



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Memorandum

To: Mr. John Sharp
Chancellor, Texas A&M University System

CC: Dr. George C. Wright, President
Mr. Jim Nelms, HUB Coordinator

From: Dr. Corey Bradford
Senior Vice President of Business Affairs and Chief Financial Officer

Date: 10/28/2015

PRAIRIE VIEW A&M UNIVERSITY (AGENCY 715)
HUB STRATEGIC PLAN
FOR FISCAL YEARS 2015-2019

I. HUB Commitment

Prairie View A&M University (PVAMU) continues our commitment in soliciting and promoting participation of certified minority and woman-owned businesses through the Historically Underutilized Businesses (HUB) Program of the State of Texas in the procurement of goods and/or services. The Senior Vice President for Business Affairs and the PVAMU HUB Office is committed to HUB Diversity and will aggressively work towards expanding HUB contract opportunities with certified minority vendors. PVAMU will administer its HUB Program under State of Texas governing and administrative codes, Texas A&M University System policies and regulations, PVAMU rules and administrative procedures, and the PVAMU Agency HUB Strategic Plan.

II. HUB Program Goals / Objectives

PVAMU will demonstrate its good-faith effort to use HUBs in its acquisition of goods/services and will strive to meet or exceed its HUB goals and objectives in all its procurement efforts in the applicable procurement categories for fiscal years 2015-2019. In addition, PVAMU will make a special effort during the coming years to increase our percentages of funds expended with African-American and Disabled Service Veteran HUB vendors. Our demonstration of meeting or exceeding HUB goals between fiscal years 2014-2016 is identified below:

| Procurement Category | FY 14 Goal | FY 14 Actual | FY 15 Goal | FY 15 Actual | FY 16 Goal |
|-----------------------------|-------------------|---------------------|-------------------|---------------------|-------------------|
| Heavy Construction | 11.02 | 0.00 | 11.02 | 0.00 | 11.02 |
| Building Construction | 42.55 | 52.63 | 42.55 | 52.63 | 42.55 |
| Special Trade | 50.20 | 22.34 | 50.20 | 22.34 | 50.20 |
| Professional Service | 15.63 | 27.51 | 15.63 | 27.51 | 15.63 |
| Other Services | 16.94 | 18.50 | 16.94 | 18.50 | 16.94 |
| Commodities | 45.61 | 47.59 | 45.61 | 47.59 | 45.61 |

III. HUB Outcome Measures

The figures reported below represents PVAMU's HUB expenditures as reported by the Comptroller of Public Accounts in the Fiscal Year 2014 through 2015 Annual HUB Report and the expected agency HUB awards for FY2016.

| | Total HUB | HUB Heavy Const. | HUB Building Const. | HUB Special Trade | HUB Professional Services | HUB Other Services | HUB Commodity |
|------------------------------|----------------------------------|-------------------------|-----------------------------------|--------------------------------|----------------------------------|--------------------------------|---------------------------------|
| Actual FY 14 | \$11.8 M or 33.73% Participation | \$0 or 0% Participation | \$235,261 or 51.21% Participation | \$2.9M or 60.03% Participation | \$42,795 or 16.19% Participation | \$3.4M or 17.44% Participation | \$5.0 M or 53.52% Participation |
| Actual FY 15 | \$11.8 M or 33.73% Participation | \$0 or 0% Participation | \$235,261 or 51.21% Participation | \$2.9M or 60.03% Participation | \$42,795 or 16.19% Participation | \$3.4M or 17.44% Participation | \$5.0 M or 53.52% Participation |
| Expected FY 16 Participation | 30.00% of Total HUB Exhds | 0% of Total HUB Exhds | 42.55% of Total HUB Exhds | 50.20% of Total HUB Exhds | 15.00% of Total HUB Exhds | 16.94% of Total HUB Exhds | 45.61% of Total HUB Exhds |

Of the six procurement categories identified by the CPA, Texas Procurement and Support Services (TPASS) Division, Prairie View A&M University expends no funds in Heavy Construction. PVAMU expects a decrease in HUB expenditures due to outsourcing.

