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's Corner

Dr. Linelle Clark

A question for me as University of Houston faculty and staff transition back to campus this fall is--- Should the HUB Operations Department (HOD) continue to provide services virtually, in-person, or use a hybrid approach and if so, what would that look like? Analysis of outcome data from our two signature events (HUB Vendor Fair & HUB Forum) found a virtual delivery method provides a greater return on investment as well as significant costs savings. Virtual, unlike in-person events eliminates the need for event space, refreshments, parking, gift bags, etc. Finding ways to mitigate event costs is significant as my department continues to experience annual budget cuts.

Hosting events such as the HUB Vendor Fair also makes it easier to engage more UH staff participation. The virtual HUB Vendor Fair hosted over several days for a maximum of 1.5 hours per day---allowed staff to adjust their schedule accordingly to meet with HUBs that provided goods & services identified as a priority expenditure for their College. The virtual HUB Forum held in June 2021 in comparison to past events experienced a significant increase in exhibitors and HUB participation.

The verdict is clear---virtual events work if planned and implemented thoughtfully. However, virtual events do not come without challenges. While HOD is not in the position to know and/or address all challenges---we are doing our best to be a part of the solution. For example, Shalayna Williams developed a user friendly Zoom Tip-Sheet. Shalayna Williams and Brandon Davis also provided limited technical support during the virtual HUB Forum hosting over 100 participants.

I like most people miss connecting with individuals on a personal level—hence I plan to attend as my schedule permits, in-person networking events hosted by HOD's community partners. Regardless of the services delivery platform, HOD will always value our customers and commitment to help increase contracting opportunities for HUBs.

Did You Know …

We are the Champions!

The University of Houston HUB Operations Department (HOD) was the recipient of the *Supplier Diversity Champion award from Subcontractors USA*, a Vaskey Media Group company luncheon held on June 23, 2021. Honorees of this award are recognized for their work to foster business growth in minority communities by supporting small business diversity initiatives and opening doors for minorities.

HUB Virtual Forum & Workshop

The June 8, 2021 HUB Forum hosted virtually provided HUBs the opportunity to visit with 25 Exhibitors consisting of representatives from: higher education, school districts, government entities (e.g., State Agencies, City of Houston and Metro). One hundred & ninety-six HUBs participated in the event. HUBs not only had an opportunity to visit with exhibitors, participants also had an opportunity to attend the following presentations:

- How to Do Business with UH-Main, UH Downtown & UH Clear Lake
- Writing a Compliant Solicitation Response
- HUB Certification
- Government Marketing

This was HOD's first virtual forum---and I am proud to report it was a success. A few comments received:

"It was really a great experience to meet with all the agency representatives on the same platform and get connected with them"…Padma with Cambay Consulting.

"We truly appreciate the invitation and look forward to making more connections"…Tierra with Bocci Engineering, LLC.

Welcome to the New World of Virtual Presentations

Vendors not familiar with the use of a technology platform, e.g., how to share one's screen may find Zoom or other virtual platforms intimidating. Since the UH HUB Operations Department uses Zoom for our virtual events, we've created these Zoom tips to assist HUBs and UH faculty/staff.

Speaker View   **Gallery View**

To ensure that you can see the speaker and presentations, switch to Speaker view. To switch to Speaker View, click on the **speaker view** or **gallery view** icons found at the top of your screen.

When this function is active, you will see the speaker in the enlarged box, and attendees will appear in smaller boxes.

Chat

Use the Chat function during the workshop to interact with speakers and other attendees. If you have any questions you'd like ask, here's the place to ask them. The **Chat** icon can be found on your bottom task bar.

To: Everyone ⌄

Type message here...   You can send a message to everyone or a private message by selecting the intended recipient's name.

Stop Video

Need to take a break, no problem. Here's how to turn off your camera during the Zoom meeting. Click the **Stop Video** icon found on your bottom task bar.

Start Video

If you're camera ready, Click Start Video and smile. ☺

Breakout Rooms

1. Participants who plan to join breakout room sessions must have the Zoom app installed. Please download the desktop client or mobile app according to your device.

2. Click **Breakout Rooms** in your meeting controls.
   This will display the list of open breakout rooms created by the host.

3. Hover your pointer over the number to the right of breakout room you wish to join, click **Join**.

⌄ How To Do Business with UH	Join
⌄ Write A Compliant Solicitation	0
⌄ HUB Certification Process	0
⌄ Government Marketing	0

4. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

*Prior to the Zoom meeting you can set a **virtual background. This feature allows you to display an image as your background. This feature can be found in your Zoom settings.

Branding & Licensing Requirements

Vendors who wish to sell items or apparel with the University of Houston's name or trademarks for commercial purposes will need a license. This includes using trademarked logos for retail distribution or any business that advertises in order to sell products to faculty, staff, students or any campus units.

To become a licensee begin the process at: https://affinity-gateway.com/signup

Affinity Licensed Product Licensing Process

Get Licensed

Submit a streamlined online application and start the process of selling officially licensed products.

1. Register for our online vendor Gateway.
2. Submit the online application.
3. Receive instant notification when you're approved.

Log In   Apply   Approved

Create a new vendor account today.   **REGISTER**

Do you already have a vendor account?   **LOGIN**

If you have any questions or concerns regarding the license approval process, please feel free to contact Patrick Mulligan at license@central.uh.edu.

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

AND

INTERESTED IN INCREASING UH STAFF AWARENESS OF YOUR BUSINESS?

☑ Yes
☐ No

Create your company profile in the UH HUB Vendor Database
https://uh.edu/office-of-finance/hub/vendors

For assistance contact Shalayna Williams at swilli39@central.uh.edu

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 swilli39@central.uh.edu