



## TEXAS DEPARTMENT OF INFORMATION RESOURCES

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### Supplemental Letter for FY 2017 Semi Annual HUB Report Agency 313

The Department of Information Resources (DIR) HUB Program has a dual role of increasing HUB participation through DIR internal procurements and procurements on behalf of its customers. DIR's good faith efforts to ensure continued HUB participation included the following in accordance with 34 Texas Administrative Code §20.13:

- Increased HUB participation through statewide contracts and internal purchases;
- Reviewed solicitations with an expected value of \$100,000 or more to determine the probability of HUB subcontracting, prior to releasing solicitation documents;
- Participated in vendor orientations to promote HUB policy and HSP requirements;
- Maintain and operate the on-line spot bid portal on Texas.gov for "Doing Business Texas Style" Spot Bid Fair to be held May 8-9, 2017 in conjunction with the Statewide HUB Program's Procurement Connection Seminar and EXPO, and the Dallas/Fort Worth Minority Supplier Development Council's (D/FWMSDC) 2017 ACCESS Business Expo;
- Supported DIR's three Mentor Protégé relationships established in accordance with 34 Texas Administrative Code §20.28;
- Participated in 16 Economic Opportunity Forums (EOFs) throughout the state as a sponsor, co-sponsor, exhibitor and/or presenter;
- Provided updates on the HUB program to DIR's Executive Leadership Team;
- Provided updates to DIR Board and subcommittees;
- Participated in 22 vendor outreach events promoting DIR's HUB program and subcontracting opportunities;
- Recorded certified HUB expenditures in non-reportable object codes of \$3,155,390
- Recorded \$190,047,745 million in sales to HUB vendors through DIR's statewide cooperative contracts, representing 20.4 percent of total sales for FY 2017;
- Offered 249 contracts through HUB vendors. Additional contract opportunities are available through 559 HUB resellers and 310 subcontractors.

DIR is committed to the State of Texas HUB Program and it will continue to work to increase HUB participation. Should you have any questions regarding the agency's program, please contact Lynn Sanchez at 512-463-9813.

Sincerely,

Hershel Becker  
Chief Procurement Officer  
Texas Department of Information Resources



# Sam Houston State University

*A Member of The Texas State University System*

## OFFICE OF BUSINESS SERVICES

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### Supplemental Letter for FY 2017 Semi-Annual HUB Report for Agency Number 753

Sam Houston State University (SHSU) continues in its "Good Faith Effort" to accelerate the University's Historically Underutilized Business (HUB) participation. The University has developed and maintains several initiatives to promote HUB participation.

- *HUB Coordinator* – The University maintains a HUB Coordinator dedicated to assisting HUB vendors in marketing their products to our University and other area universities. The HUB Coordinator also works with University departments in refining the University's good faith HUB participation efforts.
- *Outreach* – The University is committed to purchasing goods and services from certified HUBs and participates in various events and outreach measures throughout the year which generate HUB awareness for the University's departmental needs. The following is a sampling of these activities for the first half of fiscal year 2017.

**September**, collaborated with the University's Small Business Development Center to provide guidance to Ms. Sue Hughes on becoming HUB certified and marketing her business to Higher Ed as well state agencies.

**October**, attended and cohosted the Stephen F. Austin University Annual HUB Show in Nacogdoches. The event had over 50 vendors in attendance and we met with many to discuss opportunities at our University.

**November**, assisted Angela White with SpawGlass Construction on the preparation of HUB documentation and providing our HUB goal for the Thomason Repurpose project.

**December**, met with NIPA/TCPN Cooperative to discuss new and upcoming contracts for Higher Ed. The Cooperative was reminded about the importance of having HUB vendors for our University as direct sellers or indirect resellers as part of their cooperative contracts.

**January**, met with Office Depot and Summus Industries, an African American HUB vendor, to discuss an expansion of their product line. Currently we purchase much of our VWR supplies and Dell equipment from Summus Industries; they presented their Maintenance, Repair & Operation (MRO) product line.

**February**, sent a mass email to over 1,500 HUB vendors inviting them participate in the upcoming HUB show on March 21st. Our University along with the Small Business Development Center, Texas Department of Criminal Justice, Walker County, City of Huntsville and Huntsville ISD sponsored the event.

- *Mentor/Protégé Program* – The University continues to sponsor the six following mentor/protégé relationships:
  1. E&C Engineers & Consultants and Team Hoke
  2. Grainger, Inc. and The Burgoon Company
  3. ImageNet Consulting and LyncVerse Technologies
  4. NWN Corporation and LyncVerse Technologies
  5. Office Depot BSD and PDME/Hurricane Office Supply & Printing
  6. Steelcase, Inc. and HBI Office Solutions

Bob Chapa  
HUB Coordinator

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*Sam Houston State University is an Equal Opportunity/Affirmative Action Institution*

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## Supplemental Letter for Fiscal Year 2017 Semi-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:

**Life's better outside.**® 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.

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Carter P. Smith  
Executive Director

### 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.
- In an effort to increase HUB participation in construction projects, a Press Release was developed to announce TPWD Infrastructure upcoming projects. The Press Release was distributed to TAAACC, TAMACC, 400 other minority/women trade organization development centers, plan rooms, construction organizations and general contractors.
- TPWD facilitate vendor presentations in an 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 FY2017 Semi-Annual, TPWD Purchasers solicited 5,406 HUB vendors from both the Centralized Master Bidders List (CMBL) and certified HUB vendor listing at the CPA's website, which currently consist of 13,232 HUB firms. In return, TPWD received 76 bid responses 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](mailto:tammy.dunham@tpwd.texas.gov). Thank you.

Sincerely,

Carter Smith  
Executive Director



March 20, 2017

Life's better outside.®

Commissioners

T. Dan Friedkin  
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Executive Director

The Honorable Glenn Hegar  
Texas Comptroller of Public Accounts  
Attn: Statewide HUB Program  
P.O. Box 13186  
Austin, TX 78711  
[HUB.HUBReportData@cpa.texas.gov](mailto:HUB.HUBReportData@cpa.texas.gov)

Dear Comptroller Hegar:

Texas Parks and Wildlife Department has prepared our Supplemental Letter for Fiscal Year 2017 Semi-Annual Historically Underutilized Businesses (HUB) Report for our Agency.

Please find enclosed our letter of commitment to making a good faith effort to effectively promote and increase contract participation with HUB's for procurement of goods and services through subcontracting opportunities.

If you should have any questions, please do not hesitate to contact Ms. Tammy Dunham, HUB Coordinator/Purchasing and Contracting Director, by email [tammy.dunham@tpwd.texas.gov](mailto:tammy.dunham@tpwd.texas.gov) or by phone (512) 389-4752. Thank you.

Sincerely,

Carter Smith  
Executive Director

CS:TD:dh

Enclosure

cc: Ms. Ann Bright  
Ms. Dawn Heikkila  
Ms. Tammy Dunham