



PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

September 17, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-02
Delivered via Campus Email

To: All Department Heads

From: Mary Lee Hodge *Mary Lee Hodge*
Vice President for Business Affairs

Re: FY 2008 HUB Program

In accordance with Texas Government Code 2161, state agencies, including agencies of higher education, shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) when purchasing goods and services. As a state agency, Prairie View A&M University strives to achieve the following State goals:

- 80% - commodities contracts
- 80% - professional services contracts
- 15% - all special trade construction contracts
- 20% - all building construction, including general contractors and operative builders contract
- 10% - all other services contracts

To achieve our goals, individual unit performance goals have been set for this year. Those goals are provided to you in the attached document. Each department head will be evaluated on the success he/she demonstrates in reaching same.

Departments will receive a monthly utilization report of HUB vendors. To assist you in achieving your goal, HUB training will be held on the second Thursday of each month at 9:00 a.m. in Harrington Science Building, Room 101. Your active participation is essential for the University to reach the State goals.

If you have any questions about this matter, please contact me at 936-261-2150 or via email at mlhodge@pvamu.edu, or Jim Nelms at 936-261-1932 or via email at janelms@pvamu.edu, or Marie Robinson at 936-261-1966 or via email at bmrobinson@pvamu.edu.

MLH/slj

xc: Dr. George C. Wright, President

Attachment: List of FY 2008 HUB Departmental Goals