



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

**Supplemental Letter for Fiscal Year 2020 Annual HUB Report for Agency 644**

The Texas Juvenile Justice Department (TJJD) recognizes the importance of the Historically Underutilized Business (HUB) Program. TJJD is committed to providing the maximum opportunity to Historically Underutilized Business through a good faith effort of effectively promoting economic opportunities to HUB businesses. TJJD is pleased to report the following activities that demonstrate our good faith effort for the period September 1, 2019 – August 31, 2020.

- Active member of the *HUB Discussion Workgroup* and *SACC/Purchasing Subcommittee*, actively participating in the ongoing monthly meetings, gaining knowledge of HUB rules, following pending legislative changes, HUB events, and dissemination HUB information designed to increase HUB opportunity and participation.
- Participated as an exhibitor at the Governor's Small Business Forum held in Pflugerville, Texas on November 14, 2019. The HUB Program Coordinator made contact with HUB vendors and provided them information on how to do business with TJJD.
- Participated as an exhibitor and cosponsor at the Comptroller of Public Accounts Statewide HUB Program Procurement Connection Seminar & Expo held on November 20, 2019 making contact with HUB vendors and providing them information on how to do business with TJJD.
- Participated as an exhibitor at the Teachers Retirement System (TRS) HUB Forum held in Austin, Texas on February 11, 2020. The HUB Program Coordinator made contact with HUB vendors and provided them information on how to do business with TJJD.
- Participated as a virtual exhibitor at Senator West's Doing Business Texas Style Spot Bid Fair – August 3-5. TJJD awarded over \$30K to Texas HUB vendors. The HUB Program Coordinator made contact with multiple HUB vendors and provided them information on how to do business with TJJD.
- The agency continues to assist in the development of a HUB reporting tools in CAPPs that will allow more accurate tracking and reporting of HUB information for semi-annual and annual reporting.
- The Agency prepares and distributes information on procurement procedures to HUBs in a manner that encourages participation in state contracts by all businesses.
- Meets with and provides direct, hands on, guidance to interested HUBs seeking information regarding opportunities with TJJD. For HUBs wanting additional assistance, we provide one-on-one information sessions related to participation in other statewide opportunities for HUB businesses.

The Texas Juvenile Justice Department supports the State of Texas HUB Program and will continue to be proactive in increasing HUB participation through good faith efforts. Should questions arise relating to this information, please contact Sheree Case, HUB Program Coordinator, at (512) 490-7261 or (940) 641-0930 and email [sheree.case@tjjd.texas.gov](mailto:sheree.case@tjjd.texas.gov).

*Sheree Case* HUB Program Coordinator

09/15/20