



731 – Fiscal Year 2024 Annual HUB Supplemental Letter

Texas Woman's University (731) submits this supplemental letter to the Annual Historically Underutilized Business (HUB) report. Texas Woman's University continues its good faith effort to support the HUB program and grow participation in the University's purchases and contracts. Our goal is to continue to raise awareness through outreach and ongoing activities. Below is a brief summary of some of our efforts over the prior twelve (12) months.

- Created a new position to help increase HUB awareness and outreach
- Attended monthly HDWG meetings
- Posted all bids greater than \$25,000 on ESD to reach as many HUB's as possible
- Researched HUB vendors on the CBML for informal and formal solicitations
- Created a punch-out catalog for technology purchases from our HUB vendor, Tejas Office Supplies
- Provided review of HSP's for formal solicitations
- Updated website to include multiple HUB resources, referencing in-depth research on the statewide HUB Program
- Attended Houston Minority Supplier Development Council Spot Bid Fair, October 2023
- Attended TXDMV 10th Annual Marketing for Success HUB Vendor Fair, April 4, 2024
- Attended UNT Dallas HUB Vendor Fair, April 17, 2024
- Attended Doing Business Texas Style Spot Bid Fair, May 14-15, 2024
- Attended UT Dallas HUB Vendor Fair, May 23, 2024
- Hosted Summus Webinar for TWU employees, May 1, 2024
- Hosted TWU HUB Vendor Summus Showcase, June 5, 2024
- Hosted Growing Your Business with HUB Certification Webinar alongside Teacher Retirement System of Texas and the Statewide HUB Program, June 27, 2024

Sincerely,

A handwritten signature in black ink that reads 'Nancy Cinnater'.

Nancy Cinnater

Chief Procurement Officer/HUB Coordinator

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