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Agency 727 — Fiscal Year 2024 Semi-annual HUB Report Supplemental Letter

The Texas A&M Transportation Institute (TTI) continues its commitment to the State of Texas Historically Underutilized Business (HUB) Program. TTI's goal is to provide procurement and contracting opportunities for qualified businesses through a competitive procurement process. TTI continues efforts to diversify its vendor base. Additionally, the agency continues to partner with other Texas A&M University System members to maximize HUB participation through collaborative efforts.

A research agency within the A&M System, TTI's mission is to solve transportation problems through research, to transfer technology, and to develop diverse human resources to meet the transportation challenges of tomorrow. As a research agency, TTI must sometimes expend funds for unique proprietary equipment and commodities for which there are no HUB sources. These types of expenditures may significantly reduce TTI's HUB participation percentage.

TTI's good-faith efforts to increase the HUB participation level and the diversification of vendors include the following in-reach and outreach initiatives:

- Continuous promotion of the HUB Program and assistance in identifying and using HUB vendors for spot purchases through a proactive approach to HUB vendor visits and certification assistance to vendors.
- Sponsorship of mentor/protégé agreements.
- Participation and training within the HUB Discussion Workgroup and the Texas Universities HUB Coordinators Alliance.
- Review of Amazon purchases by the agency Procurement Office before orders are placed. This process requirement has routed several Amazon orders to available HUB vendors.
- Creation and delivery of monthly reports for each agency division showing that division's top 20 non-HUB vendors by total expenditures. This report is then used to try to identify HUB vendors for the division's needs.
- Implementation of a process to research heavily used vendors to verify continued HUB status.
- Participation and training at A&M System HUB coordinator meetings and the Texas State Comptroller's Office.
- Participation in various specialized vendor and economic opportunity forums, including but not limited to participation in:
 - The 2023 Houston Minority Supplier Development Council Business Expo and Spot Bid Fair.
 - The upcoming Doing Business Texas Style Spot Bid Fair.

Questions regarding the TTI HUB Program should be directed to Krystal Schnettler, TTI HUB coordinator, at (979) 317-2744 or by email at k-schnettler@tti.tamu.edu.

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