



731 – Fiscal Year 2025 Semi-Annual HUB Supplemental Letter

Texas Woman's University has prepared this supplemental letter to give a more comprehensive view of the good faith effort provided to support HUBs during this reporting period. TWU is committed to increasing HUB utilization, outreach and education opportunities in support of the statewide HUB Program and its goals.

Below are examples of outreach efforts made during this reporting period in support of the HUB Program.

- Identified, promoted and recruited HUBs for use throughout Texas Woman's University by hosting and attending forums, fairs and events:
  - Participated in the HMSDC Spot Bid Fair and Expo, Oct 2024
  - Attended the UNT System HUB Vendor Fair, Oct 2024
  - Participated in the Texas CPA HUB Expo, Nov 2024
  - Attended the UNT HUB Vendor Fair, Nov 2024
  - Hosted the TWU HUB Fair, Jan 2025
  - Attended monthly HDWG meetings
  - Posted all bids greater than \$25,000 on ESBD to reach as many HUBs as possible
  - Provided reviews of HSPs for formal bid solicitations
  - Worked with Facilities Management and Construction vendors to ensure compliance on HSPs
  - Implemented training for all new TWU employees on the importance of HUB utilization

Sincerely,

A handwritten signature in black ink, appearing to read 'Chelle Jezek', written in a cursive style.

Chelle Jezek

Enter title: Interim Chief Procurement Officer/HUB Coordinator