

*Belief Reports Meeting
12/3/92
BAA Committee
Handed by Daw Bush*

University of Texas System
Office of Business Affairs

Historically Underutilized Business Development Program Progress Report

Fiscal Year 1992

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EXECUTIVE SUMMARY

This year was one of important advancement for UT System efforts to increase the level of component institutions' purchases and contracts with minority and woman-owned businesses.

During 1992, the 15 components of UT System more than doubled the overall level of their delegated purchases with these businesses over the previous year. Total purchases were more than \$28 million in Fiscal 1992 compared to \$13.9 million in 1991, an increase of \$14.1 million.

In addition, minority and woman-owned firms also received more than \$4 million worth of subcontracts as part of major construction projects administered by the UT System Office of Facilities Planning and Construction, compared with \$1.9 million in the previous full fiscal year.

These subcontracts brought the System grand total of minority and woman-owned company purchases and contracts for Fiscal 1992 to \$32.1 million, again more than twice last year's total of \$15.8 million.

The average UT System component spent nearly 8 percent of its delegated purchases with minority and woman owned firms in 1992, compared with an average of 5 percent during 1991.

This record came as a result of a number of initiatives by the

System office of Minority and Woman-Owned Business Development, the System Internal Audit Office and the individual efforts of more than 50 staff members committed to this development program at component institutions.

(As a result of the work of the U.S. Commission on Minority Business Development, state government adopted a new term for businesses owned by women, African Americans, Hispanic Americans, Asian Americans and Native Americans. The term is Historically Underutilized Business, or HUB.)

Beginning in the Spring of 1992, UT System component institutions initiated the biggest outreach and validation program ever undertaken, with each institution contacting all businesses who had previously identified themselves as minority or woman owned, gaining new certification for these vendors and compiling a system-wide shared vendor data base hosted by the UT Health Science Center in Houston. Efforts to expand this pool to the widest possible number of qualified HUB vendors continues at each UT System campus daily.

Several major component institutions completed automation projects during the year, providing the necessary tools to make comprehensive lists of HUB vendors and their capabilities available to all who make

purchasing choices on each campus and enabling institutional leaders to insure HUB firms receive opportunities to submit bids.

In the area of construction contracts, the policy adopted last year of asking prospective prime contractors what percentage of each project they intend to subcontract to HUB firms and then making these percentages terms of the construction project proved so successful that the policy was expanded to professional service contracts for architects and engineers.

State law adopted in 1991 provided that agencies and institutions would make a good faith effort to award 10 percent of their construction contracts to minority and woman-owned firms beginning in September 1992, or the 1993 fiscal year.

The 1992 level of HUB subcontracts in UT System construction contracts reached nearly 11 percent, with \$4 million in subcontracts pledged out of a total of \$36.9 million in major construction contracts awarded during the 1992 fiscal year.

This performance put UT System a full year ahead of the mandated schedule and in a position to surpass the mandated levels in the coming year.

The accuracy of total spending with HUB vendors has been verified by the UT System

Office of Internal Audit, whose auditors visited each campus through the year, reviewed in detail the steps each was taking to implement the HUB policy and verified the reported performance figures.

This undertaking was among the most successful steps taken in support of the HUB development program. System internal auditors were able to work with the leadership of each component institution to identify the elements that would lead to the success of HUB development efforts in each unique institutional situation.

The auditors found that successful HUB Development programs shared common features including the full support of top management; computer systems to provide on-line access to HUB bidder and commodity information; active outreach programs; staff training and management support for following the elements of the Regents HUB policy.

Having identified these essential elements of successful programs, the auditors will be following up this year's assessment with a comparison of progress during next year's internal audit process.

Another activity that signaled the importance of this program to purchasing decision makers was the HUB training sessions jointly sponsored by UT System and UT Austin and conducted by Dr. Floyd Rose, executive director of the Wisconsin

Minority Supplier Development Council.

Dr. Rose conducted sessions for chief business officers, internal auditors, purchasing directors, HUB development coordinators and departmental purchasers, a total of 200 individuals in sessions at the System Offices and the LBJ School of Public Affairs auditorium.

Both Regent Ellen Temple and Chancellor Cunningham sent a powerful message of commitment by speaking at the opening of the training session on campus.

Also attending the campus session were HUB development representatives from several other state agency headquarters in Austin who have used both the Regents policy and the brochures and videotapes produced by UT System in the first year of developing the UT System HUB program to develop their own programs.

Plans for 1993 include pursuing arrangements to cooperate with other state agencies and institutions in presenting joint training sessions and HUB vendor events around the state.

THE UNIVERSITY OF TEXAS SYSTEM
HUB PROGRAM PERFORMANCE - FISCAL YEARS 1991 & 1992
(Purchases from September 1, 1990 through August 31, 1992)

U.T. COMPONENT INSTITUTION	Total Delegated Purchases (FY 1991)	Total Delegated Purchases (FY 1992)	Total HUB Purchases (FY 1991)	Total HUB Purchases (FY 1992)	Percentage-Total HUB Purchases (FY 1991)	Percentage-Total HUB Purchases (FY 1992)
UT Arlington	\$13,642,686	\$12,436,350	\$545,707	\$847,579	4.00%	6.82%
UT Austin	\$67,357,957	\$69,755,723	\$1,264,219	\$2,229,040	1.88%	3.20%
UT Dallas	\$8,986,729	\$9,022,900	\$939,113	\$1,544,770	10.45%	17.12%
UT EL Paso	\$9,999,576	\$12,032,435	\$295,913	\$1,472,968	2.96%	12.24%
UT Institute of Texan Cultures (1)	\$1,455,428	N/A	\$207,040	N/A	14.23%	N/A
UT Pan American (2)	\$2,764,075	\$2,655,144	\$113,436	\$109,210	4.10%	4.11%
UT Permian Basin	\$1,298,576	\$1,558,143	\$43,366	\$147,477	3.34%	9.46%
UT San Antonio	\$5,247,159	\$7,960,416	\$478,144	\$919,218	9.11%	11.55%
UT Tyler	\$1,160,935	\$2,513,296	\$46,193	\$167,940	3.97%	6.68%
UT Southwestern Medical Center-Dallas	\$52,183,574	\$55,383,280	\$2,095,394	\$4,845,887	4.02%	8.75%
UT Medical Branch - Galveston	\$18,706,009	\$82,385,195	\$324,920	\$4,684,577	1.74%	5.69%
UT Health Science Center - Houston	\$40,721,933	\$43,337,845	\$2,324,027	\$3,453,886	5.71%	7.97%
UT Health Science Center - San Antonio	\$21,262,455	\$22,983,727	\$842,078	\$1,136,578	3.96%	4.95%
UT M.D. Anderson Cancer Center	\$175,268,213	\$191,097,540	\$3,402,266	\$5,548,149	1.94%	2.90%
UT Health Center - Tyler	\$14,443,139	\$10,439,574	\$800,312	\$942,979	5.54%	9.03%
UT System/OFPC (Contracts Awarded)	\$20,733,119	\$36,908,965	\$1,929,048	\$4,054,282	9.30%	10.98%
TOTAL	\$455,231,563	\$560,470,533	\$15,561,176	\$32,104,540	3.47%	5.73%
THE UNIVERSITY OF TEXAS SYSTEM COMPONENT AVERAGE					5.08%	7.90%

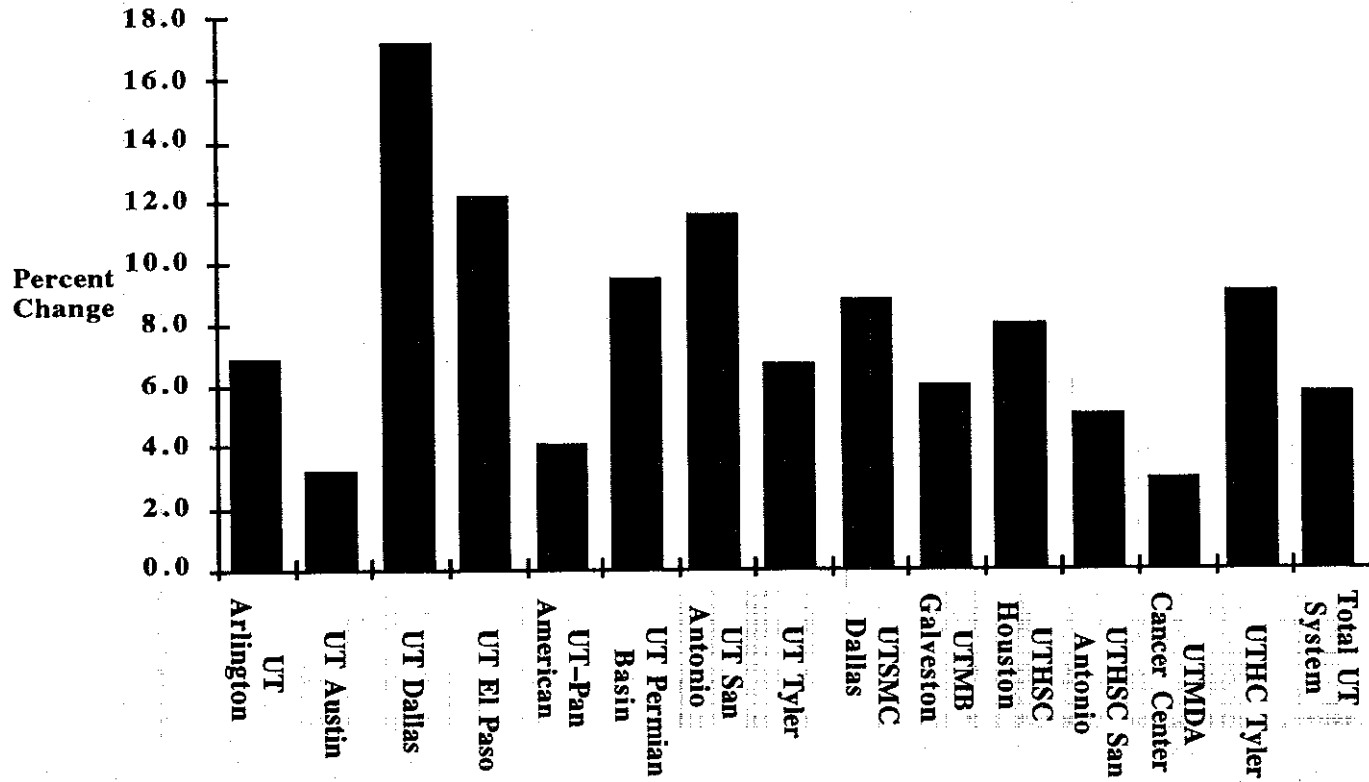
(1) Totals for FY '92 included in U.T. San Antonio

