

HISTORICALLY UNDERUTILIZED BUSINESS PLAN

A. GOAL

DPS will establish and implement policies governing purchasing to foster meaningful and substantive inclusion of Historically Underutilized Businesses (HUBs) in all phases of procurement activities.

A.1 OBJECTIVE

To include HUBs in all phases of procurement opportunities, thus achieving adjusted procurement program goals through the total value of contracts and subcontracting opportunities awarded annually.

OUTCOME MEASURE

- A.1.A Percentage of Total Dollar Value of purchasing contracts and subcontracts awarded directly or indirectly to HUBs.

A.1.1 STRATEGY

Develop and implement a plan for increasing the use of HUBs directly or indirectly through purchasing contracts and subcontracts.

OUTPUT MEASURES

- A.1.1.1 Number of HUB Contractors and Subcontractors responding to Bid Proposals
- A.1.1.2 Number of HUB Contracts and Subcontracts Awarded
- A.1.1.3 Dollar Value of HUB Contracts and Subcontracts
- A.1.1.4 Number of Outreach Initiatives
- A.1.1.5 Number of Contracts Evaluated for Subcontracting Opportunities
- A.1.1.6 Percentage of HUB Subcontracting
- A.1.1.7 Number of Mentor-Protégé Partnerships Sponsored by Agency

HUB Program Efforts and Accomplishments

The Department's objective is to ensure all procurement practices promote the goal of equal access for minority and woman-owned businesses in the State of Texas. The economical and social benefits are recognized by the communities in which we serve, and will continue to be a core tenet of our initiatives.

I. Internal Outreach Initiatives

- A. Promote both internal and external outreach efforts, creating access, awareness and accountability.
- B. Encourage recruitment of minority and woman-owned businesses through end-users statewide.
- C. Communicate HUB-related information through monthly DPS newsletter.
- D. Enhance training to DPS personnel addressing agency responsibilities for compliance with HUB Rules.
- E. Enhance HUB web page to further assist Department personnel.

II. External Outreach Initiatives

- A. Provide one-on-one instruction to minority- and woman-owned businesses regarding certification, state and DPS procurement policies and procedures.
- B. Assist vendors in efforts to seek out business opportunities with other state and local entities.
- C. Actively recruit HUB vendors for agency procurements, which historically have lacked participation by smaller businesses, especially minority and woman owned businesses.
- D. Encourage minority and woman-owned business use at pre-bid conferences to potential bidders. Provide instruction ensuring full compliance with applicable HUB Subcontracting Plan (HSP).
- E. Provide instructional HUB brochure to potential HUB vendor(s) or contractor(s) encouraging participation in statewide HUB Program.
- F. Advertisement of DPS HUB Program and procurement-related information in state and locally distributed minority publications.
- G. Continued participation in the HUB Discussion Workgroup. This workgroup meets on a monthly basis to discuss and resolve issues for the betterment of the State of Texas HUB Program.
- H. Support outreach efforts of smaller state agencies by sharing our agency resources through coordination of travel, and when applicable, sharing of exhibits, etc.

III. Reporting

Monthly HUB statistical data is provided to senior and executive management. This report is designed to assist senior management in identifying overall division or service HUB participation, resulting in a focused opportunity to address successes and shortcomings. In

addition, HUB report information is included in reports provided to the Public Safety Commission.

- A. Record procurement statistics by ethnicity and gender through post procurement evaluation.
- B. Record good faith efforts by type of outreach, DPS employee participation, geographic location, forums, workgroup participation, pre-bid conferences, DPS employee HUB training, HUB vendor assistance, number of subcontracting reviewed, etc.
- C. Incorporate HUB statistical data identifying detailed good faith efforts in the agency's Legislative Appropriation Request (LAR).

IV. Forums

- A. Encourage HUB vendor participation in Department-sponsored conferences and training sessions where vendors are invited to exhibit products.
- B. Host forums for specialized goods and/or services used primarily for support of the DPS mission. Invite HUBs to deliver technical and business presentations to DPS operational and procurement staffs regarding HUB vendors' capability to do business with DPS.
- C. Actively participate in other state agencies' sponsored forums by providing resources as a co-sponsor for events, attendance, and/or exhibitor. Provide information on agency's responsibility, procurement procedures, and future opportunities.
- D. Attend Economic Opportunity Forums sponsored by the Comptroller of Public Accounts and provide information on agency's overall responsibility and any procurement opportunities available.

V. Subcontracting

DPS procurement procedures fully incorporate Texas Government Code, Chapter 2161, Subchapter F for all contracts expected to exceed \$100,000.

- A. In conjunction with procurement staff and using entity, the HUB Coordinator/Liaison evaluates and provides a written declaration of applicable subcontracting opportunities in the procurement file. All procurements meeting the statutory requirement are reviewed independently, ensuring reasonable, realistic contract specifications. Review of the terms and conditions are consistent with agency's actual requirements that provide maximum participation by all businesses.
- B. The HUB Coordinator/Liaison reviews all applicable subcontracting, ensuring vendor compliance prior to further end-user consideration. In addition, the HUB

Coordinator/Liaison provides written documentation identifying compliant and noncompliant requirements.

- C. Increase Contract Administration efforts to ensure contract requirements, and resulting subcontracting reporting.
- D. Vendor's HUB subcontracting compliance will be reported in Comptroller of Public Account's Vendor Performance and Debarment Program, providing a resource tool to communicate vendor's successes and shortcomings in overall compliance with contract requirements.

VI. Mentor - Protégé Program

The Department's vision is to expand our Mentor-Protégé sponsorship role with cooperation and assistance with large corporate supplier diversity programs.

- A. Participate with other public entities and private organizations to maximize state resources and to increase the effectiveness of the mentor-protégé program.

VI. HUB Coordinator Position

Continue designated full-time HUB Coordinator position that reports to Deputy Assistant Director of Agency Support and advises and assists agency executive directors and staff in complying with the requirements of the HUB program, and serves in accordance with Texas Government Code, Chapter 2161 and Title 37, Part 1, Chapter 1, Subchapter U, Rule §1.261.

HUB Program Liaison: Robert Lerma

HUB Coordinator: Kevin Jones

Deputy Assistant Director, Agency Support: Sandra Fulenwider

Assistant Director, Administration: Valerie Fulmer

Deputy Director: Brad Rable

Director: Steven McCraw