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Supplemental Letter for FY2013 Annual HUB Report for Agency 327

The Employees Retirement System of Texas (ERS) is actively committed to promoting contract opportunities to certified Historically Underutilized Businesses (HUB). Below is a brief summary of ERS' "good faith efforts" in the State of Texas HUB program during the period of 9/1/2012 through 8/31/2013.

Participation in HUB Related Meetings and Forums:

- Participated in HUB Discussion Workgroup Meetings.
- Attended the "HDW Common Practices Retreat" on December 19, 2012.
- Sponsored an exhibitor booth at the "13th Annual Purchasing and HUB Connection" forum on February 5, 2013 that was presented by the Texas Workforce Commission and the Teacher Retirement System of Texas.
- Participated in the UT Austin/UT System 20th Annual HUB/SB Vendor Fair on April 20, 2013.
- Sponsored an exhibitor boot at the "2013 'Doing Business Texas Style' Spot Bid Fair in Irving, Texas on May 13-14, 2013. ERS awarded \$6958 to HUB vendors during this event.

Regular HUB Outreach Activities:

- ERS regularly communicates with vendors to consider becoming certified as HUB vendors with the State of Texas. ERS directs potential HUB vendors to resources available from TPASS to help them determine whether the vendors are qualified to become certified HUB vendors.
- When requested, ERS meets with certified HUB vendors to discuss the products and/or services that vendors provide and the potential opportunities available at ERS. In addition, ERS provides assistance to HUB vendors by directing them to other State Agencies who may also be interested in the vendors' products and/or services.
- ERS Purchasing along with ERS Management analyzed data from previous agency solicitations to begin planning for how to encourage and increase HUB participation in responding to future solicitations.
- ERS Purchasing and ERS Legal met to discuss how to compose future agency solicitations to encourage respondents to submit correctly completed HUB Subcontracting Plans.
- On all agency requests, ERS first contacts eligible HUB vendors to ensure that the contract opportunities are made available to them.
- On jobs requiring the informal bidding process, ERS regularly contacts more than the minimum of two (2) HUB vendors to request pricing.

The Employees Retirement System of Texas will continue our goal to increase HUB vendor participation. For additional information, or if you have any questions about ERS's efforts in the HUB program, please feel free to contact the following Purchasing Team Leader:

Christopher E. Wood
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Thank you for your consideration in this matter.

Sincerely,


Mike Wheeler, CPA
Chief Financial Officer