(2) Totals for UT Brownsville included in U.T. Pan American

December 2, 1992

The University of Texas System
HUB Program Performance
Fiscal Years 1991 - 1992

Delegated HUB Purchases as a Percent of Total
All Components

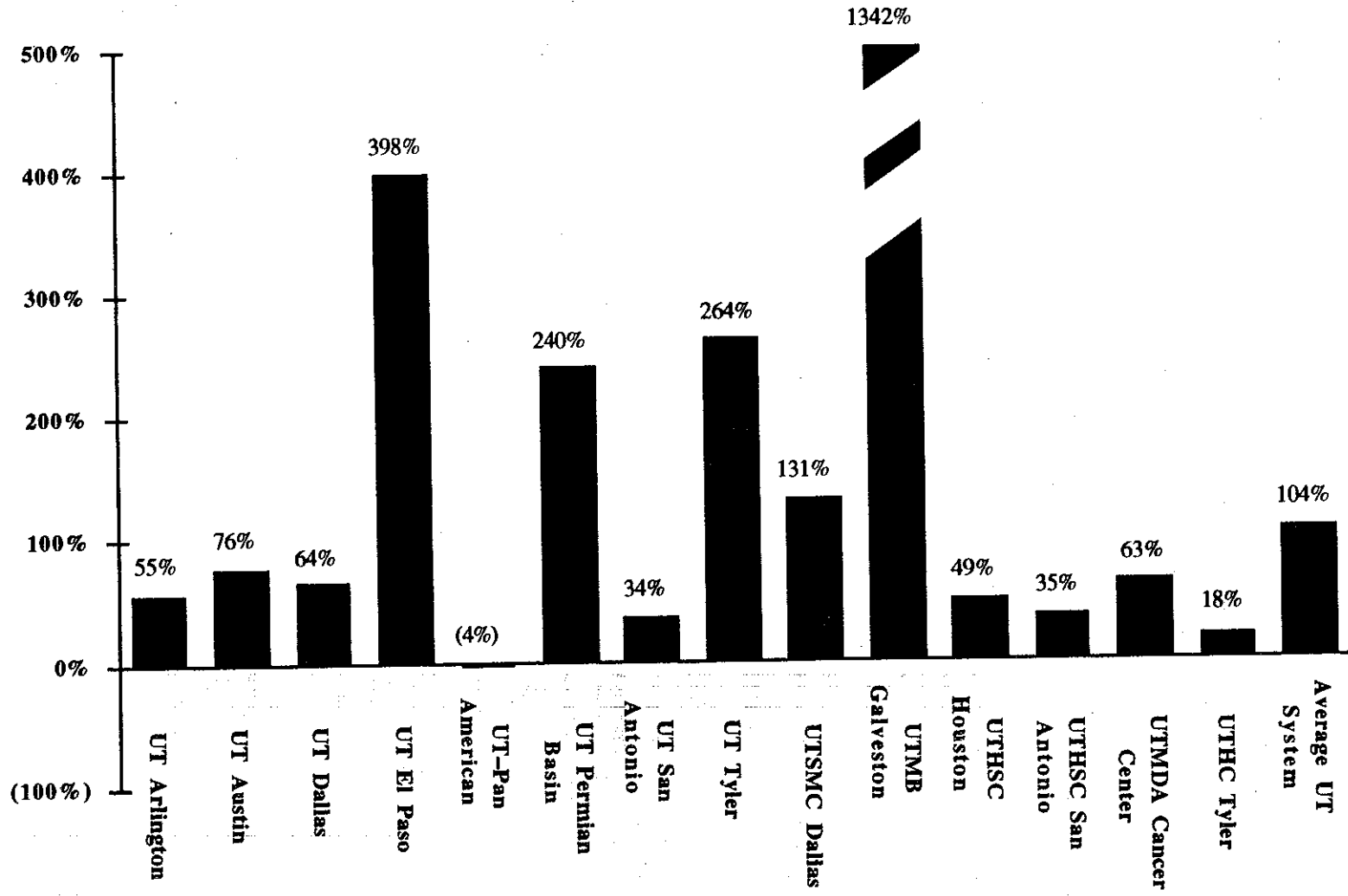


Source of data: UT System Office of Business Affairs

The University of Texas System
HUB Program Performance
Fiscal Years 1991 - 1992

Percentage Increase (Decrease) of Delegated Purchases

All Components



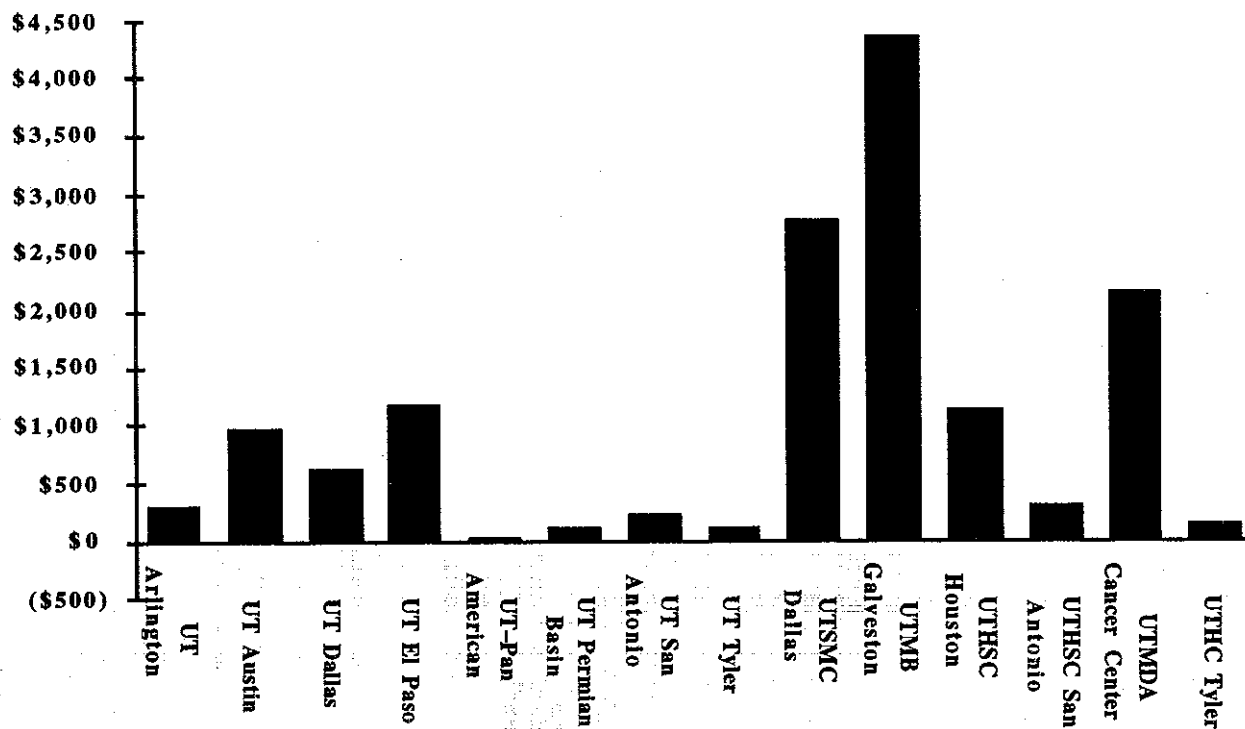
Source of data: UT System Office of Business Affairs

The University of Texas System
HUB Program Performance
Fiscal Years 1991 - 1992

Increase in HUB Purchases

All Components

Dollars
(Thousands)

