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Supplemental Letter for Fiscal Year 2016 Annual HUB Report for Agency 802

Texas Parks and Wildlife Department (TPWD) continues to be fully committed to making a good faith effort to effectively promote and increase contract participation with Historically Underutilized Businesses (HUB) in TPWD's procurement of goods and services and through subcontracting opportunities. Our good faith efforts to expand HUB participation include the following:

- In coordination with the Texas Comptroller of Public Accounts (CPA) staff, TPWD established agency specific goals based on expenditures over the previous five year period. These goals are re-evaluated annually and compared with anticipated budgets to determine if the adjustments are necessary.

HUB Outreach:

- TPWD works diligently with our Memorandum of Cooperation (MOC) partners, the Texas Association of African American Chambers of Commerce (TAAACC) and the Texas Association of Mexican American Chambers of Commerce (TAMACC), in an effort to improve HUB vendor responses. The conjoined partnership is used as an educational vehicle to educate members of both organizations on "How to Do Business" with TPWD, as well as encourage obtaining a Texas HUB Certification.
- TPWD HUB Program Specialist distributes weekly active agency solicitations to TAAACC, TAMACC and other minority/women trade organization development centers.
- TPWD participates in various Economic Opportunity Forums (EOF) and Roundtable Discussions throughout the state, connecting with different vendors during One-On-One Sessions to actively recruit HUB vendors do business with our agency.
- TPWD HUB Program Specialist periodically conducts HUB Subcontracting Plan presentations at pre-bid conferences to ensure vendors understand the "Good Faith Effort" requirements of subcontracting with HUBs.
- TPWD HUB staff participate in HUB Discussion Workgroup meetings whose mission is to promote and enhance an effective statewide HUB Program through education, networking, and proactive feed-back.
- Participate in workshop discussions to assist with training and educational presentations to minority business groups and HUB vendors on TPWD upcoming projects.
- TPWD facilitated vendor presentations in effort to offer HUB owned companies the opportunity to introduce and discuss their products and services to the agency purchasing staff.
- In an effort to increase the number of HUB bids received, during FY2016, TPWD Purchasers solicited 30,536 HUB vendors from the Centralized Master Bidders List (CMBL) and in return, received 258 bid solicitations from HUB vendors.

For additional information, please contact Tammy Dunham, HUB Coordinator/Purchasing and Contracting Director, at (512) 389-4752 or by email at tammy.dunham@tpwd.texas.gov.

Sincerely,

Michael J. Jensen
Chief Financial Officer/Administrative Resources Division Director

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