



UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

Associate Vice Chancellor/Associate Vice President for Finance

Re: Supplemental Letter for FY2017 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, 2016-August 31, 2017) include:

- In September 2016, UH college and division administrators were challenged to achieve a 20% HUB spend goal for FY17 (September 2016 to August 2017) on non-construction spending. Departments are provided monthly reports of their HUB expenditures. A final report for FY17 will be issued in October 2017.
- HUB Procedures/Past Performance has been added as an evaluation criteria for construction solicitations over \$10 million. The weight of the criteria is 10%.
- UH HUB Operations brought together PDME (prime contractor for UH Facilities Maintenance, Repair, and Operations (MRO) contract) as the mentor and Keystone Resources (strategic marketing agency) as the protégé. Both are HUB vendors.
- UH purchased Contracts Compliance software (B2G), which will allow UH HUB Operations and prime contractors to monitor HUB utilization goals in real time as well as receive verification of payment from subcontractors.
- Hosted Construction Panel Seminar on September 14, 2016 in which HUB vendors were invited to hear about upcoming construction projects and meet with UH prime contractors.
- Hosted UH HUB Vendor Fair (October 2016), in which 92 HUB exhibitors and over 300 university personnel were in attendance (annual event held in October)
- Hosted UH System HUB Forum (May 2017), co-hosted by UH Clear Lake and UH Downtown, in which state agencies and universities provide information about how HUB vendors can contract with them (annual event held in April/May).
- Attended various outreach events in Houston and around the state as a panelist or exhibitor.
- The University of Houston has expanded its marketing efforts to encourage greater participation and submissions by local HUB vendors. Monthly advertising in D-Mars publications are sent on behalf of the University of Houston to various vendors informing them of solicitation opportunities and training seminars. The D-Mars publications are widely read by the Houston minority community.
- Sponsored two seminars on how to write a compliant solicitation response. These seminars were offered at no charge to members of the Greater Houston Black Chamber of Commerce (7/18/17) and East End Chamber of Commerce (7/20/17).

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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