



February 17, 2016

TO: Texas A&M AgriLife HUB Contacts

SUBJECT: January YTD FY16 HUB Utilization & Senator Royce West Event, May 9-10, 2016

Please see attached monthly reports for January FY16 including year to date figures reports. Your detailed expenditures may be found in Laserfiche under AgriLife\5.0 Support Services Records\5.07 HUB\5.7.1 HUB Reports\5.7.1.1 Unit Reports.

Agency	Goal FY16	YTD	YTD for Previous Month
Extension	27.82%	20.58%	19.88%*
Research	12.9%	9.78%	9.00%*
TVMDL	17.43%	22.81%	21.78%*

\*totals including pcard

A major HUB event, The Government Procurement Connection Seminar and Expo with Senator Royce West's "Doing Business Texas Style Spot Bid Fair is scheduled for May 9-10 2016, Please provide purchasing bid opportunities as we are required to take bid opportunities to this event. The attached-Request for Quote form needs to be submitted to Lindsay Weber [Lrweber@ag.tamu.edu](mailto:Lrweber@ag.tamu.edu) by April 1, 2016. Provide as much details about the items as possible so the vendors can provide accurate quotes and to ensure you get what you want.

Should you have any questions, please contact Dee Ann Schneider, Director of Purchasing & HUB at 979-845-4771 or email [da-schneider@tamu.edu](mailto:da-schneider@tamu.edu) directly for questions regarding your HUB reports.