



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

**Supplemental Letter for Fiscal Year 2018 Semi- Annual HUB Report for Agency 644**

The Texas Juvenile Justice Department (TJJD) recognizes the importance of the Historically Underutilized Business (HUB) Program. TJJD is committed to providing the maximum opportunity to Historically Under Utilized Business through a good faith effort of effectively promoting economic opportunities to HUB businesses. TJJD is pleased to report the following activities that demonstrate our good faith effort for the period September 1, 2017 – February 28, 2018

- Active member of the *HUB Discussion Workgroup* and *SACC/Purchasing Subcommittee*, actively participating in the ongoing monthly meetings, gaining knowledge of HUB rules, following pending legislative changes, HUB events, and dissemination HUB information designed to increase HUB opportunity and participation.
- Participated as an exhibitor and Cosponsor at the Comptroller of Public Accounts Statewide HUB Program Procurement Connection Seminar & Expo held on October 24, 2017 making contact with HUB vendors and providing them information on how to do business with TJJD.
- Participated as an exhibitor at the Bexar County Small, Minority, Women, Veteran Business Owners (SMWVBO) Conference held December 6, 2017. making contact with HUB vendors and providing them information on how to do business with TJJD.
- Participated as an exhibitor at the Greater Austin Asian Chamber of Commerce Connect Forum held on February 28, 2018, making contact with HUB vendors and providing them information on how to do business with TJJD.

The agency also hosted 4 In-House vendor presentations with HUB Vendors Bullchase, V-Quest Office Supply, Alpha Graphics and dataXport. Vendors were invited to provide a brief presentation to procurement, contract and key agency personnel about their goods and services.

- The agency continues to assist in the development of a HUB reporting tools in CAPPs that will allow more accurate tracking and reporting of HUB information for quarterly, semi-annual and annual reporting.
- The Agency prepares and distributes information on procurement procedures to HUBs in a manner that encourages participation in state contracts by all businesses.
- Meets with and provides direct, hands on, guidance to interested HUBs seeking information regarding opportunities with TJJD. For HUBs wanting additional assistance, we provide one-on-one information sessions related to participation in other statewide opportunities for HUB businesses.

The Texas Juvenile Justice Department supports the State of Texas HUB Program and will continue to be proactive in increasing HUB participation through good faith efforts. Should questions arise relating to this information, please contact Kenneth I. Ming, CPPB, CTCM, CTPM, Business Operations and Contracts at (512) 490-7261 or email [kenneth.i.ming@tjjd.texas.gov](mailto:kenneth.i.ming@tjjd.texas.gov).

*Kenneth I. Ming, Director of Business Ops & Contracts*  
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