



Texas Department of Family and Protective Services

Commissioner
Jaime Masters

Supplemental Letter for Fiscal Year 2020 Annual HUB Report for Agency 530

The Texas Department of Family and Protective Services (DFPS) assumed the Historically Underutilized Business (HUB) Program from Health and Human Services Commission stemming from the passing of House Bill 5, 85th Legislature, Regular Session, 2017, where DFPS became a stand-alone agency. To demonstrate commitment to supporting the Statewide HUB Program, DFPS made the following good faith efforts to maximize HUB participation from September 1, 2019 to August 31, 2020:

- Established the DFPS HUB Program by publishing policies, procedures, and tools; trained agency contract management staff on compliance requirements; presented to Executive Leadership; developed HUB related resources on the DFPS Website; and created marketing materials released through social media and other means.
- Utilized HUBs for subcontracting in the amount of \$1,530 for expenditures which were classified as non-reportable comptroller object codes.
- Participated in several economic opportunity forums and statewide HUB outreach events.
- Established two DFPS Mentor-Protégé relationships and continue with efforts to identify additional relationships as required by 34 TAC 20.298.
- Participated in HUB Discussion Workgroup meetings to promote an effective statewide HUB Program through education, networking and proactive coordination.
- Reviewed solicitations with an expected value of \$100,000 or more to determine the probability of HUB subcontracting, prior to releasing solicitation documents.
- Provided HUB Subcontracting Plan (HSP) trainings during pre-proposal conferences to educate interested vendors on requirements.
- Evaluated HSPs for compliance as required by 34 TAC 20.285, achieving a 93% passing rate for submitted proposals.
- Conducted post-award meetings to discuss HSP contractual reporting requirements;
- Assisted interested vendors with the HUB certification process and proactively notified others about recertification through the CPA.
- Routinely briefed Deputy Commissioner on HUB goals, efforts, and strategies.
- Conducted outreach efforts to increase HUB participation in the Professional Services, recognizing that DFPS very rarely has a need to contract for services in the category.

For additional information, contact the DFPS HUB Coordinator, Laura Zarate, by email at Laura.Zarate@dfps.state.tx.us, or by telephone at (512) 839-4118.

Sincerely,

Jaime Masters MS, MFT
Commissioner

cc: Crystal Bearley, Contract Oversight and Support Director
Laura Zárate, HUB Coordinator