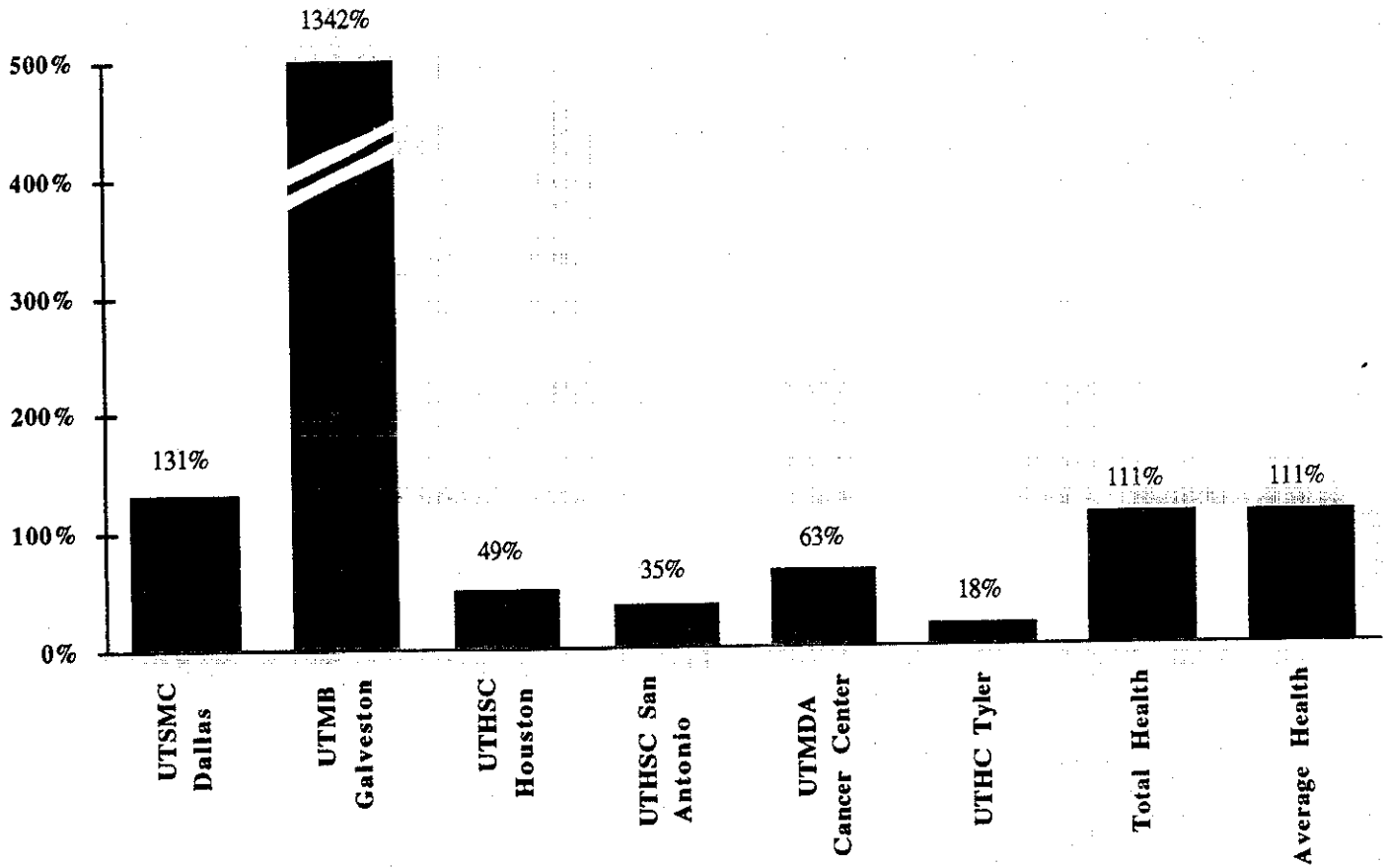


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Source of data: UT System Office of Business Affairs

**THE UNIVERSITY OF TEXAS SYSTEM
HUB PROGRAM PERFORMANCE
FISCAL YEARS 1991 - 1992**

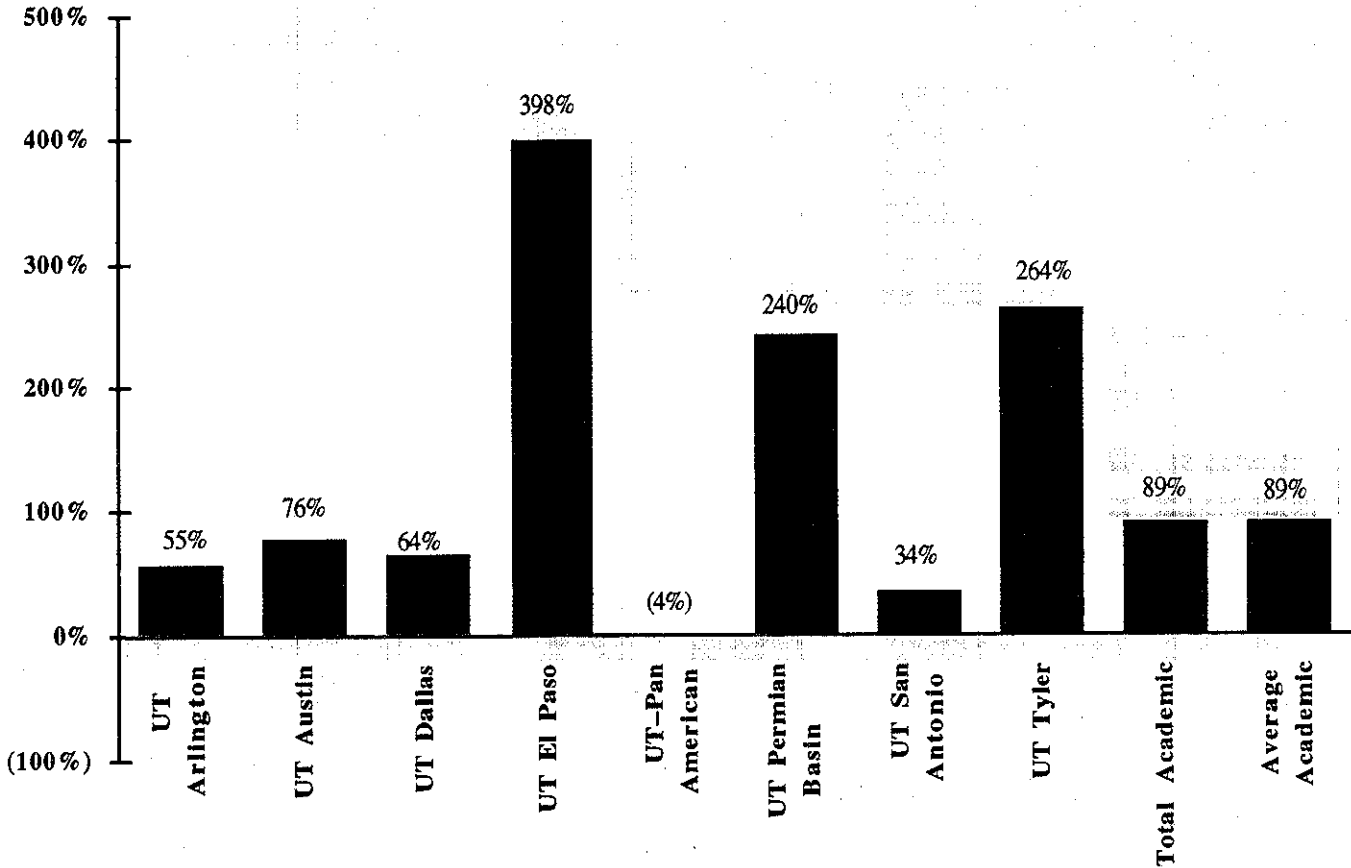
**Percentage Increase (Decrease) of Delegated HUB Purchases
Health Components**



Source of data: UT System Office of Business Affairs

**THE UNIVERSITY OF TEXAS SYSTEM
HUB PROGRAM PERFORMANCE
FISCAL YEARS 1991 - 1992**

**Percentage Increase (Decrease) of Delegated HUB Purchases
Academic Components**

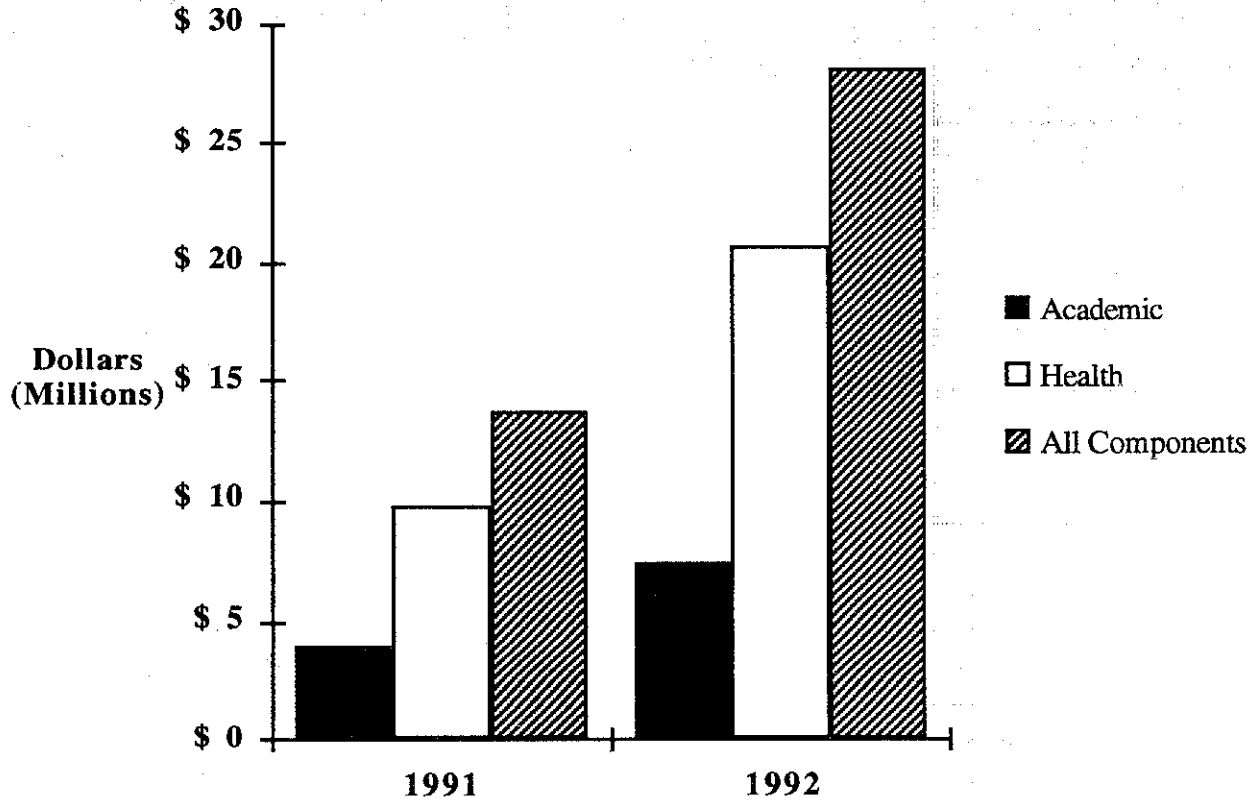


Source of data: UT System Office of Business Affairs

**THE UNIVERSITY OF TEXAS SYSTEM
HUB PROGRAM PERFORMANCE
FISCAL YEARS 1991 - 1992**

Delegated HUB Purchases

Academic, Health and all Components



Components	Years Ending August 31			
	1991	1992	1991	1992
Academic	\$ 4	\$ 7	\$ 3,933,131	\$ 7,438,202
Health	\$ 10	\$ 21	9,788,997	20,612,056
All Components	\$ 14	\$ 28	\$ 13,722,128	\$ 28,050,258

