

TEXAS FOREST SERVICE
Historically Underutilized Business Plan
Fiscal Year 2008

I. Statement of Commitment

The Texas Forest Service is committed to making a Good Faith Effort to assist Historically Underutilized Businesses (HUBS) in the procurement process in accordance with the goals and rules established by state statute. The procurement process seeks to provide equal access to all businesses, encourage competition and promote other fair business practices. Procurement opportunities include construction contracting, professional services and purchase, lease or rental of all supplies, materials, services and equipment.

II. Goal of HUB Program

Texas Forest Service is committed to a program of advocacy, education, knowledge, and development that will achieve Historically Underutilized Business (HUB) procurement participation goals in accordance with the rules established under law by the Comptroller of Public Accounts (CPA).

III. Administration of HUB Program

Texas Forest Service adopts the rules of the State of Texas as specified in 1 TAC Chapter 111.11 et seq. and as specified in The Texas A&M University System Policy 25.06 and System Regulation 25.06.01 and The Texas A&M University System HUB Performance Improvement Plan (HPIP).

IV. HUB Plan for Fiscal Year 2008

- a. Communication: Texas Forest Service developed an agency website to support the HUB Program. The website will be used as a tool to communicate HUB information to both internal and external customers.

The CEO will annually deliver in writing, the agency's commitment to the Texas Forest Service HUB Program.

- b. Outreach:
- HUB Coordinator and/or Purchasing Staff will continue to attend and participate in Economic Opportunity Forums for the purpose of increasing the number of HUB vendors TFS does business with.
 - The Texas Forest Service will jointly sponsors two large Economic Opportunity Forums 1) with members of The Texas A&M University System held in College Station, 2) with Stephen F. Austin State University and the Texas Agricultural Experiment Station held in Nacogdoches.
 - In accordance with Texas Government Code, §2161.066, the Texas Forest Service will invite HUB vendors to deliver technical and business presentations that demonstrate their capability to do business with the agency.
 - In accordance with Texas Government Code, Section 2161.065, HUB Coordinator will continue to assist and support existing Mentor-Protégé Agreements and make every effort to assist probable Mentor-Protégé relationships.

- c. Certification:
- The HUB Coordinator will respond to all requests made by potential HUB vendors and assist these vendors in the certification process.
- d. Processes:
- The Texas Forest Service Purchasing Office will utilize the CPA CMBL directory to search for HUB vendors to solicit bids for all competitive purchases.
 - A list of pre-selected HUB Vendors will be provided to departmental buyers from which they will be required to purchase the following commodities:
 - a) office supplies
 - b) janitorial supplies
 - c) shop supplies
 - Departmental buyers are provided information on how to locate HUB vendors for all commodities/services.
 - Departmental buyers are invited to attend specific HUB forums in their geographical area to meet HUB vendors that might service their procurement needs.
- e. Subcontracting:
- The Texas Forest Service Purchasing Office Staff and HUB Coordinator will review contracting activity of \$100,000 and above to identify areas where HUB Subcontracting opportunities are probable and target these areas to increase HUB participation.
- f. Audit Readiness:
- The Texas Forest Service HUB Office will maintain documentation to fulfill audit requirements and will monitor compliance issues.
- g. Training:
- HUB information is included in the following Texas Forest Service training sessions; Disbursement of Funds Guidelines, Credit Card Usage and Departmental Purchasing.
 - Texas Forest Service, along with all other System Members, will work with the TAMUS HUB Office to develop and implement a web-based mandatory HUB training course for all employees.
 - The HUB Coordinator will continue to attend the quarterly HUB Cooperative Meetings that provide HUB training from the CPA staff, and will continue to participate and attend the HUB Discussion Workgroup sessions that provide opportunities to learn and benefit from other member agencies' strategies and experiences.
- h. Reporting:
- The Texas Forest Service Purchasing Office continues to track HUB invitations, responses, and awards via in-house system in order to measure HUB participation.
 - The Texas Forest Service HUB Coordinator will provide annual and semi-annual data for the State HUB Report, with supplemental letters and documentation.
 - The HUB Coordinator will provide monthly reports to account administrators indicating total monthly expenditures in relation to expenditures with HUB vendors.

- On a monthly basis the HUB Coordinator will report, in writing, HUB progress to the CEO.
- Activity reports are submitted monthly to The Texas A&M University System HUB Office as required by the HUB Performance Improvement Plan.

V. HUB Program Support


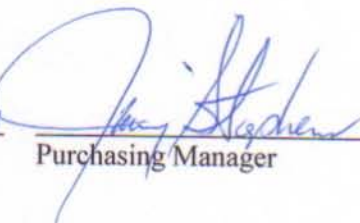
The Texas Forest Service Purchasing Manager and Associate Director for Finance and Administration will work jointly with the HUB Coordinator to develop the Agency's HUB plan, prepare reports, evaluate performance and identify problems and strategies for solutions. These three positions constitute the agency's HUB Team.

In Fiscal Year 2005 the Texas Forest Service HUB Team was expanded to include six select employees to serve on the TFS HUB Advisory Council to increase HUB awareness.

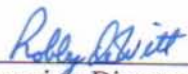
TFS HUB Advisory Council Goals:

- Exchange ideas and information regarding outreach to current and potential HUB vendors and in-reach for employees.
- Review quarterly departmental HUB reports, focusing on departments with low participation and identify strategies to help these departments improve their participation and awareness.
- Make recommendations to the Executive Team and Director regarding HUB issues.

Recommended for Approval:

	
Deborah A. Stephens	Jay Stephens
10-9-07	10-9-07
HUB Coordinator	Purchasing Manager
Date	Date

APPROVED:


 Associate Director for Finance and Administration
 10/09/07
 Date