 2016
5. 2016 Procurement Connection & EXPO – Spot Bid Fair, Irving, TX – May 9-10-2016
6. El Paso 11<sup>th</sup> Procurement and Contracting Symposium – El Paso, TX – August 4, 2016
7. 2016 Procurement Connection Seminar and Expo – Austin, TX – August 24, 2016

Sincerely,

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