

**Supplemental Letter for FY 2018 Semi-Annual HUB Report for Agency 557**

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) is committed to promoting and encouraging the use of Historically Underutilized Businesses (HUBs) and provides this summary as a statement of our good faith effort. TVMDL continues to make HUB opportunities an integral part of its procurement activities. Our active participation in Economic Opportunity Forums provides important opportunities to meet prospective HUB Vendors, network with other State agencies, and share strategies for improving HUB participation.

TVMDL, 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.

In order to provide greater access for HUB procurement, TVMDL continues to work closely with our outlying regional laboratories to provide guidance regarding state purchasing and the HUB program. These relationships provide the chance to educate others on HUB vendors. For competitive purchases in excess of \$10,000.00, TVMDL works closely with the Texas A&M AgriLife Purchasing Office to ensure a minimum of six bids, including four from HUB vendors.

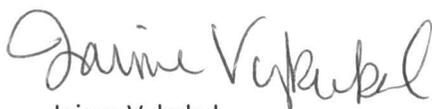
Due to the highly scientific and technical nature of our biddable purchases, 66.7% were sole source purchases, only available from one manufacturer, 33.3% of the purchases made utilized competitively bid state or cooperative contracts. There were no biddable opportunities for the agency thus far this year.

Through a cooperative effort, AgriLife's HUB Office, 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. The agency spent 15.04% of purchasing card expenditures with HUB vendors.

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,



Jaime Vykukal  
HUB Coordinator



Vic S. Seidel, CPA  
Assistant Director for Finance,  
Chief Financial Officer

PO Drawer 3040  
College Station, TX 77841-3040

1 Sippel Road, TAMU 4471  
College Station, TX 77843-4471

Tel. 979.845.3414  
Fax. 979.845.1794  
<http://tvmdl.tamu.edu>