



731 – Fiscal Year 2024 Semi-annual HUB Supplemental Letter

Texas Woman's University (731) submits this supplemental letter to the semi-annual Historically Underutilized Business (HUB) report. Texas Woman's University continues its good faith effort to support the HUB program and grow participation in the University's purchases and contracts. Our goal is to continue to raise awareness through outreach and ongoing activities. Below is a brief summary of some of our efforts over the prior six (6) months.

- Created a new position to help increase HUB awareness and outreach
- Attended monthly HDWG meetings
- Posted all bids greater than \$25,000 on ESBD to reach as many HUB's as possible
- Researched HUB vendors on the CBML for informal and formal solicitations
- Created a punch-out catalog for technology purchases from our HUB vendor, Tejas Office Supplies
- Provided review of HSP's for formal solicitations
- Attended Houston Minority Supplier Development Council Spot Bid Fair, October 2023

Sincerely,

A handwritten signature in black ink that reads 'Nancy Cinnater'.

Nancy Cinnater
Chief Procurement Officer/HUB Coordinator