



Office of Procurement, Contracts and HUB Program

757 – Fiscal 2020 Annual HUB Report Supplemental Letter

West Texas A&M University remains diligently committed to uphold a Good Faith Effort that promotes and expands opportunities with certified Historically Underutilized Businesses in the state of Texas. It is the aim of the university to raise awareness throughout campus and the community on the HUB program through accomplishments, outreach and ongoing activities.

EOB's Attended:

- Co-Sponsored A&M HUB Fair, November 2019
- University of North Texas HUB Fair, November 2019
- HUB Expo, Austin TX, November 2019
- Virtual Spot Bid Fair, August 2020

Ongoing Activities:

- Assist HUB vendors with opportunities by posting all bids on ESBD as well as reaching out to local HUB vendors.
- Attend construction pre-bid meetings to promote the HUB program and offer HUB Coordinator as a resource to identify HUB vendors for the General Contractor.
- Training sessions for departments on campus to inform on the HUB program and promote the use of HUB vendors.
- Audit and review of current and previous HUB reports to identify opportunities to strengthen the HUB program and provide a comprehensive overview to executive leadership.
- Annual review of the state of the universities HUB program with executive leadership.

The HUB program will continue to be a priority at West Texas A&M University, seeking out new mentor protégé agreements and assisting vendors to certify as HUBs. The HUB Coordinator is accessible to all vendors who are seeking information on the HUB program.

West Texas A&M University will continue to promote the HUB program and actively seek out opportunities to grow and promote the program.

Sincerely,

Elaine K Chew

Elaine K Chew
Director of Procurement, Contracts and HUB Coordinator
West Texas A&M University
WT Box 61001, Canyon TX 79016
echew@wtamu.edu