**HUB Subcontracting Plan (HSP)**

Rev. 10/16

**QUICK CHECKLIST**

**While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.**

Arrow Bullet **If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Yes

Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

Arrow Bullet **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a *continuous contract*\* in place for more than five (5) years *meets or exceeds* the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.

Section 2 c. - No

Section 2 d. - Yes

Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

Arrow Bullet **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a *continuous contract*\* in place for more than five (5) years does not *meet or exceed* the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.

Section 2 c. - No

Section 2 d. - No

Section 4 - Affirmation

GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

Arrow Bullet **If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources**

(**i.e., employees, supplies, materials and/or equipment), complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.

Section 3 - Self Performing Justification

Section 4 - Affirmation

***\*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.***

**HUB Subcontracting Plan (HSP)**

Rev. 10/16

In accordance with Texas Gov’t Code §2161.252, the contracting agency has determined that subcontracting opportunities areprobable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

## NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov’t Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

* ***11.2 percent for heavy construction other than building contracts,***
* ***21.1 percent for all building construction, including general contractors and operative builders’ contracts,***
* ***32.9 percent for all special trade construction contracts,***
* ***23.7 percent for professional services contracts,***
* ***26.0 percent for all other services contracts, and***
* ***21.1 percent for commodities contracts.***

**- - Agency Special Instructions/Additional Requirements - ­**

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent’s subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent **does not** have a **continuous contract**\* in place for **more than five (5) years** shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

|  |  |  |
| --- | --- | --- |
|  | If you intend to submit a self -performing HUB Subcontracting Plan (HSP) DO NOT refer to specific page(s) of your proposal.  In SECTION 3 explain how your company will perform the entire contract with its own equipment, supplies, materials and employees.  Submit 2 copies of your HUB Plan to Shaun McGowan, Manager HUB & Small Business Program-1851 Crosspoint Ave. Houston, TX 77054 |  |

|  |  |
| --- | --- |
| **SECTION 1:** | **RESPONDENT AND REQUISITION INFORMATION** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **a.** | Respondent (Company) Name: | | |  | | | | | State of Texas VID #: | | | |  |
|  | Point of Contact: | |  | | | | | | Phone #: | |  | | |
|  | E-mail Address: | |  | | | | | | Fax #: |  | | | |
| **b.** | Is your company a State of Texas certified HUB? | | | |  | **- Yes** |  | **- No** |  | | | | |
| **c.** | Requisition #: |  | | | | | | | Bid Open Date: | | |  | |
|  |  |  | | | | | | |  | | | **(mm/dd/yyyy)** | |

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| --- | --- | --- | --- | --- |
| **Enter your company’s name here:** |  |  | **Requisition #:** | Rev. 10/16 |
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| **SECTION 2:** | **RESPONDENT’s SUBCONTRACTING INTENTIONS** |

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods and services**. Note: In accordance with 34 TAC §20.11, a “Subcontractor” means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

1. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

|  |  |
| --- | --- |
|  | **- *Yes***, I will be subcontracting portions of the contract. (If ***Yes***, complete Item b of this SECTION and continue to Item c of this SECTION.) |
|  | **- *No***, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources,including employees, goods and services. (If ***No***, continue to SECTION 3 and SECTION 4.) |

1. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item #** | **Subcontracting Opportunity Description** | **HUBs** | | | | **Non-HUBs** | |
| **Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract\* in place for more than five (5) years.** | | **Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract\* in place for more than five ( 5 ) years.** | | **Percentage of the contract expected to be subcontracted to non-HUBs.** | |
| 1 |  |  | % |  | % |  | % |
| 2 |  |  | % |  | % |  | % |
| 3 |  |  | % |  | % |  | % |
| 4 |  |  | % |  | % |  | % |
| 5 |  |  | % |  | % |  | % |
| 6 |  |  | % |  | % |  | % |
| 7 |  |  | % |  | % |  | % |
| 8 |  |  | % |  | % |  | % |
| 9 |  |  | % |  | % |  | % |
| 10 |  |  | % |  | % |  | % |
| 11 |  |  | % |  | % |  | % |
| 12 |  |  | % |  | % |  | % |
| 13 |  |  | % |  | % |  | % |
| 14 |  |  | % |  | % |  | % |
| 15 |  |  | % |  | % |  | % |
| **Aggregate percentages of the contract expected to be subcontracted:** | |  | **%** |  | **%** |  | **%** |

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>).

1. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

|  |  |
| --- | --- |
|  | **- *Yes*** (If ***Yes***, continue to SECTION 4 and complete an “HSP Good Faith Effort - Method A (Attachment A)” for **each** of the subcontracting opportunities you listed.) |
|  | * + ***No*** (If ***No***, continue to Item d, of this SECTION.) |

1. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified HUBs** with which you **do not** have a **continuous contract**\* in place with for **more than five (5) years**, **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the “**Agency Special Instructions/Additional Requirements.**”

|  |  |
| --- | --- |
|  | **- *Yes*** (If ***Yes***, continue to SECTION 4 and complete an “HSP Good Faith Effort - Method A (Attachment A)” for **each** of the subcontracting opportunities you listed.) |
|  | * + ***No*** (If ***No***, continue to SECTION 4 andcomplete an “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed.) |

2

***\*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.***

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| --- | --- | --- | --- | --- |
| **Enter your company’s name here:** |  |  | **Requisition #:** | Rev. 10/16 |
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| **SECTION 2:** | **RESPONDENT's SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)** |

**This page can be used as a continuation sheet to the HSP Form’s page 2, Section 2, Item b.** Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item #** | **Subcontracting Opportunity Description** | **HUBs** | | | | **Non-HUBs** | |
| **Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract\* in place for more than five (5) years.** | | **Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract\* in place for more than five ( 5 ) years.** | | **Percentage of the contract expected to be subcontracted to non-HUBs.** | |
| 16 |  |  | % |  | % |  | % |
| 17 |  |  | % |  | % |  | % |
| 18 |  |  | % |  | % |  | % |
| 19 |  |  | % |  | % |  | % |
| 20 |  |  | % |  | % |  | % |
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| 25 |  |  | % |  | % |  | % |
| 26 |  |  | % |  | % |  | % |
| 27 |  |  | % |  | % |  | % |
| 28 |  |  | % |  | % |  | % |
| 29 |  |  | % |  | % |  | % |
| 30 |  |  | % |  | % |  | % |
| 31 |  |  | % |  | % |  | % |
| 32 |  |  | % |  | % |  | % |
| 33 |  |  | % |  | % |  | % |
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| 36 |  |  | % |  | % |  | % |
| 37 |  |  | % |  | % |  | % |
| 38 |  |  | % |  | % |  | % |
| 39 |  |  | % |  | % |  | % |
| 40 |  |  | % |  | % |  | % |
| 41 |  |  | % |  | % |  | % |
| 42 |  |  | % |  | % |  | % |
| 43 |  |  | % |  | % |  | % |
| 44 |  |  | % |  | % |  | % |
| 45 |  |  | % |  | % |  | % |
| **Aggregate percentages of the contract expected to be subcontracted:** | |  | **%** |  | **%** |  | **%** |

***\*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.***

HSP – SECTION 2

(Continuation Sheet)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enter your company’s name here:** |  |  | **Requisition #:** | Rev. 10/16 |
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| **SECTION 3:** | **SELF PERFORMING JUSTIFICATION (If you responded “No**” **to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)** |

If you responded “No” to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

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| **SECTION 4:** | **AFFIRMATION** |

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

* The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of

the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than ten (10) working days after the contract is awarded.

* The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>[).](http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls)
* The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency’s prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
* The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company’s headquarters and/or work-site where services

are being performed and must provide documentation regarding staffing and other resources.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Signature** |  | **Printed Name** |  | **Title** |  | **Date (mm/dd/yyyy)** |

**Reminder:**

 If you responded “**Yes**” to **SECTION 2, Items c or d**, you must complete an “HSP Good Faith Effort - Method A (Attachment A)” for **each** of the subcontracting opportunities you listed in SECTION 2, Item b.

 If you responded “**No**” **SECTION 2, Items c and d,** you must complete an “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in SECTION 2, Item b.

