

Texas A&M AgriLife Extension Service  
HUB Office



**SUBJECT:** Supplemental Summary for FY 2018 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 2018, 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 (51.4%) 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 as needed throughout the year.

The agency outreach activities during Fiscal Year 2018 include the following:

1. HUB Discussion Work Group – January 26, 2018 and February 20, 2018
2. Texas A&M University Systems HUB/Procurement Meeting January 30, 2018
3. TUHCA Meetings – February 9, 2018
4. HUB Procurement/Expo – February 15, 2018

Sincerely,

Handwritten signature of Jaime Vykukal in cursive.

Jaime Vykukal  
HUB Coordinator

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