



## Texas Department of Criminal Justice

**Bryan Collier**  
Executive Director

### Agency 696 – Fiscal 2022 Annual HUB Report Supplemental Letter

The Texas Department of Criminal Justice (TDCJ) is firmly committed to promoting and increasing contracting opportunities with Historically Underutilized Businesses (HUBs). The agency seeks to accomplish this by using a highly structured program that is presented as the TDCJ HUB Action Plan. This action plan consists of separate action projects each with a written plan including action steps, persons responsible and due dates for completion. This plan is continuously evaluated as new opportunities are identified.

Agency good faith efforts include the following:

- Working with trade organizations, business organizations, and contractor associations to identify potential HUB prime contractors and subcontractors to bid on TDCJ contracts.
- Continuing to promote and expand the Mentor-Protégé program.
- Assisting HUB vendors with opportunities to present their products and services to TDCJ staff.
- Providing assistance, training, and educational programs to minority business groups and HUB vendors.
- Continuing to provide one-on-one training and quarterly HUB training to TDCJ Contracts and Procurement staff.
- Attending and participating in economic opportunity forums and HUB oriented trade fairs with bid opportunities.
- Attending and participating in pre-bid conferences to introduce HUB subcontractors to prime contractors and provide instruction on successful completion of the HUB Subcontracting Plan (HSP).
- Participating in HUB events sponsored by legislators and community leaders.
- Development and implementation of video and handouts for instruction on completion of HUB Subcontracting Plans. These are and will be utilized in conjunction with virtual, video, and teleconferencing pre-bids.
- Providing educational materials and seminars to minority and women owned businesses and organizations regarding "How to do Business with the State of Texas and TDCJ". This also includes continuous enhancements to the materials utilized.
- Agency's Annual HUB/Vendor Show.
- Participating in the HUB Discussion Workgroup.
- Signing Memorandum of Cooperation Agreements with the Texas Association of Mexican American Chambers of Commerce and the Texas Association of African American Chambers of Commerce to create relationships with Small Business Development Centers to promote HUB certification.

The TDCJ is committed to programs that improve our participation with HUBs. TDCJ's executive staff provides leadership and oversight for the HUB Program, resulting in a concentrated focus on the HUB initiative within the operational areas of the agency. A close working relationship between HUB Program staff and Contracts and Procurement staff is key to the success of creating and increasing contacting opportunities for HUBs.

For further information please contact our HUB Director, Jemelle Spivey at (936) 437-7026.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Steffa".

Ron Steffa  
Chief Financial Officer

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*Our mission is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society, and assist victims of crime.*

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