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Agency 727 – Fiscal Year 2023 Semi-Annual HUB Report Supplemental Letter

The Texas A&M Transportation Institute (TTI) is committed to the State of Texas Historically Underutilized Business (HUB) Program. The agency's goal is to provide procurement and contracting opportunities for qualified businesses through a competitive procurement process. TTI continues efforts to diversify the vendor base and build on successful in-reach and outreach programs. In addition, the agency partners with other Texas A&M University System (TAMUS) members to maximize HUB participation through collaborative efforts to identify, educate, and assist HUB and potential HUB vendors.

A research agency within The Texas A&M University System, TTI's mission is to solve transportation problems through research, to transfer technology, and to develop diverse human resources to meet the transportation challenges of tomorrow. As a research agency, there are occasions when TTI must expend funds for unique proprietary equipment and commodities for which there are no HUB sources. These types of expenditures may significantly reduce TTI's HUB participation percentage.

TTI's good faith efforts to increase the HUB participation level and the diversification of vendors include the following in-reach and outreach initiatives:

- Continuous promotion of the HUB Program and assistance in identifying and use of HUB vendors for spot purchases through a proactive approach to HUB vendor visits and certification assistance to vendors.
- Identification of subcontracting opportunities in contracts over \$100,000.
- Member of the TAMUS Cooperative Mentor Protégé Program – sponsoring agency for mentor/protégé agreement.
- Participation and training within the HUB Discussion Workgroup and the Texas Universities HUB Coordinators Alliance (TUHCA).
- Advertisement in Minority Business Organization publications through TUHCA membership.
- Amazon purchases are reviewed by the agency Procurement Office before orders are placed. This process requirement has routed several Amazon orders to available HUB vendors.
- Creation and delivery of monthly reports for each agency division to better understand their expenditures and HUB spending percentages.
- Implementation of a process to research heavily used vendors to verify continued HUB status.
- Participation and training at TAMUS HUB Coordinators meetings and the Texas State Comptroller's Office.
- Participation in various specialized vendor and economic opportunity forums, including but not limited to:
 - Upcoming "Doing Business Texas Style" Spot Bid Fair

Questions regarding the TTI HUB Program should be directed to Krystal Schnettler, TTI HUB Coordinator, at (979) 317-2744 or by email at k-schnettler@tti.tamu.edu.

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cc: Gregory D. Winfree, Agency Director
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