



**Supplemental Letter for Fiscal Year 2020 Annual HUB Report for Agency Numbers 529 and 537**

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. HHSC engages in good faith efforts to maximize HUB participation. Below illustrates HHSC's efforts for the period of September 1, 2019 to August 31, 2020:

- the agency utilized HUBs indirectly in the amount of \$24,870,687 from payments not included in the agency's HUB report. These subcontracting payments were made to the respective HUB categories: Women \$15.4M, Black \$4.7M, Hispanic \$3.4M, and Asian \$1.3M;
- participated in 20 HUB economic opportunity forums (EOFs) and related statewide HUB outreach events;
- provided over 57 HUB subcontracting plan (HSP) trainings respective to the solicitation for respondents to ensure compliance with the good faith efforts requirements in the development of the HSP;
- provided HSP courtesy reviews (upon request) to respondents to assist with the development of a compliant HSP prior to the final proposal submission;
- conducted approximately 106 post-award meetings with prime contractors after execution of contracts over \$100,000 to ensure all subcontractors reflected on the HSP were notified of the contract award, and contractors were provided training on HUB subcontracting reporting deliverables and maintaining HUB compliance throughout the duration of the contract;
- expanded HUB requirements on non-competitive purchases starting at \$3,000 to \$5,000 to promote HUB inclusion;
- updated agency's external website by focusing on providing information to vendors on "Doing Business with HHS," HUB certification, HSP compliance, providing a forecasting schedule of upcoming solicitations, and a HUB toolkit inclusive of available business development resources for growing business capacity;
- provided training to the agency's procurement staff on HUB requirements, as well as establishing roles and responsibilities for facilitating HUB compliance;
- created a HUB Advisor position dedicated to HUB marketing/outreach and conducting training aimed at educating HUB vendors on doing business with HHS;
- encourage and assisted qualified minority, woman, and service disabled veteran-owned small businesses to become HUB certified;
- manage HHS sponsored mentor-protégé relationships and continue with efforts to identify and establish additional formalized relationships as required by 34 TAC §20.298;
- notify HUBs not registered on the Centralized Masters Bidders List about recertification and potential HHS bid opportunities.

Please let me know if you have any questions or need additional information. Laura Cagle-Hinojosa, Procurement and Contracting Services, HUB Director, serves as the lead staff on this matter. Laura can be reached at (512) 406- 2443 or by e-mail at [laura.cagle-hinojosa@hhs.texas.gov](mailto:laura.cagle-hinojosa@hhs.texas.gov).

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