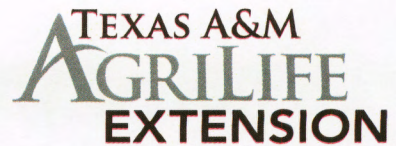


Texas A&M AgriLife Extension Service
HUB Office



SUBJECT: Supplemental Summary for FY 2017 Semi-Annual HUB Report for Agency 555

The Texas A&M AgriLife Extension Service (AgriLife Extension) remains firmly committed to increasing the utilization of Historically Underutilized Businesses (HUB). Our active participation in Economic Opportunity Forums, as well as, the Texas University HUB Coordinators Alliance, and the HUB Discussion Workgroup, provides important opportunities to meet prospective HUB vendors, network with other state agencies and share strategies for improving HUB participation.

AgriLife Extension, 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.

During Fiscal Year 2017, the AgriLife Extension HUB Office has worked with potential and existing HUB vendors; this includes not only providing education about the HUB program, but also meeting with vendors to provide guidance regarding state purchasing in general, our agency purchasing processes, and the TAMUS Cooperative Mentor-Protégé Program.

A substantial percentage (53.3%) of AgriLife Extension's biddable purchases were made against existing contracts, such as: State Term contracts, TXMAS contracts, DIR contracts, TAMU System-wide contracts, cooperative contracts such as E & I Cooperative contracts, as they represent the best value for the agency in both time and financial savings. A significant portion of our expenditures are for vehicles and vehicle maintenance, throughout the state, areas in which it is often difficult to find HUB vendors.

Through a cooperative effort, Texas A&M AgriLife's 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 is provided to faculty and staff located in College Station, as well as to those off campus faculty and staff during the AgriLife Conference.

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

1. HUB Discussion Work Group – December 6, 2016
2. TUHCA Meetings – October 20, 2016 and November 10, 2016
3. Stephen F. Austin University Co-Sponsorship – October 20, 2016
4. Bexar County Contracting Conference – December 7, 2017

Sincerely,

A handwritten signature in blue ink that reads "Dee Ann Schneider".

Dee Ann Schneider, C.T.P.M.
Director of Purchasing and HUB

A handwritten signature in blue ink that reads "Donna D. Alexander".

Donna D. Alexander
Assistant Agency Director, Finance

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