UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

Associate Vice Chancellor/Associate Vice President for Finance

Re: Supplemental Letter for FY2016 Semi-Annual HUB Report for Agency Number 730

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 compliance with state HUB requirements, ensuring the university meets its HUB goals, and conducting HUB outreach.

Good faith effort and key accomplishments for the UH HUB Program during the reporting period (September 1, 2015-February 29, 2016) include:

- Provide monthly HUB Vendor Showcases and CMBL/HUB Directory training sessions. HUB Vendor Showcases are monthly events in which one HUB vendor makes a detailed presentation about their company, products, and services to UH employees who make procurement decisions. Following the Showcase, a CMBL/HUB Directory training session is provided to UH employees.
- 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 on October 14, 2015 at which 92 HUB vendors provided flyers and samples of their products to UH faculty and staff.
- Hosted a University of Houston Construction Fair on December 2, 2015. The goal of the Construction Fair was to build relationships between HUB vendors who provide special trade services, construction services and architectural/engineer services, university prime contractors, and UH facility personnel.
- Partnered with the University of Houston Small Business Development Center to host quarterly sessions on "How to do Business with the University of Houston." Also, provided one-on-one guidance to vendors interested in HUB certification.
- HUB Subcontracting Plan Courtesy Review-Upon request from the vendor, the HUB Operations Department reviewed the HUB Subcontracting Plan prior to the solicitation due date. The review process is to identify and correct deficiencies prior to submission. However, the HUB Operations Department does not determine HSP responsiveness through the courtesy review process.
- Attended the following events and meetings to network with HUB vendors and encourage them to do business with UH – Monthly Greater Houston Procurement Breakfast, Tri County Black Chamber of Commerce 11th Annual Plan of Work Conference, MD Anderson Supplier Expo, and 2016 Procurement Connection Seminar & Expo.

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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