3

# HSP Good Faith Effort - Method A (Attachment A)

Rev. 10/16

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| --- | --- | --- | --- | --- |
| **Enter your company’s name here:** |  |  | **Requisition #:** |  |
|  |  |  |  |  |

***IMPORTANT*:** If you responded “***Yes***” to **SECTION 2, Items c** or **d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method A (Attachment A)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>.

|  |  |
| --- | --- |
| **SECTION A-1:** | **SUBCONTRACTING OPPORTUNITY** |

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Number**: |  |  | **Description:** |  |

|  |  |
| --- | --- |
| **SECTION A-2:** | **SUBCONTRACTOR SELECTION** |

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in **SECTION A-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification, the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. HUB status code “**A**” signifies that the company is a Texas certified HUB.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | **Texas certified HUB** | | | | **Texas VID or federal EIN**  **Do not enter Social Security Numbers.  If you do not know their VID / EIN,**  **leave their VID / EIN field blank.** | **Approximate**  **Dollar Amount** | | **Expected Percentage of Contract** | |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than ten (10) working days after the contract is awarded.

Page 1 of 1

(Attachment A)

# HSP Good Faith Effort - Method B (Attachment B)

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| --- | --- | --- | --- | --- |
| **Enter your company’s name here:** |  |  | **Requisition #:** |  |
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***IMPORTANT*:** If you responded “***No***” to **SECTION 2, Items c** and **d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at [https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf.](http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf)

|  |  |
| --- | --- |
| **SECTION B-1:** | **SUBCONTRACTING OPPORTUNITY** |

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Number**: |  |  | **Description:** |  |

|  |  |
| --- | --- |
| **SECTION B-2:** | **MENTOR PROTÉGÉ PROGRAM** |

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

|  |  |
| --- | --- |
|  | **- Yes** (If ***Yes***, continue to SECTION B-4.) |
|  | **- No / Not Applicable** (If ***No*** or ***Not Applicable***, continue to SECTION B-3 and SECTION B-4.) |

|  |  |
| --- | --- |
| **SECTION B-3:** | **NOTIFICATION OF SUBCONTRACTING OPPORTUNITY** |

When completing this section you MUST comply with items **a**, **b**, **c** and **d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

1. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at [http://mycpa.cpa.](http://mycpa.cpa/)[state.tx.us/tpasscmblsearch/index.jsp. HUB Status](http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp) code “**A**” signifies that the company is a Texas certified HUB.
2. List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company’s Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | **Texas VID**  **(Do not enter Social Security Numbers.)** | **Date Notice Sent**  **(mm/dd/yyyy)** | **Did the HUB Respond?** | | | |
|  |  |  |  | **- Yes** |  | **- No** |
|  |  |  |  | **- Yes** |  | **- No** |
|  |  |  |  | **- Yes** |  | **- No** |

1. Provide written notif*i*cation of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.
2. List **two (2) trade organizations or development centers** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trade Organizations or Development Centers** | **Date Notice Sent**  **(mm/dd/yyyy)** | **Was the Notice Accepted?** | | | |
|  |  |  | **- Yes** |  | **- No** |
|  |  |  | **- Yes** |  | **- No** |

Page 1 of 2

(Attachment B)

# HSP Good Faith Effort - Method B (Attachment B) Cont.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enter your company’s name here:** |  |  | **Requisition #:** |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **SECTION B-4:** | **SUBCONTRACTOR SELECTION** |

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b,** of the completed HSP form for which you are completing the attachment.

* 1. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Number**: |  |  | **Description:** |  |

* 1. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification, the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status ensure that you use the State of Texas’

Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located <http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. HUB status code “**A**” signifies that the company is a Texas certified HUB.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | **Texas certified HUB** | | | | **Texas VID or federal EIN**  **Do not enter Social Security Numbers.  If you do not know their VID / EIN,**  **leave their VID / EIN field blank.** | **Approximate**  **Dollar Amount** | | **Expected Percentage of Contract** | |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |
|  |  | **- Yes** |  | **- No** |  | **$** |  |  | **%** |

* 1. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is **not** a Texas certified HUB, provide **written** justification for your selection process (attach additional page if necessary):

|  |  |  |
| --- | --- | --- |
|  |  |  |

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than ten (10) working days after the contract is awarded.

