

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 assures the university gets credit for good faith efforts completed by prime contractor.

Who Are We How Can We Help

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Director's Corner



Dr. Linelle Clark

Dear Readers,

While 2020 was a roller coaster year, I want to highlight some of positives that occurred as the year closed out. First, it was my honor and surprise that the Greater Houston Business Procurement Forum bestowed me with the R.A. Wiltz Business Advocate of the Year Award. Second, being invited to make a presentation to the UH Board of Regents to not only share HUB outcome data---but to also share my vision moving forward to increase contracting opportunities for HUBs. Third, the 1st cohort of Construction Management Talent Pipeline Program class graduated. As we enter 2021 the HOD team will continue to work virtually with our continued commitment to continuous improvement by listening, learning and responding. To everyone, wishing you a Safe & Happy New Year.

Proposal Development & Short List Presentation “Unspoken Truths”

Proposal development can make a difference in your score. If you elect to use proposal template language readily, remember to change the name of the institution identified within the proposal. Proposal reviewers will and do notice when a proposal contains the name of the wrong institution; UH is not UT. This and other glaring mistakes in a proposal may result in reviewers questioning your attention to detail—and will that lack of attention to detail also apply to how your organization may manage the project?

Short-List Presentation—A few tips for short-list presentation considerations are:

- While you are in the virtual waiting room mute your mic if you don't want UH staff to hear your conversation.
- Bring the right people to the presentation and let them speak. UH staff want to hear from persons who will actually be directly performing/managing different aspects of the project work.
- Determine in advance whom on the team is the most knowledgeable about a specific topic and let them speak. One person dominating the conversation may be viewed as an inability to work as a team.

Did You Know ...

Don't Miss Out UH Colleges Priority Spending Areas

The HUB Operations team through meetings with College staff the following *priority spending areas:

- Chemicals
- Information Technology (Hardware/Software)
- Web Design
- Video Production
- Document Scanning
- Translation Services
- Medical Supplies & Equipment
- Photography
- Promotional Awards
- Catering Services (Box Lunches-Hot & Cold items)

* Note: this list is subject to change

Please establish a Vendor Profile in the UH HUB database www.uh.edu/hub (1) To be contacted directly by UH Colleges regarding informal solicitations (2) To be considered for an exhibitor slot at the UH 2021 HUB Vendor Fair/

Developing & Maintaining Your Vendor Profile—Important Reminder

Have all attachments (e.g., HUB Certificate) readily available to avoid being timed out of the system before completing the profile. Review information entered into the database to be certain company information like your telephone number, email and website link is correct. You can't be considered for contracting opportunities UH staff cannot not contact you.

Did You Know ...

Construction Management Talent Pipeline Program

The first cohort of The Construction Management Talent Pipeline Program designed to provide HUB subcontractors with knowledge to help them to be more competitive as prime contractors for construction work, including UH construction projects graduated December 4, 2020. Participant survey results were positive with 100% rating the course as excellent.

Don't Miss Out--- DPR Construction Targets HUBs for \$22M UH Hilton Hotel Renovation & Expansion Project

The \$22M project includes renovation of the existing UH college and construction of a new hotel tower with an adjoining skybridge. DPR hired HillDay Industries to implement HUB outreach, marketing, and a contract compliance plan to help DPR achieve the contract 21.1% HUB goal. HillDay designed, produced, and is implementing a suite of branded marketing collaterals and tools are available at www.hilldayindustries.com HillDay recently facilitated and produced detailed information about the 42 project bid packages. The video recording of the pre-bid meeting is available at [micro-website](#).

**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
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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. What questions would you like us to answer?

Send all feedback to swilli39@central.uh.edu