



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 10-10
Memo FY 10-10 Supersedes VPBA Memo FY 09-10

Distributed via Campus Email

TO: All Department Heads
FROM: Mary Lee Hodge
Vice President of Business Affairs
RE: FY 2009 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 Business (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 builder's contracts
- 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 Tuesday of each month at 10:00 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:pgs

xc: Dr. George Wright