

TEXAS STATE

SMALL BUSINESS DEVELOPMENT CENTER

Proud Member of the South-West Texas Border Network



**Memorandum of Understanding Between
Texas State University Small Business Development Center (SBDC) and
Texas Facilities Commission Historically Underutilized Business (TFC HUB) Office
HUB Small Business Training
March 22, 2018 through December 31, 2018**

Background:

The Texas State University Small Business Development Center is funded in part by the U. S. Small Business Administration and Texas State University, and is supported by an extensive network of banks, chambers of commerce, and other economic development organizations. The SBDC's professional staff of business advisors, trainers, and researchers provides comprehensive, confidential business counseling services at no cost to the client and high quality training seminars and workshops for entrepreneurs and small business owners throughout its 12-county region of central Texas which includes: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lampasas, Lee, Llano, San Saba, Travis & Williamson counties.

The Texas State SBDC works with existing and startup businesses to help them grow and compete in today's global economy. The improvements that result from SBDC's direct support of client activities lead to job creation, investments, and economic growth for communities throughout central Texas.

The mission of the Texas Facilities Commission's Historically Underutilized Business (HUB) office is to provide assistance to historically underutilized businesses through outreach efforts, such as education and training in doing business with the State of Texas, in order to afford these businesses a fair opportunity to participate in the competitive procurement process. The Texas Facilities Commission (TFC) is dedicated to promoting opportunities for these small and historically disadvantaged businesses to compete for the agency's purchases and contracts. The TFC HUB Program Office seeks to:

- Assist minority and woman-owned businesses in becoming certified as HUBs;
- Share information regarding TFC's procurement policies and procedures;
- Promote the use of HUBs in TFC's day-to-day procurement opportunities;
- Assist in fostering relationships between prime contractors and HUBs through TFC's Mentor Protégé Program; and
- Ensure that TFC's prime contractors make a good faith effort to provide subcontracting opportunities to HUBs.

The Texas State SBDC and the TFC HUB Office seek to collaborate on several educational events throughout 2018. The events will be scheduled in advance of upcoming construction projects to increase awareness of subcontracting opportunities, provide education to potential subcontractors and create networking opportunities for vendors, suppliers, subcontractors and prime contractors.

Texas State University SBDC will:

- Work with the TFC HUB office to plan events and workshops, develop agendas and identify speakers;
- Manage costs of events including rental of facilities and furniture, catering, development of marketing materials, purchase of advertising and purchase of materials and supplies;
- Share with TFC HUB office 50% of revenue generated by events after deduction of all event costs;
- Create event registration sites and collect payments from sponsors and exhibitors;
- Develop co-branded promotional materials and promote events through statewide network of SBDCs, on social media, websites and in newsletters;
- Provide TFC HUB with a list of attendees and evaluations after each event;

Texas Facilities Commission Historically Underutilized Business Office (TFC HUB) will:

- Provide the SBDC with a schedule of upcoming TFC projects and possible dates and locations for associated events;
- Identify and recruit potential sponsors and exhibitors for events;
- Promote events on radio and television (as needed), at community meetings (i.e. Chambers, professional associations, Rotary Clubs) and through the statewide network of HUB coordinators, social media, TFC website and newsletters.

Joe Harper 3-19-2018
Joe Harper Date
Director, Texas State SBDC

John S. Raff 4.6.18
John S. Raff Date
Interim Executive Director
Texas Facilities Commission

G.C. NRG
Dir. JS
D.E.D. DB



Funded in part through the State of Texas and a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities or limited English proficiency will be made if requested at least two weeks in advance. Contact the Texas State Small Business Development Center (512) 716-4800.

Helping Small Businesses Grow – One Business at a Time!
Texas State SBDC, University Blvd., Suite 265, Round Rock, TX 78665 • Tel: 512-716-4800