Source of data: UT System Office of Business Affairs

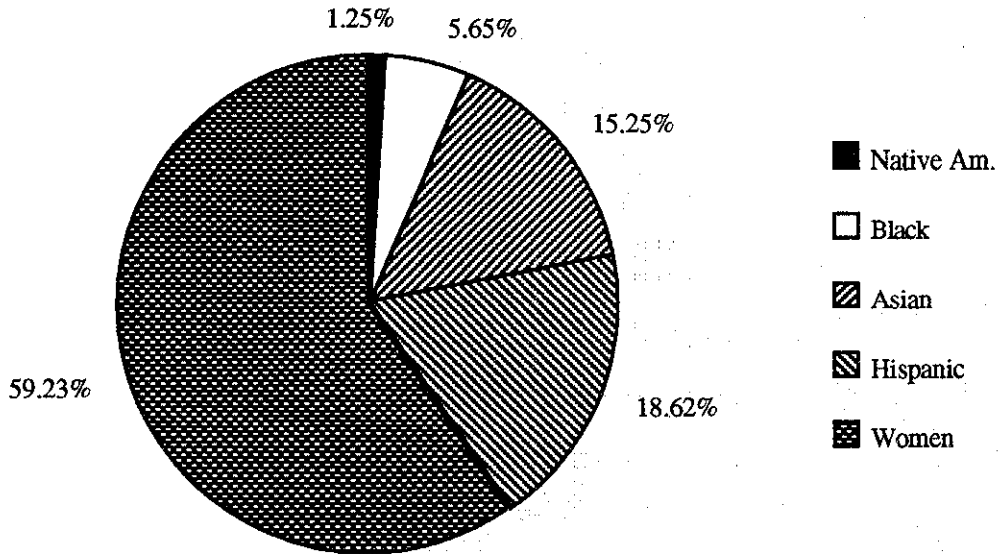
**THE UNIVERSITY OF TEXAS SYSTEM
HUB PURCHASES BY CATEGORY
FISCAL YEAR 1992**

U.T. COMPONENT INSTITUTION	Total HUB Purchases (FY 1992)	African Americans	%	Asian Americans	%	Hispanic Americans	%	Women	%	American Indians	%
UT Arlington	\$847,579	\$20,199	2.38%	\$154,791	18.26%	\$112,221	13.24%	\$553,877	65.35%	\$6,491	.77%
UT Austin	\$2,229,040	\$10,210	.46%	\$333,808	14.98%	\$276,233	12.39%	\$1,561,634	70.06%	\$47,154	2.12%
UT Dallas	\$1,544,770	\$95,723	6.20%	\$108,515	7.02%	\$77,866	5.04%	\$1,260,473	81.60%	\$2,193	0.14%
UT EL Paso	\$1,472,968	\$1,052	0.07%	\$71,984	4.89%	\$617,407	41.92%	\$781,931	53.09%	\$594	0.04%
UT Pan American	\$109,210	\$9,058	8.29%	\$15,337	14.04%	\$35,704	32.69%	\$49,111	44.97%	N/A	N/A
UT Permian Basin	\$147,477	N/A	N/A	\$7,441	5.05%	\$2,635	1.79%	\$137,182	93.02%	\$220	0.15%
UT San Antonio	\$919,218	\$26,565	2.89%	\$56,164	6.11%	\$230,264	25.05%	\$597,124	64.96%	\$9,101	.99%
UT Tyler	\$167,940	\$1,162	0.69%	\$7,930	4.72%	N/A	N/A	\$158,608	94.44%	\$240	0.14%
UT Southwestern Medical Center-Dallas	\$4,845,887	\$255,490	5.27%	\$2,129,083	43.93%	\$425,817	8.79%	\$2,007,109	41.42%	\$28,388	0.59%
UT Medical Branch - Galveston	\$4,684,577	\$316,444	6.76%	\$114,326	2.44%	\$986,581	21.06%	\$3,221,173	68.76%	\$46,053	0.98%
UT Health Science Center - Houston	\$3,453,886	\$200,409	5.8%	\$628,490	18.2%	\$262,427	7.6%	\$2,337,502	67.8%	\$25,058	.07%
UT Health Science Center - San Antonio	\$1,136,578	\$14,249	1.25%	\$145,871	12.83%	\$173,607	15.27%	\$691,542	60.84%	111,309	9.79%
UT M.D. Anderson Cancer Center	\$5,548,149	\$103,624	1.87%	\$807,302	14.55%	\$233,048	4.20%	\$4,354,498	78.49%	\$49,677	.90%
UT Health Center - Tyler	\$942,979	\$96,672	10.25%	\$43,220	4.58%	\$175,883	18.65%	\$612,758	64.98%	\$14,446	1.53%
UT System/OFPC (Contracts Awarded)	\$4,054,282	\$661,555	16.32%	\$272,789	6.73%	\$2,369,629	58.45%	\$690,199	17.02%	\$60,110	1.48%
TOTAL	\$32,104,540	\$1,812,412	5.65%	\$4,897,051	15.25%	\$5,979,322	18.62%	\$19,014,721	59.23%	\$401,034	1.25%

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**THE UNIVERSITY OF TEXAS SYSTEM
HUB PROGRAM PERFORMANCE
FISCAL YEAR 1992**

HUB Purchases by Category



Source of data: UT System Office of Business Affairs

COMPONENT

SUMMARIES

The University of Texas At Arlington HUB Program Performance FY 1991 - 1992

Personnel

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Director of Purchasing

Jimmie Aquirre
HUB Coordinator

Performance

FY '91 - '92 HUB Purchases			
	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$13,642,686	\$545,707	4.00%
FY 1992	\$12,436,349	\$847,579	6.82%
Change	(\$1,206,337)	\$301,872	55.32%

PROGRAM DESCRIPTION - 1992 UPDATE

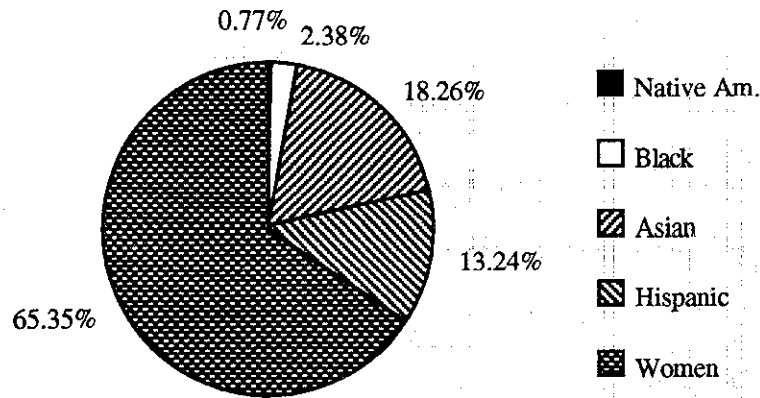
Significant Features

UTA was a Gold Sponsor and UTA representatives attended the 13th Annual Awards Banquet of the Dallas/Fort Worth Minority Business Development Council in November, 1991. Established on-line connection with UT Systemwide vendor file of HUB vendors and approximately 321 HUB vendors sent for input into that file. In August, 1992, a full time HUB Coordinator position was approved and filled in October 1992. President Ryan Amacher signed a letter on September 7, 1992, to all UTA Deans, Directors and Department Heads restating UTA's commitment to the program. Attached to that letter was an updated list of HUBs and their commodities. Again, on September 15, Dr. Amacher restated to UTA's Administrative Council, UTA's support and commitment to the program.

Future Activities: Act as interdepartmental interface between HUB vendors and departments. Introduce HUB vendors to applicable departments to make departments aware of the goods and/or services provided by that vendor. Work with HUB vendors to explain how to do business with our institution. This includes bringing vendors to UTA for short seminars as well as visiting with them at their place of business. Review bids submitted by HUB vendors and advise and consult with unsuccessful bidders to help them be more successful in future bidding requirements. Participate in vendor fairs, expositions and other activities attended by HUB organizations. Provide information to participants on how to do business with our institution.

Recent Activities: June, 1992, UTA participated in the Dallas/Fort Worth Minority Business Development Council's Access '92, a HUB Exposition and Corporate Trade Show. UTA had a booth and Purchasing Department personnel provided bidder application forms and vendor information guides and answered questions from HUB participants. In July, 1992, sent 146 letters with Vendor Information Guides and Bid List/Certification Applications to HUB vendors listed in the June, 1992 "Minority Resource Guide," a special publication of the Business Press. UTA representatives attended a HUB Seminar in Austin sponsored by UT System in August, 1992. UTA was a "Birdie Sponsor" which is a \$350 level of sponsorship in the Dallas/Fort Worth Minority Business Development Council Annual Golf Classic in October, 1992. In October, UTA representative attended a Governmental Relations Committee meeting in Dallas. Items discussed included minority bidding and contracting procedures. A presentation was made to the Fort Worth Minority Business Breakfast in November 1992. Sponsored and attended, for the second year in a row, was the annual awards banquet of the Dallas/Fort Worth Minority Business Development Council on December 1, 1992.

The University of Texas at Arlington
FY 1992 HUB Purchases
by Category



The University of Texas at Austin HUB Program Performance FY 1991 - 1992

Personnel

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Coordinator
John Trevino, HUB
Coordinator
Peggy Rhea, Senior Buyer
Terri Shrode,
Assoc Purchasing Director
Wes Henderson, Consultant

Performance

	FY '91 - 92 HUB Purchases		
	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$67,357,957	\$1,264,219	1.88%
FY 1992	\$69,755,723	\$2,229,040	3.20%
Change	\$2,397,766	\$964,821	76.32%

Significant Features

John Trevino and Annette Smith have been appointed as Assistants to the Director of Purchasing to administer the HUB program. Ms. Smith is responsible for assisting departments in locating minority vendors and minority vendors in doing business with the University. Mr. Trevino is responsible for the University's outreach program.

