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The Honorable Rick Perry
Governor, State of Texas
State Capitol, Room 2S.1
P. O. Box 12428
Austin, TX 78711

Enclosed please find the Texas Transportation Institute's Historically Underutilized Business (HUB) Plan for Fiscal Year 2013. This plan is being submitted in accordance with instructions for Agency Strategic Plans for Fiscal Years 2013 – 2017 issued jointly by the Governor's Office of Budget, Planning and Policy (GOBPP) and the Legislative Budget Board (LBB).

If you have any questions or need additional information, please let me know.

A handwritten signature in black ink, appearing to read "Don Bugh", with a horizontal line extending to the right.

Don Bugh
Executive Associate Director

Enclosures

**Texas Transportation Institute
Agency Strategic Plan for Fiscal Years 2013-2017
Historically Underutilized Business Plan**

A. GOAL

The Texas Transportation Institute (TTI) is committed to the State of Texas Historically Underutilized Business (HUB) Program. TTI will continue to implement established policies to provide HUB vendors opportunities to bid on agency procurements.

A.1. OBJECTIVE

TTI will include HUBs in at least 26% of the total value of contracts and subcontracts awarded annually by the agency in purchasing and public works contracting. This goal will be attained using a diverse vendor base of ethnic and gender groups. Over the next five fiscal years, TTI will work to increase its HUB participation each year.

OUTCOME MEASURES

	FY 2010 Annual	FY 2011 Annual	FY 2012 Semi-Annual
Total Agency Expenditures	\$ 7,670,130	\$ 5,153,951	\$ 2,361,160
Total Dollar Amount Spent w/HUBs	\$ 2,957,768	\$ 1,673,023	\$ 1,001,178
Percentage of Total Expenditures w/HUBs	38.5%	32.46%	42.4%
Percentage of HUBs receiving awards:			
Women	16.4%	17.91%	16.95%
Black	3.51%	4.51%	9.76%
Hispanic	17.4%	7.15%	8.89%
Asian Pacific	1.14%	2.89%	6.80%
Native American	0.036%	0.01%	0.00%

A.1.1. STRATEGY

Plan strategies will continue to include both internal and external activities, all essential for meeting the Institute's HUB performance goal of 26%.

1) Internal Plans and Activities

a) Communication:

- TTI's Director will inform all TTI staff of the Institute's commitment to the HUB Program and the State Use Works Wonders Program. He will continue to hold TTI Associate and Assistant Directors accountable for HUB performance.
- TTI will maintain an internal HUB website to announce future HUB events and assist employees in locating HUB vendors that may meet their procurement needs.
- TTI's HUB Advisory Committee will meet on a regular basis to share information and discuss best practices in purchasing opportunities for HUB vendors.
- The HUB Coordinator will forward vendor information and procurement policies and procedures to Division/Department purchasing staff to encourage the use of minority and female-owned small businesses, including ethnicity/gender and the commodities and services offered by the certified HUB vendor.

b) Training:

- All TTI employees at the department level with purchasing authority will be required to take the online HUB training course. Additionally, the HUB Coordinator will continue to provide one-on-one training regarding equal access and opportunities for HUBs.
- The HUB Coordinator will continue to attend Purchasing and/or HUB training workshops sponsored by Texas A&M University, The Texas A&M University System, the State of Texas HUB Program, the Texas Universities HUB Coordinators Alliance (TUHCA) and the HUB Discussion Workgroup.

