



**Supplemental Letter for Fiscal Year 2019 Annual HUB Report for Agency Numbers 529, 530, 537**

The Health and Human Services Commission (HHSC) is committed to the utilization of Historically Underutilized Businesses (HUBs) by contracting both directly and indirectly through prime and subcontracting opportunities. Our good faith efforts to maximize HUB participation for the period of September 1, 2018 to August 31, 2019 include the following:

- the agency utilized HUBs indirectly in the amount of \$21,314,663 from payments not included in the agency's HUB report. These expenditures are for contracts that are included under non-reportable comptroller object codes;
- efforts 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;
- conduct post award meetings with prime contractors after execution of contracts over \$100,000 to review HUB subcontracting plan and reporting requirements;
- provide HUB subcontracting plan (HSP) training to current and potential contractors, agency contract managers, purchasing personnel, the HUB vendor community, and other interested parties;
- participate in HUB Discussion Workgroup (HDW) meetings to gain knowledge of HUB rules and to promote and enhance an effective statewide HUB Program through education, networking, and proactive feedback;
- encourage and assist qualified minority, woman, and service disabled veteran-owned small businesses to become HUB certified;
- manage HHS sponsored mentor-protégé relationships and continue with efforts to identify and establish additional formalized relationships as required by 34 TAC 20.298;
- review solicitations to determine subcontracting opportunities for inclusion of HUB in contracts over \$100,000, when applicable;
- evaluate HUB subcontracting plans for compliance as required by 34 TAC 20.285, if applicable;
- host and co-sponsor HUB economic opportunity forums (EOFs) and related statewide HUB outreach events;
- provide internal HUB expenditure reports and program briefings to executive management;
- provide trainings to HUBs regarding state procurement processes, and how to do business with HHS; and,
- notify HUBs not registered on the Centralized Masters Bidders List about recertification and potential HHS bid opportunities.

Please let me know if you have any questions or need additional information. Laura Cagle-Hinojosa, Procurement and Contracting Services, HUB Manager, serves as the lead staff on this matter. Laura can be reached at (512) 406-2443 or by e-mail at [laura.cagle-hinojosa@hhsc.state.tx.us](mailto:laura.cagle-hinojosa@hhsc.state.tx.us).



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