



Purchasing and Contract Management Office

3410 Taft Blvd
Wichita Falls, TX 76308

Supplemental Summary Letter for FY2023 Annual HUB Report for Agency 735

Midwestern State University (MSU) is committed to increasing purchases and contract awards with Historically Underutilized Business (HUB) firms consistent with the State's goals for HUB participation and overall economic development. Purchasing will conduct its work in accordance with federal and State laws and will perform socioeconomic programs mandated by the Texas Legislature. MSU continues to develop and expand its Historically Underutilized Business (HUB) Program to support small, minority, veteran, and woman-owned businesses.

Progresses for this year are noted below:

- Corresponded with a woman-owned local furniture company to encourage them to become a HUB
- Attended the Angelo State University presentation of Mpulse (HUB vendor) on February 24, 2023
- The 2023 MSU HUB Fair event was planned for June 15, 2023, on campus but was canceled due to low vendor interest.
- Attended Texas Tech University Small Business Expo in Lubbock June 6, 2023
- Increased number of informal bids for HUB opportunity.
- Participating in the monthly Texas Comptroller of Accounts – 2023 HUB Talk Series and Training.
- Attended the HUB Spot Bid Fair on May 23, 2023, in Irving, Texas
- Visited with two vendors who were recent HUBs to encourage them to obtain certification renewal.

Ongoing Activities:

- Create an environment to further enhance and promote the HUB program.
- Implemented ongoing training on the HUB program for faculty and staff with our training processes.
- Continue to use the centralized master bidders list (CMBL) to increase the bids solicited from HUBs.
- Continue to utilize Cooperative and purchasing contracts with HUB-awarded vendors.
- Continue to introduce new HUB vendors to MSU for additional procurement opportunities.
- Continue open door policy in which minority and woman-owned businesses can come by and ask for assistance in understanding the HUB Program. This includes HUB certification, ESD state portal, and cooperative opportunities, along with "How to do Business" with MSU and the State of Texas.

MSU is located in the North Central Texas region of the State. The number of HUB vendors in the region is limited, with only 29 HUB vendors in Wichita County and the surrounding 11 counties. This makes it challenging to select a HUB vendor from a competitive standpoint. Most HUB vendors are located at least 120 miles from the University. Their pricing of bids makes it difficult to be competitive with local bidders, given the distance and related travel costs. MSU remains committed to growing the subcontracting opportunities for HUB vendors by reviewing the HSP plans for discussion of best value to the University.

In summary, Midwestern State University values and actively supports the HUB Program. It is committed to promoting and increasing HUB vendors wherever possible and appreciates the State of Texas's efforts to support small minority- and woman-owned businesses.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tracy Nichols". The signature is written in a cursive, flowing style.

Tracy Nichols
Director, Purchasing and Contract Management
Tracy.nichols@msutexas.edu or 940-397-4277
Midwestern State University