On June 17 (Serrano's) and June 30, 1992 (Arthur B. DeWitty Job Training Center), meetings were held with women and minority contractors in order to assist them in obtaining DBE certification.

Recent Activities: Co-sponsored a seminar at U.T. Austin conducted by Dr. Floyd Rose related to *Minority and Woman-Owned Business Development*. Completed updating bidder files with the bid list/certification application forms received from vendors as a result of the mass mailing in June, 1992. Forms for additional businesses continue to be received and updated. Copies of applications for HUB's are sent to the Texas Department of Commerce for certification and The University of Texas Health Science Center at Houston for inclusion on the Systemwide shared HUB directory which is available to all University components. The State of Texas Commodity Book was obtained from the General Services Commission and updated into data base so that current information is available for departments accessing the automated system. The blocking feature is installed and in beta test. This feature prevents the award of an order if HUBs are available, but were not solicited by

departments using delegated authority. This applies to departments using the automated systems. By the middle of December, the Purchasing Office will control this for manually prepared orders.

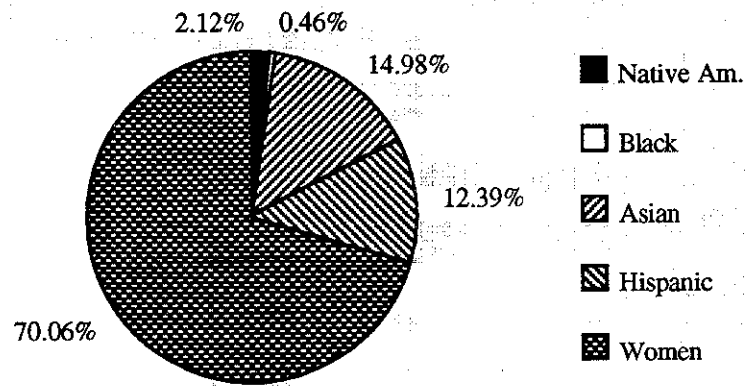
Advertised our program in the Austin Minority Business Journal and the Arriba Art & Business News in their September 16, 1992 special holiday edition. The HUB coordinators staffed a booth at the Greater Austin Business to Business Showcase, attended similar functions in Brownsville, San Antonio and San Marcos. John Trevino participated in TAMACC (Texas Association of Mexican American Chambers of Commerce) conference in San Antonio.

Future Activities: Complete the automation of preparing bid invitations for all bids estimated to cost over \$5,000 for which formal written bids are required. This automation will include the tracking of bid invitations to determine what percentage went to HUBs and what percentage of the resulting awards went to HUBs. This will enable us to work with HUBs and assist them (as required by the Regents' Policy) in their bidding practices and increasing awards to HUBs. Develop training program for both the campus and the vendor community. HUB Coordinator Annette Smith is assigned this project and is working with a group of other agency representatives to develop a program consistent among all agencies.

Data Processing Department personnel are preparing a report showing expenditures by expenditure code and how much was spent with HUBs. We will then focus our efforts in attracting more HUBs for the larger classes of products which the campus purchases. Additional reports of expenditures to HUBs by department will enable the HUB coordinators to work with departments and vendors to increase HUB participation. Vendor fairs will be scheduled for spring and summer, 1993. This will give vendors a chance to get invitations to bid at the site and meet buyers and other campus personnel involved in procurement activities. These fairs will be similar to previous fairs with greater participation by units on campus.

Participation in chambers of commerce, Business Opportunities for Texans networking luncheons and other activities by organizations, University components and cities. Continue to exchange data and information to increase the bidder data base and search for new sources of HUB's and ideas for increasing participation. Continue to work closely with campus units and HUB's to increase the HUB's share of contract dollars spent by The University.

The University of Texas at Austin
FY 1992 HUB Purchases
by Category



The University of Texas at Dallas HUB Program Performance FY 1991 - 1992

Personnel

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Sandi J. Brown,
Senior Buyer and
Program Coordinator

Performance

		FY '91 - '92 HUB Purchases		
		Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991		\$8,986,729	\$939,113	10.45%
FY 1992		\$9,022,900	\$1,544,770	17.12%
Change		\$36,171	\$605,657	64.49%

Significant Features

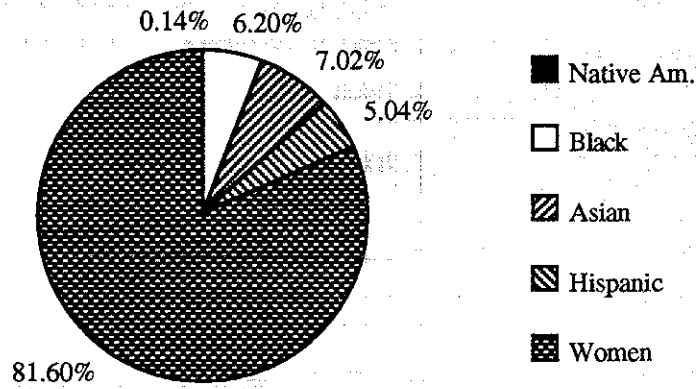
Concentration on integrity and fairness by all Purchasing employees. Sandi Brown's (HUB Coordinator) continued involvement and input in Purchasing activities. Involvement and awareness of all Purchasing personnel of the importance of a successful HUB program. Individual contact with HUB vendors that are unsuccessful on particular bids.

Future/Ongoing Activities: Continue to inform and work with the Small Order System purchasers. Participate in nearly all Dallas/Fort Worth area "opportunity fairs" related to HUB opportunities. Publication of the HUB program in the last Fiscal Year and an update to the Policies and Procedures Manual.

Maintain membership in the Dallas/Fort Worth Minority Business Development Council. Continue to work as primary University contacts regarding purchasing contract possibilities by implementing and emphasizing the importance of HUB programs.

January, 1992 attend the Dallas/Fort Worth MBDC Training Seminar. Attended the Black State Employees Association of Texas (BSEAT) Community Empowerment Seminar in February, 1992. March 1992, attended Eyeball-to-Eyeball Opportunity Fair at City Hall. Also in March, 1992 attended Plano Chamber Purchasing Forum at Harvey House - Round table Opportunity Fair. Attended the UTHSC-Houston HUB Bidders List Computerization Seminar in April, 1992. June, 1992 manned booth at the Access '92 Opportunity Fair at Dallas/Fort Worth Hyatt. August, 1992 attended the Floyd Rose Presentation in Austin and MED Week/Vision of the Future Opportunity Fair/Plano in which we manned a booth. Also in August, 1992 attended the Richardson Chamber of Commerce Strategic Planning Luncheon.

The University of Texas at Dallas
FY 1992 HUB Purchases
by Category



The University of Texas at El Paso HUB Program Performance FY 1991 - 1992

Personnel

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Viola Cunningham,
HUB Coordinator

Performance

		FY '91 - '92 HUB Purchases		
		Total	Total	Percentage
		Delegated	HUB	Total HUB
		Purchases	Purchases	Purchases
FY 1991		9,999,576	\$295,913	2.96%
FY 1992		12,032,435	\$1,472,968	12.24%
Change		\$2,032,859	\$1,177,055	397.11%

Significant Features

The Historically Underutilized Business (HUB) report for Fiscal 1992 showed \$1,472,968 worth of purchases from HUB vendors (12.24% of total purchasing, dollars), which is significantly higher than the \$295,913 (2.96%) from the previous year.

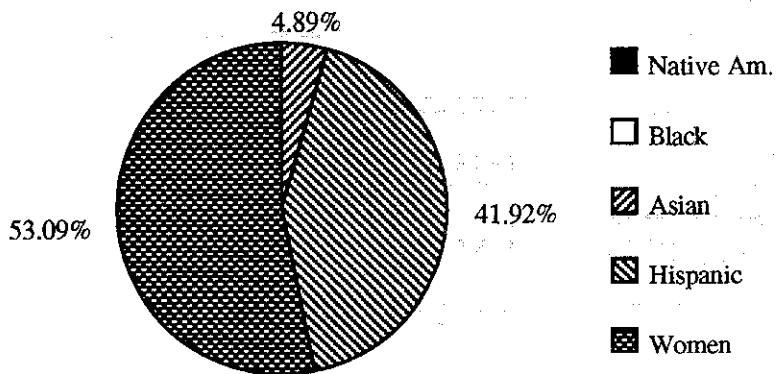
The Materials Management department gave a formal presentation of UTEP's and the University of Texas System's HUB activity at UTEP's President's Administrative Forum.

Ms. Viola Cunningham, Buyer III, has been appointed HUB Coordinator for UTEP and was introduced to the campus community at UTEP's President's Administrative Forum.

Ongoing Activities: The Materials Management Department is updating their vendor database and comparing it with the U.T. Austin vendor database; participating members of the Rio Grande Minority Vendor Council and the Hispanic Chamber of Commerce; utilizes a variety of minority vendor directories and provides HUB requirements to departments through intra-campus training sessions. We are active participants in the Rio Grande Minority Purchasing Council and the El Paso Chamber of Commerce.

Future Plans: The University of El Paso in conjunction with the Materials Management Department are planning various community outreach programs for the early Spring, 1993.

The University of Texas at El Paso
 FY 1992 HUB Purchases
 by Category



Native Am Purchases = .04%
 Black Purchases = .07%

The University of Texas at Pan American HUB Program Performance FY 1991 - 1992

Personnel

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Performance

FY '91 - '92 HUB Purchase

	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$2,764,074	\$113,436	4.10%
FY 1992	\$2,655,144	\$109,210	4.11%
Change	(\$108,930)	(\$4,226)	-3.73%

Millie Guerra, HUB
Coordinator

Significant Features

The Purchasing Department has been training and preparing for automation of our purchasing System. This automated system will provide more accurate information on HUB activity than the manual process now in use.

