

**Supplemental Letter for FY 2017 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 competitive 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, 50% were sole source purchases, only available from one manufacturer, 36.67 % of the purchases made utilized competitively bid state or cooperative contracts and 3.3% award to TIBH in accordance with Human Resources Code Title 8, Chapter 122.

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.

Training on the HUB Program was provided to faculty and staff located in College Station, as well as to those off campus faculty and staff during the AgriLife Conference. HUB vendors were invited to present and visit with faculty and staff during this event. Additionally, HUB training was provided on October 25, 2016, April 11, 2017, April 29, 2017 and June 2, 2017.

The agency outreach activities during Fiscal Year 2017 include the following:

1. Co-Sponsored TAMUS HUB Fair – October 5, 2016
2. Specialized Vendor Forums – October 19, 2016, June 14, 2017, July 11, 2017
3. HUB Discussion Work Group – December 6, 2016 & March 22, 2017
4. TUHCA Meetings – October 20, 2016 and November 10, 2016
5. Stephen F. Austin University Co-Sponsorship – October 20, 2016
6. Bexar County Contracting Conference – December 7, 2016
7. 2017 Marketing for Success -April 5, 2017
8. Texas Tech Small Business Expo - May 3, 2017
9. Doing Business Texas Style- May 8-9, 2017



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