



Supplemental Letter for FY 2018 Annual HUB Report for Agency No. 529, 530, 537

The Health and Human Services Commission (HHSC) is committed to the utilization of Historically Underutilized Businesses (HUBs) and minority/woman-owned firms by contracting both directly and indirectly through subcontracting opportunities. Our good faith efforts to maximize HUB participation for the period of September 1, 2017, to August 31, 2018, include the following:

- continued to advance the concept and spirit of the "memorandums of cooperation" with the Texas Association of African American Chambers of Commerce (TAAACC) and the Texas Association of Mexican American Chambers of Commerce (TAMACC) to maximize HHSC's good faith efforts;
- conducted post award meetings with contractors after execution of contracts over \$100,000 to discuss HUB subcontracting plan/reporting requirements;
- administered Comptroller of Public Accounts (CPA) HUB rules;
- actively participated in HUB Advisory Committee and HUB Discussion Workgroup (HDW) meetings to gain knowledge of HUB rules, and provide feedback on related requirements;
- developed and facilitated HUB requirements and compliance webinar training for agency contract managers and vendor community;
- attended and participated in pre-solicitation conferences to provide potential prime contractors an overview and ensure understanding of the "Good Faith Effort" requirements of HUB Subcontracting Plan;
- encouraged and assisted qualified minority and woman-owned businesses to become HUB certified;
- collectively managed HHS sponsored mentor-protégé relationships and continued with efforts to identify and establish additional formalized relationships as required by 34 TAC 20.298;
- provided assistance to HUB vendors in regards to accessing agency expenditures by Comptroller object code, which enables them to target the agencies that purchase their products in large volumes;
- determined subcontracting opportunities for inclusion of HUB subcontracting plans in contracts over \$100,000 when applicable, and evaluated HUB subcontracting plans for compliance as required by 34 TAC 20.285;
- co-sponsored and participated in 19 economic opportunity forums (EOFs) and related HUB outreach events statewide;
- provided information to HUBs on the state procurement processes and how to do business with HHS;
- notified HUBs not registered on the Centralized Masters Bidders List about recertification and HHS bid opportunities;
- provided internal HUB expenditure reports and program briefings to executive management.

Please let me know if you have any questions or need additional information. Sherice Williams, Procurement and Contracting Services, HHS HUB Operations Manager, serves as the lead staff on this matter. Sherice can be reached by telephone at (512) 406-2542 or by e-mail at sherice.williams@hhsc.state.tx.us.



Cecile Erwin Young, Acting Executive Commissioner