IV. HUB Plan

A specific HUB web page will be kept current that will include at a minimum:

1. The contact information for the PVAMU HUB staff
2. A listing of certified HUB vendors with the types of services/commodities that the vendor provides.
3. Detailed information for new vendors regarding how to become certified
4. A link to all open bids
5. PVAMU HUB facts and statistics including the HUB goals and diversity initiatives
6. A listing of PVAMU departments that have the most HUB purchases
7. A current events section to document all HUB-related issues

HUB Performance Monitoring

1. HUB purchasing goals will be established for each department at PVAMU. The HUB Office will schedule meetings with department heads, account managers and end users within each department to recommend a HUB improvement plan to increase HUB participation. The HUB Office will provide monthly reports to each department providing monthly and YTD statistics by both HUB program goal categories and by HUB diversity initiative categories.
2. The HUB Coordinator will provide the Senior Vice President for Business Affairs with monthly reports denoting the level of university and departmental HUB purchasing. The reports will provide monthly and YTD statistics by both HUB program goal categories and by HUB diversity initiative categories. The Senior Vice President for Business Affairs will share the reports with PVAMU's executive team.
3. The HUB Office will implement the A&M System HUB Training Module to all designated University end users beginning September 01, 2009. In addition, the HUB Office will provide monthly training sessions to PVAMU end users to demonstrate procurement practices, including how to best utilize HUB vendors and CMBL.
4. The Senior Vice President for Business Affairs will host specialized forums quarterly for HUB vendors to display their goods and/or services to Prairie View A&M end users and departments. At the specialized forums, PVAMU departments with the greatest number and dollar value of HUB purchases will receive special commendation.
5. PVAMU will sponsor an annual economic opportunity forum to inform the campus of HUB opportunities and to encourage HUB participation.
6. The HUB Office will identify and participate \geq three (3) in activities provided by the State or an agency of the state that promotes the inclusion of minority and/or women businesses.
7. Prairie View A&M University and the HUB Office will sponsor a Mentor-Protégé Agreement.
8. The HUB Coordinator will work closely with SSC Service Solutions, the Facilities Support Services provider, to solicit HUB opportunities with PVAMU.
9. The HUB Office will assist qualified minority vendors by providing forms, answering questions and providing contacts at Texas Procurement and Support Services in order to facilitate HUB certification. The HUB Office will host "How to Do Business with PVAMU" training sessions.
10. The HUB Coordinator will post bid opportunities and/or provide information to minority business organizations through the Texas marketplace, newspapers, plan rooms, Chambers of Commerce, minority organizations, the PVAMU web page, etc.
11. The Senior Vice President for Business Affairs and the HUB Office will implement a HUB / HUB Zone Outreach Program to focus on increasing contracting opportunities with Prairie View A&M University. We will work to educate local Waller County Vendors (specifically Prairie View, Hempstead and Waller) in the Procurement and HUB processes and to assist qualified HUB eligible vendors to attain State of Texas HUB certification.
12. The Senior Vice President for Business Affairs and the HUB Office will recognize departments who meet or exceed their assigned HUB Goal for the fiscal year. The HUB Goal Achievers will be identified and recognized on the Hub webpage.

V. University HUB Committee

The Senior Vice President for Business Affairs will chair the University HUB Committee. The HUB Committee will identify strengths, weaknesses, and procurement opportunities for certified HUB Vendors and will assist the HUB Office in promoting their usage throughout campus departments. The HUB Coordinator will inform the HUB Committee on our HUB Diversity Initiative and encourage all to expand opportunities with HUB vendors who meet the HUB Diversity criteria.

VI. External HUB Reporting

The HUB Coordinator will submit required reports in a timely manner to the A&M System HUB Reporting Database as required by the HPIP and to the Texas Procurement and Support Services.

VII. Audit

The HUB Office will maintain documentation that will meet audit standards.