- c) HUB Identification:
 - The HUB Coordinator will rely on the State of Texas HUB vendor directory, the Centralized Master Bidders list, vendor solicitation emails and phone calls, specialized vendor forums and economic opportunity forums to identify potential HUB vendors.
 - TTI will continue to host specialized vendor forums featuring technical and business presentations by HUB vendors that demonstrate their capability to do business with TTI. A variety of ethnicities and genders will be invited to participate in the forums; TTI departmental purchasing staff will be encouraged to attend.
 - d) HUB Performance Monitoring by Agency:
 - The HUB Coordinator will review HUB participation reports each month. The agency Director and Chief Financial Officer will receive monthly reports detailing the progress of TTI's HUB Program and diversification efforts by organizational units.
 - Division, program and center staff will receive a monthly report of their HUB efforts and diversification progress.
- 2) External Plans and Activities (Government)
- a) Participation in State Activities and Group Initiatives:
 - The HUB Coordinator will design and sponsor Economic Opportunity Forums and participate in activities provided by state agencies that provide training to HUBs and state agency purchasers.
 - The HUB Coordinator will participate in and attend regularly scheduled meetings of the HUB Discussion Workgroup, the Outreach Committee of the HUB Discussion Workgroup and the Texas Universities HUB Coordinators Alliance.
 - TTI will host the web site of the Central/Gulf Coast Chapter of the Texas Universities HUB Coordinators Alliance. As a member of the Central/Gulf Coast Chapter of the Texas Universities HUB Coordinators Alliance, TTI will advertise in minority publications in order to reach diverse vendors.
 - b) Develop/Partnership Economic Opportunity Forums, Mentor/Protégé, Bid Solicitation, Vendor Fairs and related activities:
 - The HUB Coordinator will coordinate, facilitate and participate in activities that promote economic opportunities for HUBs. TTI will coordinate with one or more of the A&M System components to conserve resources in accomplishing this outreach.
 - The HUB Coordinator will continue to collaborate with other TAMUS members through membership in the TAMUS Cooperative Mentor-Protégé Program to identify and match prospective mentors and protégés, as well as facilitate their agreements.
 - c) HUB Initiatives with Facilities, Planning and Construction:
 - The HUB Coordinator and the Facilities, Safety and Support Services Division will use the TAMUS Office of Facilities, Planning and Construction to solicit HUBs for opportunities with TTI construction contracts. A TTI representative will attend construction pre-bid conferences and introduce HUB subcontractors to prime contractors.
- 3) External Plans and Activities (Minority Focused Organization)
- a) Provide Certification Assistance:
 - TTI will maintain a website in support of the HUB Program (<http://tti.tamu.edu/historically-underutilized-business-program>) for vendors to access information on the State of Texas HUB Program and the certification process.
 - The HUB Coordinator will assist vendors with the HUB certification process and review certification applications, as needed. Vendors will be encouraged to seek HUB certification through the Statewide HUB Program certification memorandums of agreement with other local governments or nonprofit organizations. The HUB Coordinator will assist vendors with the re-certification process.

- Division, program and center staff will be encouraged to identify potential HUB vendors by ethnicity and gender and communicate this information to the HUB Coordinator.
- b) Procurement Opportunities:
- TTI will make a good faith effort to utilize HUBs in contracts for commodities, services, professional and consulting services and construction by contracting directly with HUBs or indirectly, through subcontracting opportunities.
 - All solicitations valued at \$100,000 or more require a HUB Subcontracting Plan (HSP) from all responding vendors. The Texas A&M University Department of Procurement Services will include a link to the Statewide HUB Program list of certified HUB vendors for subcontracting opportunities with the bid solicitation.
 - The HUB Coordinator will provide a suggested HUB sources list (of varying ethnicities) on the requisitions routed to the Texas A&M University Department of Procurement Services on purchases over \$5,000.

OUTPUT MEASURES

1. Number of HUB Contractors and Subcontractors Contacted for Bid Proposals		
FY 10 Annual	FY 11 Annual	FY 12 Semi-Annual
513	874	217
2. Number of HUB Contracts and Subcontracts Awarded		
FY 10 Annual	FY 11 Annual	FY 12 Semi-Annual
134	118	61
3. Dollar Value of HUB Contracts and Subcontracts Awarded		
FY 10 Annual	FY 11 Annual	FY 12 Semi-Annual
\$2,957,768	\$1,673,023	\$1,001,178