



The Senate of The State of Texas

SENATE COMMITTEES:

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Finance
Transportation

Senator Royce West
District 23

President Pro Tempore
2006

DISTRICT OFFICE:
5787 South Hampton Road
Suite 385
Dallas, Texas 75232
214/467-0123
Fax: 214/467-0080

CAPITOL OFFICE:
P.O. Box 12068
Austin, Texas 78711
512/463-0123
Fax: 512/463-0299
Dial 711 for Relay Calls

Dear Texas Agency:

The 2021 "Doing Business Texas Style" Spot Bid Fair is on the horizon and will be a Virtual Expo on May 24-26, 2021. 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 2020 Spot Bid Fair where more than \$3.5 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 we will take our event virtual and to a 3-day format. The Comptroller's Statewide HUB Program Annual Procurement Seminar will provide trainings the morning of May 24th and 25th. The DFW Annual ACCESS Conference is May 25th and 26th. Educational seminars, networking, and meeting of key procurement employees from public and private participants will all 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:

1. Spot Bid opportunities that can be awarded at this event, and
2. 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 its procurements with HUBs. If your agency is unable to participate, please provide a written explanation to my office no later than May 10, 2021.

Sincerely,

A handwritten signature in blue ink that reads "Royce West".

Royce West
State Senator
District 23