

HISTORICALLY UNDERUTILIZED BUSINESS PLAN

A. Goal:

We will establish and implement policies governing purchasing that 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 by the agency in purchasing and contracting by Fiscal Year (FY) 2011.

Outcome Measure:

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:

- Number of HUB Contractors and Subcontractors responding to Bid Proposals
- Number of HUB Contracts and Subcontracts Awarded
- Dollar Value of HUB Contracts and Subcontracts
- Number of Outreach Initiatives
- Number of Contracts Evaluated for Subcontracting Opportunities
- Percentage of HUB Subcontracting
- 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 and providing continuing education credits.
- E. Enhance HUB web page to further assist Department personnel.
- F. Continue promotion of HUB related policies and procedures as part of the testing material for the commissioned officer(s) promotional process.

II. External Outreach Initiatives:

- A. Provide one-on-one instruction to minority and woman-owned businesses regarding certification, procurement policies and procedures.
When meeting with vendors DPS instructs HUBs in:
 - 1) Centralized Master Bidders List [CMBL] / Historically Underutilized Business [HUB] programs and listing.
 - a) Explanation of the CMBL and HUB programs available to Texas vendors.
 - b) Review of vendor's CMBL/HUB listing (Tax ID #, contact info, e-mail, etc.)
 - c) Instruction on the importance of an accurate and working e-mail address (most DPS solicitations are sent via e-mail).
 - d) Explanation about the importance of a concise business description (when choosing CMBL/HUB vendors, DPS personnel use business description as a primary variable in determining vendor applicability to the needed good or service).
 - e) Review of vendors' selected National Institute of Governmental Purchasing [NIGP] class and item code listings with relevance to vendors' scope of business and applicability to Texas Department of Information Resources [DIR], Term, Texas Multiple Award Schedule [TXMAS], and Set-aside items.
 - 2) DPS purchasing procedures:
 - a) Instruction on the procurement processes within the DPS.

- b) Explanation on DPS dollar limit levels correlating to the type of procurement method used (e.g., informal, formal, number of vendors contacted, Electronic State Business Daily [ESBD] posting, etc.).
 - c) Purchaser introductions for the particular good or service the vendor offers.
 - 3) Types of solicitations offered by DPS and how to accurately complete each form.
 - 4) Electronic State Business Daily postings.
 - 5) HUB Mentor/Protégé program.
The DPS HUB program is always available to answer telephone or email questions about completing CMBL / HUB / Mentor Protégé or HUB Subcontracting Plan [HSP] forms or documents.
- B. Assist vendors in efforts to seek out business opportunities with other state and local entities.
 - 1) DPS HUB instructs vendors by showing or providing active Uniform Resource Locators [URL], on how to do business with DIR for technology related goods and services.
 - 2) DPS HUB also provides directions about Texas Comptroller of Public Accounts [CPA] Term contracts as well as ESBD postings for DPS and all other State agencies.
 - 3) DPS HUB explains the business objectives of other State agencies such as Texas Facilities Commission in building maintenance and construction projects, Health and Human Services Commission in healthcare, and DIR in technology expertise for use by State of Texas organizations.
 - 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 utilization 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 level management through internal Intranet. 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 monthly Public Safety Commission report.

- 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 forum for specialized goods and/or services used primarily for support of DPS mission. Inviting HUBs to deliver technical and business presentations to DPS operational and procurement staff regarding HUB vendor's 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 Comptroller of Public Accounts. 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 requirement.
 - 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 Chief of Finance, and serves in accordance with Texas Government Code, Chapter 2161, Title 1, Part 5, Chapter 111, Subchapter B, Rule §111.26.

HUB Program Liaison: Hank Vice
HUB Coordinator: Kevin Jones
Chief Financial Officer: Oscar Ybarra
Director: Thomas A. Davis, Jr.

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