



Cecile Erwin Young
Executive Commissioner

529 and 537-Fiscal Year 2024

Annual HUB Report Supplemental Letter

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, 2023 to August 31, 2024 include the following:

- Reviewing solicitations to determine subcontracting opportunities for inclusion of HUB in contracts over \$100,000;
- Providing HUB Subcontracting Plan (HSP) training to current and potential contractors, agency contract managers, purchasing personnel, the HUB vendor community and other interested parties;
- Conducting post-award meetings with prime contractors after execution of contracts over \$100,000 to review HUB subcontracting plan compliance and reporting requirements;
- Evaluating HUB subcontracting plans for compliance as required by 34 TAC 20.285, if applicable;
- Hosting and co-sponsoring HUB economic opportunity forums (EOFs) and related statewide HUB outreach events;
- Providing trainings to HUBs re: state procurement processes, and how to do business with HHS;
- Notifying HUBs not registered on the Centralized Masters Bid List about recertification and potential HHS bid opportunities; and
- Providing updates to agency leadership regarding the agency's HUB/minority participation.

HHSC would like to highlight additional expenditures made, but not captured by the Statewide HUB Report. During this reporting period, the agency utilized HUBs indirectly in the amount of \$16,222,055.22. These expenditures are for contracts which used a non-reportable object code that is not included in the statewide report.

HHSC supports the State of Texas HUB Program and will continue to work to increase HUB participation. Should you have any questions or need additional information, please contact, Letisha Metayer, HHSC Procurement and Contracting Services- HUB Director at (512) 884 - 8647 or by email at: letisha.metayer@hhs.texas.gov.

Signed by:

Kay Molina

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Kay Molina, HHSC Deputy Executive Commissioner for Procurement and Contracting Services