Training purchasing buyers to assist them in awarding purchases not requiring bids to HUBs. HUBs have been identified by commodity, and receive small orders not requiring bids in accordance with the Regents' policy. We are meeting with individual campus departments to promote HUB initiative and working with large users like the physical plant with delegated purchasing functions to help them understand and gain their cooperation in utilizing HUBs to a larger extent. UTPA is increasing the number of HUBs solicited in formal and informal bid invitations.

Future Plans: Utilizing the half-time HUB Coordinator's position recently approved, we plan the following activities:

- Perform HUB vendor site visits to discuss HUB Program and assist HUBs in processing of paperwork required to do business with UTPA.
- Maintain close liaison with minority and small business associations, Chambers of Commerce, and other service and civic organizations. Attend meetings and make presentations on UTPA's HUB program. Participate in vendor fairs, trade shows, workshops, etc. targeted towards HUBs.
- Design, produce, maintain, update, and provide HUBs a directory of individuals involved in the purchase of goods and services at UTPA as

well as maintaining an updated directory of HUBs for staff involved in purchasing.

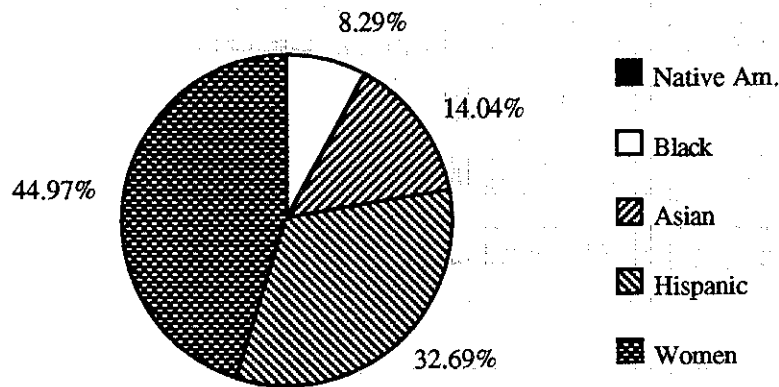
- Organize, arrange, and implement periodic in-house seminars for local HUBs to introduce them to buyers and provide information and instructions on doing business with UPTA.
- Assist buying staff in advertising purchase requests in publications serving the minority business community.
- Review bids submitted by HUBs and contact unsuccessful bidders with intent of helping them be more successful in future bid requests.
- Conduct seminars, mini-trade fairs, product exhibits, and introduce HUBs and their products to Purchasing and campus departments.
- Assist in monitoring of purchases to determine extent to which buyers are utilizing HUBs. Gather information from purchasing records and determine commodities where HUBs are few or nonexistent in order to concentrate on identifying more HUBs supplying those commodities and improve HUB participation.
- Appear on radio and television programs (English and Spanish) to promote UTPA's HUB Program and encourage HUBs to contact the UTPA Purchasing Department for information and assistance.

The Purchasing Department continues to search for new HUBs. Large users like the Physical Plant have been encouraged to assist in identifying HUBs and to support the goals of the program. The Purchasing Department participated in a "Government Procurement for Small Businesses" workshop in cooperation with the McAllen Chamber of Commerce and the UTPA Center for Entrepreneurship and Economic Development November 19, 1992. HUBs were encouraged to complete a bidder's application.

Ongoing Activities: Automation of the Purchasing Department is underway. This system will capture HUB activity more accurately than the current manual process. The HUB policy for the UTPA Handbook of Operating Procedures was approved and adopted by the Presidents Council. Purchasing representatives attended a HUB workshop at the National Association of Purchasing Management Conference May 4, 1992. Purchasing is working with the UTPA Center for Entrepreneurship and Economic and Small Business Development Center to host a Minority and Women - owned Business Initiative Workshop for Spring 1993. Purchasing representatives also attended a presentation by Dr. Floyd Rose on August 11, 1992 to better understand the HUB program. Purchasing is providing information to the LBJ School of Public Affairs consultants on their Disadvantaged Enterprise Availability/Utilization/Disparity Study for the Texas Department of Transportation. UTPA invited HUB Consultant, Mr. Richard Rodriguez to speak to the Rio Grande Valley

Purchasing Management Association members at a monthly meeting on HUB initiatives. A local television reporter interviewed Director on the HUB program and mentioned this initiative on the evening news broadcast. As a result calls were received from HUB vendors.

The University of Texas - Pan American
FY 1992 HUB Purchases
By Category



University of Texas of the Permian Basin HUB Program Performance FY 1991 - 1992

Personnel

Bonnie Dyer
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Odessa, Texas 79762
(915) 367-2140, ext. 2100
Fax (915) 367-2375

Performance

FY '91 - '92 HUB Performance

	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$1,298,576	\$43,366	3.34%
FY 1992	\$1,558,142	\$147,477	9.46%
Change	\$259,566	\$104,111	240.08%

Significant Features

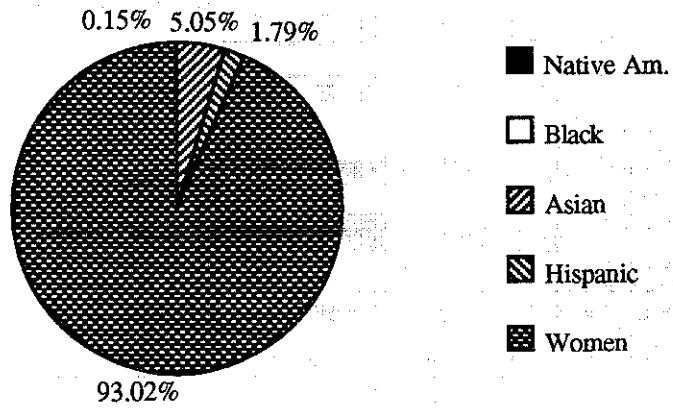
The Purchasing Department in conjunction with the University Computer Center has developed an on-line computer vendor file to be used by all departments on campus. This file designates certified HUBs by commodity code.

Ongoing Activities: The University of Texas of the Permian Basin is now serving on a Minority Procurement Task Force. The goal is to produce another Minority and Women Owned Business Directory for Odessa, Texas. The Small Business Development Center is presently co-sponsoring a HUB Business Breakfast in Midland on a monthly basis.

Future Plans: Expand our Minority and Women owned vendor file to include the 16 - county Permian Basin area. We would like to produce and co-sponsor a Minority and Women Owned Directory for the Permian Basin. Additionally a Business Breakfast to help HUBs network with themselves as well as government agencies and businesses in Odessa, Texas, is being developed.

Recent Activities: Include meeting with members of the newly formed Minority Procurement Task Force members to promote development of Small, Minority and Woman-Owned Businesses.

The University of Texas of the Permian Basin
FY 1992 HUB Purchases
by Category



University of Texas at San Antonio HUB Program Performance FY 1991 - 1992

Personnel
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 (210) 691-4270
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 Fax (210) 691-4277

FY 1991
FY 1992
Change

Performance

FY '91 - '92 HUB Purchases

	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$5,247,159	\$478,144	9.11 %
FY 1992	\$7,960,416	\$919,218	11.55 %
Change	\$2,713,257	\$441,074	92.25 %

Manuel H. Gallegos,
 HUB Program Specialist

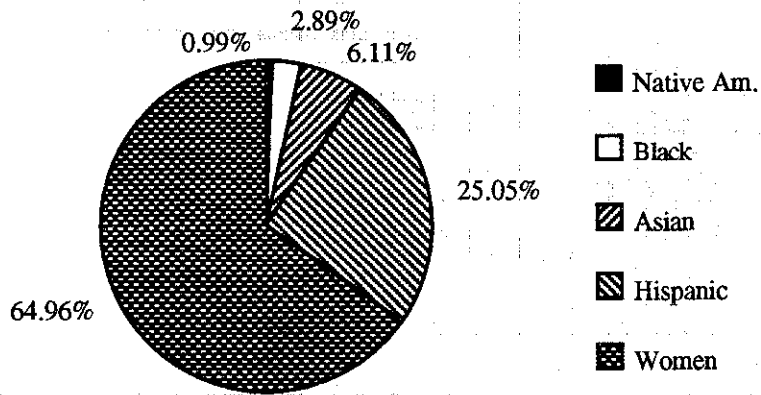
Significant Features

Mr. Manuel H. Gallegos was hired as a HUB Program Specialist in May, 1992. UTSA participated in six vendor fairs throughout the year, conducted two seminars for HUB vendors on how to do business with UTSA, two workshops were conducted for UTSA personnel on the HUB program and speaking presentations were made to six different San Antonio area chambers of commerce and to various other merchants associations and economic development groups. A \$25,000 consultant agreement was awarded to JDG Associates (Hispanic HUB) to enhance the probability that qualified HUBs are identified, contacted, and provided a reasonable opportunity to competitively participate in future construction projects. Contracts were recently awarded to Rosas Computer (Hispanic HUB) for a projected \$428,000 to supply computer hardware, and to Southwestern Bell Telephone for a campus-wide fiber optic network with a Hispanic HUB subcontractor, FBS, receiving a projected \$140,000.

Future Activities: Plans include ongoing presentations to chambers and economic development groups, vendor fairs and seminars, in-house workshops, and daily vendor contacts.

Recent Activities: Thirty-second public service announcements advertising doing business with UTSA were run on four network TV stations and on two Spanish TV stations during July - September, 1992. The program was promoted on two separate live ethnic radio talk shows. Daily solicitation is made to individual HUB vendors on doing business with UTSA.

