



The Senate of The State of Texas

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Dear Texas Agency:

The 2020 "Doing Business Texas Style" Spot Bid Fair is on the horizon and will be a Virtual Expo on August 3-5, 2020. I am extremely appreciative of the agencies and institutions of higher education that have participated in the Spot Bid Fair over the years, and I am especially impressed with their most recent efforts at the 2019 Spot Bid Fair where more than \$6.5 million was awarded in contracts for goods and services.

The Spot Bid Fair provides procurement opportunities for Historically Underutilized Businesses (HUBs) throughout Texas that supply the goods and services sought by your agency. The unique format of the Spot Bid Fair includes on-the-spot contract awards and live event-time announcements of potential bid winners.

This year our Spot Bid Fair event will be a 3-day virtual format co-hosted by DFW Supplier Development Council (DFW MSDC) and the Texas Statewide HUB Program. The Statewide HUB Annual Procurement Seminar and HUB Expo will begin with trainings the morning of August 3rd and continue with agency and university representative available for small group introduction meetings on August 4th. The DFW Annual ACCESS Conference will begin August 4 - 5, and our Doing Business Texas Style Spot Bid Fair will begin the afternoon of August 3rd and continue through August 5th. Educational seminars and networking with key procurement employees from public and private participants will be held in virtual meeting rooms. I am anxious to see a continued increase in the state agency and public institution participation of solicitations for HUBs to again participate with bid and new awards.

I ask that all state agencies and state institutions of higher education participate by providing spot bid opportunities that can be awarded at this event, and purchasers with the ability to make procurement awards.

The Spot Bid Fair planning committee and my office will be working hard to ensure that HUBs attend and are well prepared to bid on the opportunities your agency will have available. Within the coming weeks the planning committee will provide the agencies with an informational packet to assist them with preparing, registering and posting their bid opportunities to a dedicated website for the Spot Bid Fair.

Please ensure that a copy of this letter and the forthcoming informational packet is distributed to your agency's Chief Financial Officer, Purchasing Director, and HUB Coordinator. I greatly look forward to your agency participating and continuing to increase procurements with HUBs. If your agency is unable to participate, please provide a written explanation to my office no later than July 10, 2020.

Sincerely,

Royce West
State Senator
District 23