



Texas Department of Criminal Justice

Bryan Collier
Executive Director

Agency 696 - Fiscal 2023 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 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 included 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-Protege program.
- Assisting HUB vendors with opportunities to present their products and services to TDCJ staff.
- Providing assistance, training, educational materials, and seminars to women and minority-owned businesses and organizations regarding "How to Do Business with the State of Texas and TDCJ".
- Continuing to provide one-on-one training and quarterly HUB training to Contracts and Procurement staff.
- Participated in twenty-eight (28) HUB expos/forums.
- Participated in forty-three (43) pre-bid conferences to introduce HUB subcontractors to prime contractors and provide instruction on completing the HUB Subcontracting Plan (HSP).
- Conducted sixteen (16) one-on-one meetings with vendors on how to do business with TDCJ.
- Agency's Annual HUB/Vendor Show and first Meet & Greet for Fire Alarm projects.
- Notified more than 33,000 HUB vendors of bid opportunities.
- Working with Small Business Development Centers to promote HUB certification.
- Participated in HUB Discussion Workgroups and HUB Planning Committees.
- Continue to honor the Memorandum of Cooperation Agreements with the Texas Association of Mexican American Chambers of Commerce and the Texas Association of African American Chambers of Commerce. The agency continues to work with both chambers to create relationships that encourage, educate, and assist HUBs in obtaining contracts with the State of Texas.

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 contracting opportunities for HUBs.

For further information, please contact our HUB Director, Jemelle Spivey at (936) 437-3774.

Sincerely,

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

Ron Steffa
Chief Financial Officer

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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