



## The Senate of The State of Texas

### SENATE COMMITTEES:

VICE CHAIR  
Higher Education

MEMBER  
Education  
Finance  
Transportation

**Senator Royce West**  
District 23

**President Pro Tempore**  
2006

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Dear Texas Agency:

The 2022 "Doing Business Texas Style" Spot Bid Fair is on the horizon and will be an in-person event on May 2-3, 2022. 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 2021 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 meet in Irving, Texas for a 2-day format. The Comptroller's Statewide HUB Program Annual Procurement Seminar will provide trainings the morning of May 2nd and the Agency Expo on the 2<sup>nd</sup> and 3<sup>rd</sup>. The DFW MSDC's Annual ACCESS Conference is May 2<sup>nd</sup> – 3<sup>rd</sup>. Educational seminars, networking, and meeting of key procurement employees from public and private participants will all be held on the Expo floor. 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 April 30, 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "Royce West".

Royce West  
State Senator  
District 23