The University of Texas at San Antonio
FY 1992 HUB Purchases
by Category



The University of Texas at Tyler HUB Program Update FY 1991 - 1992

Personnel

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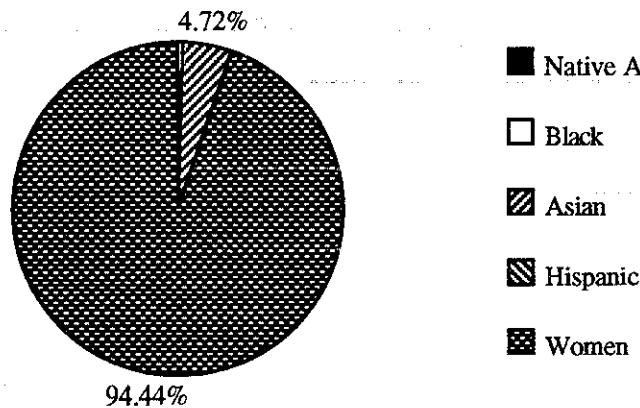
Performance

FY '91 - '92 HUB Purchases

	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$1,160,934	\$46,193	3.98%
FY 1992	\$2,513,296	\$167,940	6.68%
Change	\$1,352,362	\$121,747	263.56%

Recent Activities: On November 7 the Tyler Metro Chamber of Commerce held a panel discussion on doing business with state agencies with Ms. Fast in attendance. Two representatives were in attendance at the U. T. System (Dr. Floyd Rose) seminar on August 11. The videos have been received and will be distributed campus wide shortly. Ms. Faust is scheduled to be a part of a panel discussion sponsored by the Tyler Metro Chamber of Commerce which will be held in early 1993. Close contact is being maintained with all the minority chambers in the region.

The University of Texas at Tyler FY 1992 HUB Purchases by Category



Native Am. Purchases = 0.14%
Black Purchases = 0.69%

The University of Texas Southwestern Medical Center at Dallas HUB Program Performance FY 1991 - 1992

Personnel

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Director of Purchasing
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Dallas, Texas 75235
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Fax (214) 688-6046

Linda Bell,
Senior Buyer/Minority
Business Coordinator

Abby Freeman,
Director of Equal
Opportunity and
Minority Affairs

Performance

FY '91 - '92 HUB Purchases

	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$52,183,574	\$2,095,394	4.02%
FY 1992	\$55,383,280	\$4,845,887	8.75%
Change	\$3,199,706	\$2,750,493	131.26%

Significant Features

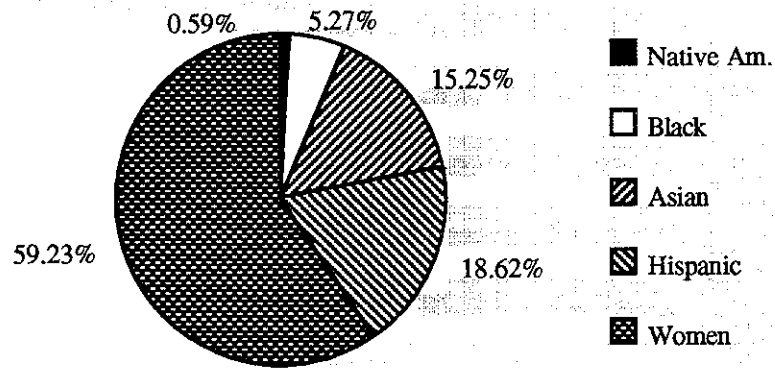
The Minority Business Coordinator worked with the Greater Dallas Chamber of Commerce as a moderator for their monthly seminars and also served on the committee to restructure the monthly seminars. Minority vendor catalogue will be used by UT Southwestern personnel with purchasing authority as well as Purchasing Department personnel to enhance HUB growth. Appearance on Cable Access TV to promote UT Southwestern's Minority Business Program. This program was hosted by New Image Business Associates, an association of African-American professionals and entrepreneurs.

Future Activities: Conduct monthly workshops for vendors to provide information on how to do business with UT Southwestern. Minority Business Development Committee is organizing a trade show to be held in June, 1993. Initiate a project to locate minority vendors that sell medical equipment and consumables that can be added to UT Southwestern's database. HUB staff will also attend and participate in HUB trade fairs.

Ongoing Activities: Buyers attend monthly breakfast meetings hosted by the Minority Business Development Agency as well as the Greater Dallas Chamber of Commerce's monthly Minority Business Development Seminar.

Recent Activities: Organized buyer awards luncheon held October, 1992 to recognize outstanding HUB growth at UT Southwestern.

The University of Texas Southwestern Medical Center at Dallas
FY 1992 HUB Purchases
by Category



The University of Texas Medical Branch - Galveston HUB Program Performance FY 1991 - 1992

Personnel
 Jeff Bonnardel,
 Director of Purchasing
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 Galveston, Texas 77550
 (409) 772-2567
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 Fax (409) 772-2286

Walter Kelso,
 Assistant Director of
 Purchasing,
 HUB Coordinator

		Performance		
		FY '91 - '92 HUB Purchases		
		Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991		\$18,706,009	\$324,920	1.74%
FY 1992		\$82,385,195	\$4,684,577	5.69%
Change		\$63,679,186	\$4,359,657	1341.76%

Significant Features

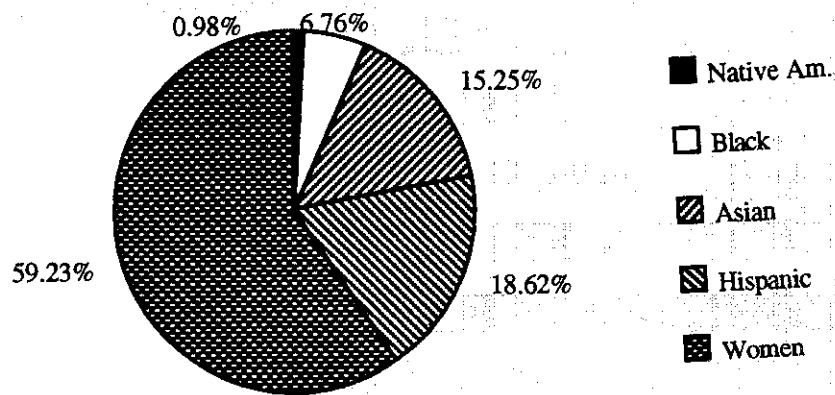
Implemented a new automated Purchasing System in January 1992, which incorporates an automated bid processing module featuring automatic HUB vendor selection and extensive HUB reporting. A HUB vendors' competitive performance is tracked to allow follow-up with vendor to improve performance. Individual buyer performance on HUB awards is tracked and outstanding performance by a buyer is recognized. Walter Kelso, Assistant Director of Purchasing, was designated as HUB coordinator with vendor outreach and HUB program education as part of his job responsibility. Offered two vendor presentations in 1992 emphasizing HUB program. Even with a significant increase in the amount of delegated purchases processed at UTMB the Purchasing Staff was able to dramatically increase the value of the total HUB purchases in 1992. This increase was led by a strong increase in HUB construction contract awards.

Future Activities: Implementation of a campus-wide users HUB awareness program with HUB vendor fair.

Ongoing Activities: Continued participation with the Small Business Development Program at Galveston College for identification and development of new opportunities for HUB vendors.

Recent Activities: Purchasing personnel participated in several HUB seminars. Updated vendor file through mass mail-out of vendor application form and use of additional vendors from consolidated UT vendor listing adding substantially to the number of HUB vendors available to buyers.

The University of Texas Medical Branch - Galveston
FY 1992 HUB Purchases
by Category



The University of Texas Health Science Center - Houston HUB Program Performance FY 1991 - 1992

Personnel

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STS 859-4239
Fax (713) 792-8344

Brian Yeoman,
Assistant Vice President
Support Services

Sandra Bibbs,
HUB Coordinator

Performance

FY '91 - '92 HUB Purchases

	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$40,721,933	\$2,324,027	5.71%
FY 1992	\$43,337,845	\$3,453,886	7.97%
Change	\$2,615,912	\$1,129,859	48.62%

Significant Features

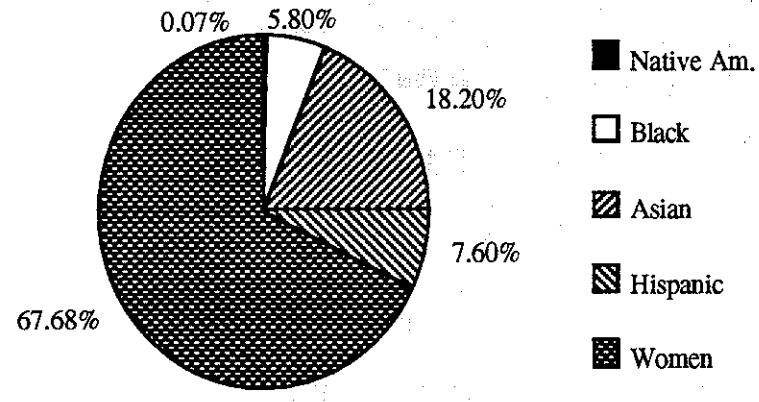
Future Activities: Publish a HUB vendor/commodity guide for client departments. Sponsor a Buyer/client Bus Hop where buyers and clients together will visit with HUB businesses in an effort to promote more business. Sponsor a HUB Vendor Fair where HUB vendors will be invited to attend and to visit with state schools and local universities on how to conduct business with the various institutions. Conduct Purchasing Seminars to inform the client departments of policies and procedures. Sponsor an Outreach program where buyers and HUB staff spend one day each month on campus, in a particular school, and invite clients to stop by with questions or problems, or simply to pick up policy and procedure information.

Ongoing Activities: Conduct weekly vendor sessions to explain the purpose of our program, how to do business with a state agency, and schedule appointments with the appropriate buyers. Spotlight HUB vendors in the Purchasing Newsletter to acquaint client departments with HUB vendors that offer goods and services the institution may use. On a monthly basis forward copies of new HUB applications that UTHSC-H has received and have not been identified in the Texas Department of Commerce (TDOC) directory and mail to TDOC (now GSC) for inclusion into their directory. Share with the buying staff on a weekly basis any new HUB vendors added to UTHSC-H vendor base. Participate annually in the Houston Business Council's HUB Expo function.

Recent Activities: Published a HUB brochure for distribution on and off campus.

Presented to the client community the purpose of the HUB program along with institutional policies and procedures. Maintain the shared data base of all the HUB vendors for all UT components.

