



Texas Department of Family and Protective Services

Commissioner
Jaime Masters

Subject: FY2020 Semi-Annual HUB Report Supplemental Letter for Agency 530

DFPS has assumed the Historically Underutilized Business (HUB) Program from the Health and Human Services Commission, stemming from the passage of House Bill 5, 85th Legislature, Regular Session, 2017, which made DFPS a stand-alone agency. Through the 86th Legislative Appropriations Request process, DFPS received salary funding for a DFPS HUB Coordinator. To demonstrate commitment to supporting the goals of the Statewide HUB Program, DFPS HUB made good faith efforts to maximize HUB participation from November 12, 2019 to February 29, 2020, including:

- Participating in economic opportunity forums and statewide HUB outreach events;
- Participating in HUB Discussion Workgroup meetings to promote an effective statewide HUB Program through education, networking, and proactive feedback;
- Establishing one DFPS-sponsored Mentor-Protégé relationship with continued efforts to identify and establish additional formalized relationships;
- Reviewing draft solicitation documents with an expected value of \$100,000 or more to determine the probability of HUB subcontracting and include the HUB utilization goal for vendors;
- Evaluating HUB Subcontracting Plans (HSP) for compliance;
- Conducting post-award meetings to discuss HSP contractual reporting requirements;
- Providing HUB expenditure reports and Program briefing to Executive Leadership; and
- Conducting outreach efforts to increase HUB participation in Professional Services (recognizing that for various reasons DFPS very rarely has a need to contract for services in this category).

For additional information, contact Laura Zarate, HUB Coordinator, by email at laura.zarate@dfps.state.tx.us or by phone at (512) 919-7881.

Sincerely,

Trevor Woodruff
Deputy Commissioner

cc: Crystal Bearley, Contract Oversight and Support Director
Laura Zarate, HUB Coordinator