

Did You Know ...

Important Dates

Prime Contractors PAR Reports (i.e. subcontractor information, payments) are required to be submitted by the 15th of each month. Submitting required information on time positions the University to receive HUB credit for eligible expenses.

Who Are We How Can We Help

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Director

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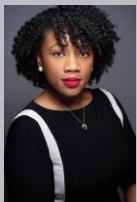
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Director's Corner



Dr. Linelle Clark

As we enter 2022, the HUB Operations Department (HOD) team is taking the time to reflect on actions taken to help increase HUB participation to help meet State HUB goals. The framework to help foster increased HUB participation in FY21 and help guide HODs actions in the New Year is:

Heighten awareness of HUBs that can provide needed goods and services:

- UH HUB Database: An internal resource that is continuously populated with vendors that address high priority expenditure areas.
- Focused Vendor Fair: HUB Operations Department (HOD) focus on inviting HUBs that provide priority goods/services to make presentations to UH staff with purchasing authority resulted in an award total of \$530k in FY21 compared to FY20 \$512k award total. The key difference is, the FY21 vendor fair was held virtually thus making it logistically easier for HUBs and UH staff to participate.

Increase HUBs knowledge of UH procurement process:

- Community Outreach Events participation: HOD attended 29 virtual events to share information about the University, its purchasing processes, and contracting opportunities.
- Spot Bid Fairs: HOD participated at sponsored HUB Vendors Fairs to help bring awareness to the University and provide contracting opportunities for HUB vendors. UH ranked 14th of 75 participating State agencies in total dollars awarded at the Doing Business Texas Style HUB Vendor Fair (sponsored by Senator West).
- HUB Forum: UH System campuses hosted the state mandated HUB Forum where 25 exhibitors from higher education, school districts, and government entities and 196 HUBs participated. Each exhibitor was provided a virtual room to meet with HUB vendors and share information about current and upcoming bids; as well as an opportunity to participate in various workshops.

Did You Know ...

Director's Corner Cont.

- Purchasing Cooperative Workshop: UH recognizes for a vendor winning a state purchasing cooperative contract bid equates to an increase in sales because any state agency may generally buy from them without going through a procurement process. HUB Operations Dept. hosted a virtual Purchasing Cooperative Workshop where 115 HUBs had an opportunity to learn about:
 - The purpose of Purchasing Cooperatives
 - How UH Campuses use Purchasing Cooperatives
 - Membership Benefits
 - How to Join a Cooperative

Support HUB Growth

- Construction Management Talent Pipeline Program: FY 2022 is the sophomore year of the Construction Management Talent Pipeline program which was designed in conjunction with the National Association of Minority Contractors (NAMC) and the UH College of Technology (COT) Construction Management Department to assist HUB Vendors in sharpening their construction management skills and take their firm's operations to a higher level. The program focuses on current topics in construction such as, Lean Construction and Scheduling from a Project Controls Perspective.
- Ready, Willing and Able Event: The first Ready, Willing and Able event was held in February of 2021. This event was created to facilitate new HUB/General Contractor (GC) relationships to help diversify and increase the pool of qualified HUBs for GCs to consider for subcontracting opportunities. Participating state agencies included UH, UT Austin, and the UT System. Given the positive feedback from the participating entities, we believe that other institutions of higher education (IHE's) that did not participate in FY 2021 will want to participate in FY 2022. Each IHE invited one General Contractor, each General Contractor invited one HUB vendor that they work with, and the HUB vendor invited another HUB vendor to participate.

Contract Selection Debriefs Are Available

The primary purpose of a debriefing is to provide unsuccessful vendors with information that may help identify reason(s) why they were not selected. Please note a vendor debrief will not provide a comparison to or provide information about other vendors bids or proposals. A debrief also cannot guarantee selection for future procurements.

For solicitations less than \$100k, contact the identified buyer on the solicitation to request a debriefing. Debrief request guidelines for solicitations over \$100,000 can be found on the UH Purchasing Department website under Vendor Resources <https://www.uh.edu/office-of-finance/purchasing/vendor-resources/>.

Did You Know ...

Pre-Proposal Conference

All too often vendors miss out on contracting opportunities by not reading a solicitation carefully for pre-proposal conference requirements. If a pre-proposal conference is mandatory HUBs not only have an opportunity to ask questions but also can become aware of other companies interested in the solicitation. Pre-proposal conferences may be mandatory, optional, in-person or virtual, in any event---don't miss out because you forgot to save the date on your calendar.