The University of Texas Health Science Center - Houston
FY 1992 HUB Purchases
by Category



Liz Garza, Administrative
Clerk
Martha Martinez,
Administrative Clerk

Significant Features

The HUB coordinator made presentation to the Avenida Guadalupe Association on "How to do Business with UT Components." The Coordinator also attended the Greater San Antonio Chamber of Commerce "Meet the Buyers" Trade Show in September, 1992. Also in September, 1992 the purchasing department held HUB Fall Products Exposition at The University of Texas Health Science Center at San Antonio and conducted a workshop, "How to do Business with The University of Texas Health Science Center at San Antonio." This was "one-on-one" training for HUBs in Purchasing Department.

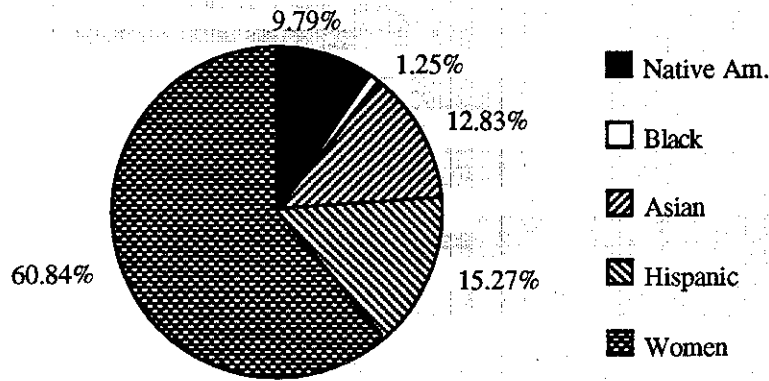
Throughout Fiscal Year 1991/1992 the Purchasing Department provided quarterly reports to each UTHSC San Antonio department indicating their department HUB percentage as well as providing each department with an up to date directory of HUB vendors and the commodities that they provide. These quarterly reports have created an ongoing awareness of the HUB objective among all departments of UTHSC San Antonio and have contributed significantly to the 35 percent increase in HUB vendor purchases.

Recent Activities: The HUB Coordinator was guest speaker concerning Business Opportunities for Texans at monthly chapter meeting of San Antonio public Purchasing Association, participated in round table discussion concerning HUB reporting procedures by Mr. John Moore, and attended San Antonio Women's Chamber of Commerce Trade Show in February, 1992. In March, 1992 the Coordinator and buyers attended Economic Opportunity Forum and manned a booth. Both the HUB Manager and Coordinator attended a Minority and Women Business Utilization seminar presented by Dr. Floyd Rose. In April, 1992 both attended a meeting of the Small Business Coordinating Council and a U.T. Bid List demonstration sponsored by UT Health Science Center - Houston. The HUB coordinator attended a Business Opportunities with Federal Government and Texas Association of Mexican American Chamber of Commerce Meeting in May. In July, the Coordinator participated in Texas Association of Mexican American Chamber of Commerce.

In November a program, "Networking with Disadvantaged Businesses," was held in conjunction with Fall Board of Directors' meeting of The National Institute of Governmental Purchasing, Inc. (NIGP) at Holiday Inn-Riverwalk. Mr. John Moore was one of the guest speakers.

Also in November, 1992 HUB Program Manager made presentation on "Establishing a Minority and Woman-Owned Business Enterprise Program" at the Certified Professional Public Buyer (CPPB) IV Annual Conference in Dallas.

The University of Texas Health Science Center - San Antonio
FY 1992 HUB Purchases
by Category



The University of Texas MD Anderson Cancer Center HUB Program Performance FY 1991 - 1992

Personnel

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Director of Procurement
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Fax (713) 792-8084

Michelle Wilson,
HUB Coordinator,
Operations

Mary Pena,
HUB Representative
Velma Medrano,
HUB Coordinator, Technical
Andy Dominguez,
HUB Representative

Performance

FY '91 - '92 HUB Purchases

	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$175,268,213	\$3,402,266	1.94%
FY 1992	\$191,097,540	\$5,548,149	2.90%
Change	\$15,829,327	\$2,145,883	63.07%

Significant Features

Appointed four full time employees devoted to HUB program. Transmitted 6,423 Bidder/Certification packets to active MDA vendors. Gained on-line access to UTHSC/H TUFIMS SB/SDB vendor file, the central repository for all UT components. Brought a separate Vendor/Commodity file on line via IBM to provide a true bidder/commodity file. Documented revised procedures for this program, including various report formats. Documented a formal MDA policy, in conjunction with the Board of Regents Policy, and received approval and support of the new policy from the PEB. Updated MSAS and VAX files to encompass HUB data. Updated all vendor files from Bidder/Certification packets returned to us from vendors. Expanded commodity code screens to the vendor/commodity file. Gained on line access to the Texas Department of Commerce "Texas Market" and the electronic bidnet of Houston Business Council. Established networks with local HUB groups and other UT components, and other TMC facilities. Trained all buyers including Central Purchasing, remote satellites, and departmental. Trained all MDA user/department requisitioning personnel. Conducted forums at MDA regarding vendor/commodity file and HUB program. Met with various operation committees (i.e., Administrative Managers, product standardization/evaluation, etc.). Rented table at Houston Business Council HUB Annual show on September 10, 1992. Sponsored HUB vendor table top shows at MDA during National Materials Management Week. Identified 91 major vendors that provide prototype, state of the art, or specialized equipment/goods that did not seem to hold the ability for HUB participation.

Identified those with HUB subcontract programs for inclusion in our statistics and are working closely with the other vendors and known HUB vendors to establish HUB subcontracts where possible. We are about to issue a \$2 million contract to HUB vendor for food services and approximately \$125,000 to a HUB furniture vendor. Vendor applications are currently being received at higher rate than in the past.

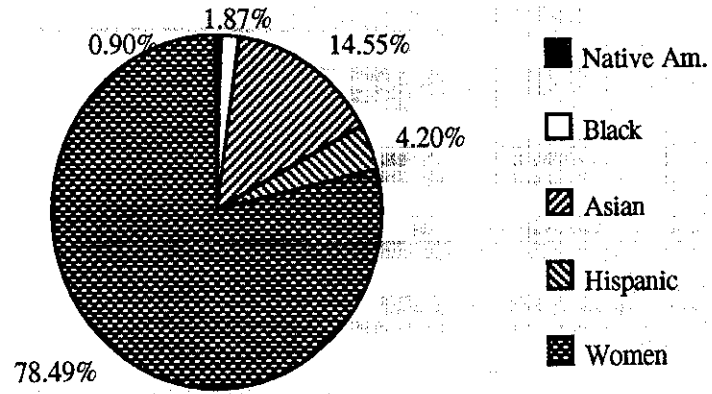
Future Activities: Development of a quarterly newsletter. A HUB vendor guide is in the final stage of development. Will hold a panel discussion and seminar on "Doing Business with the Health Care Industry" in conjunction with the Houston Business Council, UT Health Science Center, UT Medical Branch, Hermann Hospital, The Veterans Administration Medical Center and The Texas Medical Center.

The Texas Medical Center will tour our facility, view our software/vendor bidder list and entire HUB program. Jane Brust, Public Affairs, has photos and will do an article for Messenger and TMC Newsletter. HBC will write up in their newsletter also. HBC is to provide us with copy of article from Houston Post.

Ongoing Activities: Participation in the Houston Business Council on the Buyer Advisory Committee and Houston Monthly Minority Procurement Breakfast. Assist HUB vendors on "How to Do Business with M.D. Anderson." Working closely with Buying Alliances to establish HUB subcontract programs with active vendors. Outreach to minority business organizations; participation in Houston Business Council mini trade fairs. Assist local HUB vendors attain certification through local TDOC designees. Exchange related vendor data through Houston Interagency Coordination Committee, UT Health Care Consortium and UT Purchasing Council. Continue to actively participate in, and coordinate bids through, the Houston Business Council and the Hispanic Chamber of Commerce, via our memberships in those organizations.

Recent Activities: Coordinated Vendor Table Top Show for Materials Management Week, October 7, 1992. Presentation at Houston Business Council Breakfast; participated in Houston Business Council annual DBE show September, 1992. November 17, 1992, M.D. Anderson sponsored a Houston Business Council Forum on "Doing Business with Healthcare Industries." The V.A. Hospital, Hermann Hospital, Health Science Center/Houston, and the Texas Medical Center also participated. Over 160 attendees (almost 10% of HBC membership) attended. High praise from HBC, indicating largest and most successful of any such activity they have had.

The University of Texas M.D. Anderson Cancer Center
FY 1992 HUB Purchases
by Category



The University of Texas Health Center at Tyler HUB Program Performance FY 1991 - 1992

Personnel

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Director of Purchasing
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Ken Murphy,
HUB Coordinator

Nancy Hill,
Administrative Coordinator

Performance

FY '91 -'92 HUB Purchases

	Total Delegated Purchases	Total HUB Purchases	Percentage Total HUB Purchases
FY 1991	\$14,443,139	\$800,312	5.54%
FY 1992	\$10,439,574	\$942,979	9.03%
Change	(\$4,003,565)	\$142,667	17.83%

Significant Features

A concerted effort has been made to insure that historically underutilized vendors are included on all solicitations for written bids, telephone bids, and small spot purchase items. The effort put forth by this institution has resulted in an increase in purchases to HUBs from 6% in FY 1991 to 9% in FY 1992. This was accomplished through the efforts of Ken Murphy, HUB coordinator, and Nancy Hill, administrative coordinator, and the purchasing department in locating and certifying HUB's and advertising in local area news media.

Future Activities: Continue to advertise and attend meetings/seminars conducted in the local area and by state agencies.

Recent Activities: At present we are on-line with General Services Commission and have access to their HUB vendor file. All HUB certification forms received are forwarded to General Services Commission for inclusion in their vendor file for use by other state agencies.

On November 7, 1992 our HUB coordinator and two procurement officers attended and participated in a mini-seminar sponsored by the Tyler Metropolitan Chamber of Commerce entitled "Doing Business with State and Local Businesses." Literature and certification forms were available for participants.

The University of Texas Health Center - Tyler
FY 1992 HUB Purchases
by Category

