

**Administrative Services Procurement  
Office**

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**555 – Fiscal 2024 Semi-Annual HUB Report Supplemental Letter**

Texas A&M AgriLife Extension is dedicated to providing full and equal opportunities to minority, women, and service-disabled veteran-owned businesses. We are committed to increasing the participation of Historically Underutilized Businesses (HUBs) in our procurement opportunities and making a good-faith effort to meet or exceed HUB goals.

**Mentor Protégé Agreement:**

Texas A&M AgriLife Extension Service is proud to have fostered a new Mentor Protégé Agreement between Commonwealth Trading Company, Inc. and Best Buy, with an effective date of 1/25/2024.

**Additional outreach and participation include:**

- 2023 TOAL Regional Conference – Vendor Expo (HUBs Present), 10/2/2023
- 2023 HMSDC - Spot Bid Fair, 10/11-12/2023
- October 2023 HDWG, 10/12/2023, Virtual
- TDLR's 1st Annual Breaking Boundaries HUB Event – 10/12/2023
- November 2023 HDWG – Austin Training, 11/10/2023
- December 2023 HDWG – San Antonio Training, 12/5/2023
- 2023 SMWBE – Bexar County, 12/06/2023
- TUHCA Meeting, 1/12/2024
- January 2024 HDWG, 1/18/2024, Virtual
- Texas A&M Forest Service and TEEX Meet the Vendor Forum, 1/29/2024
- 2024 HDWG, 2/15/2024, Virtual

Texas A&M AgriLife Extension is committed to promoting the participation of HUB vendors in their procurement process through continued outreach and good-faith effort.

**Donna  
Alexander**  
Donna Alexander  
Assistant Director, Agency CFO

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Director, Procurement Services & HUB

  
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