The purchaser/contract developer facilitates the vendor conference and presentations by relevant staff which may include PCO staff, SMEs, and the HUB Coordinator. After the vendor conference, the purchaser/contract developer works with relevant staff to develop the final answers to any vendor questions and a purchaser posts the questions and OAG answers to the ESBD. The answers posted to the ESBD represent the official response to vendor questions.

Proposal Evaluations

When a HUB Subcontracting Plan (HSP) is required—it must be deemed compliant by the UH HUB Operations Department (HOD) in order for a proposal to move forward in the evaluation process.

Common errors found within HSPs include:

1. Section 2: Respondent's Subcontracting Intentions (Part B) - All opportunities you plan to subcontract are not listed in the table. Subcontracting opportunities with the percentage of the contract you expect to award to Texas HUBs or non-HUBs must also be listed in this section.
2. Section 3: Self-Performing Justifications: The justification provided does not specifically state how the company will perform the entire contract with your own employees, supplies, materials and/or equipment. In other words, think in terms of summarizing your company capability statement.
3. HSP Good Faith Effort (Method B): Section B-3 Notification of Subcontracting Opportunity- Written notification of the subcontracting opportunities listed in the HSP are not sent as required to three or more Texas certified HUBs. In addition, businesses must allow the HUBs at least seven working days to respond to the notice prior to submitting your bid response.

Please take advantage of the HSP Courtesy Review offered by HOD. Upon the request from the vendor, HOD will review the HSP prior to solicitation due date. Please allow four working days for turnaround time. The review process is to identify and correct deficiencies prior to submission. HOD does not determine HSP responsiveness through the courtesy review.

Did You Know ...

Expired HUB Certification

If a business's HUB certification has expired, payments made to your business cannot be counted towards meeting the university's HUB goal. While a business may qualify as a HUB, if your certification has lapsed this change will impact the HUB goal information submitted by a Prime Contractor's HUB Subcontracting Plan (HSP). If a prime elects to subcontract with a HUB eligible business with an expired HUB certification we strongly encourage you to apply for recertification, visit:

<https://comptroller.texas.gov/purchasing/vendor/hub/certification-process.php>.

**IS YOUR BUSINESS CERTIFIED AS A STATE OF TEXAS
HISTORICALLY UNDERUTILIZED BUSINESS (HUB)?**

AND

INTERESTED IN INCREASING UH STAFF AWARENESS OF YOUR BUSINESS?



Create your company profile in the UH HUB Vendor Database

<https://uh.edu/office-of-finance/hub/vendors>

**For assistance contact Shalayna Williams at 713-743-7643 or
swilli39@central.uh.edu**

Centralized Master Bidders List (CMBL)

The State of Texas Comptroller-Centralized Master Bidders List (CMBL) is a master database used by Texas purchasing entities to develop a list for vendors to receive procurement notifications. Vendor notifications are targeted based on the products or services they provide. While your company may be certified as a HUB and listed in the Comptroller's HUB Directory this does not result in automatic notifications of applicable solicitations. To receive solicitation notifications you must pay the annual cost to be on the CMBL. Not being active on the CMBL might result in you missing out and/or receiving late solicitations notifications from state agencies.

The Comptroller of Public Accounts, as well as other purchasing entities are moving toward electronic notification for solicitations. We strongly suggest that an active, accurate and current email address is maintained on your company's CMBL profile to ensure bid opportunities are received timely.

To register for the CMBL visit: <https://comptroller.texas.gov/purchasing/vendor/registration/>.

Did You Know ...

Diversifying Your Contracting Portfolio

Learn how to market your company and do business with different governmental agencies.

- Receive requirements for doing business with the City of Houston, Harris County, Small Business Administration, and the University of Houston
- Hear vendor success stories and gain insight into how they navigate different agency requirements

Featured Small Business Panelists

Ed Melton, CEO
7th Echelon, LLC



Michelle Levi McDaniel
Elite Image Tax & Notary Services

Rodney Craig, CEO
Summus Industries, Inc.



January 27, 2022

10am – 11:30am

Zoom Webinar

Register today!

<https://bit.ly/3yahoYK>

We are continuously working to make this newsletter beneficial to HUB vendors and UH Departments. Your feedback helps us determine what should be featured in future issues. Send all feedback to Shalayna Williams at swilli39@central.uh.edu