Page 2 of 2

(Attachment B)



**HUB Subcontracting Opportunity Notification Form**

Rev. 10/16

In accordance with Texas Gov’t Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of $100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in **Section B** has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in **Section C, Item 2**, reply no later than the date and time identified in **Section C, Item 1**. Submit your response to the point-of-contact referenced in **Section A**.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION A:** | | **PRIME CONTRACTOR’S INFORMATION** | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Company Name:** | | |  | | | |  | **State of Texas VID #:** | |  | | | |
| **Point-of-Contact:** | | |  | | | |  | **Phone #:** | |  | | | |
| **E-mail Address:** | | |  | | | |  | **Fax #:** | |  | | | |
|  | | | | | | | | | | | | | |
| **SECTION B:** | | **CONTRACTING STATE AGENCY AND REQUISITION INFORMATION** | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Agency Name:** | | |  | | | |  | | | | | | |
| **Point-of-Contact:** | | |  | | | |  | **Phone #:** | |  | | | |
| **Requisition #:** | | |  | | | |  | **Bid Open Date:** | |  | | | |
|  | | |  | | | |  |  | | **(mm/dd/yyyy)** | | | |
|  | | | | | | | | | | | | | |
| **SECTION C:** | | **SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION** | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **1. Potential Subcontractor’s Bid Response Due Date:** | | | | | | | | | | | | | |
| **If you would like for our company to consider your company’s bid for the subcontracting opportunity identified below in Item 2,** | | | | | | | | | | | | | |
| **we must receive your bid response no later than** | | | |  | **on** |  | | | **.** | | | | |
|  | | | | **Central Time** |  | **Date (mm/dd/yyyy)** | | |  | | | | |
|  | | | | | | | | | | | | | |
|  | *In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).*  *(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.)* | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
| **2. Subcontracting Opportunity Scope of Work:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **3. Required Qualifications:** | | | | | | | | | | |  | - **Not Applicable** | |
|  | | | | | | | | | | | | | |
| **4. Bonding/Insurance Requirements:** | | | | | | | | | | |  | - **Not Applicable** | |
|  | | | | | | | | | | | | | |
| **5. Location to review plans/specifications:** | | | | | | | | | | |  | - **Not Applicable** | |
|  | | | | | | | | | | | | | |

**RFP 744-R2015 UTHealth Neurosciences Campaign ( EMAIL A DRAFT OF YOUR HUB PLAN ASAP)**

**HUB subcontracting opportunities: Various Scopes**

**UTHealth HUB Subcontracting Plan Checklist**

**Determination of Good Faith Efforts when subcontracting:**

* **HUB goal for this project 26% (Other Services Contracts)**
* Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.
* Give notification in writing to all potential bidders –Notification Form is included in the HSP package. Use of this form is highly recommended.
* You must allow the HUBs at least seven (7) *working* days to respond to the notice prior to your submitting your response to the contracting agency. (does not include the day notice was sent)
* Notify a minimum of two (2) minority or women trade organizations or development centers of subcontracting opportunities (see list attached to Rider 104 HUB Plan for contact information). Complete Section B-3 (d) of Option 3 Attachment B.
* Give notification to at least 3 HUBs for each trade/scope identified for the project.
* Provide written justification of the selection process if a HUB is not selected. Complete Section B-4 (b) of Option 3 Attachment B.
* Encourage participating non-certified minority or woman owned businesses to apply for State certification.
* Provide supporting documentation of all good faith efforts. Failure to produce required documentation may result in rejection of your HUB Plan and subsequently your proposal.

1. The person completing the forms needs to contact me so that I can walk them through the process.
2. This contract is anticipated to exceed $100,000 and it has been determined that HUB subcontracting opportunities exist.
3. All bidders must submit a HUB Subcontracting Plan regardless of whether you are a certified Texas HUB or not.
4. You may choose to subcontract or self perform. You have 4 GFE options for subcontracting/ self performing. HSP Check List is on **Page 6**.
5. If you choose to self perform, you will be required to provide a detailed Self Performance Justification as to how your company will perform the entire contract with its own equipment, supplies, materials and employees in **SECTION 3 of the HUB Subcontracting Plan.**
6. **When subcontracting you must contact three (3) or more certified HUB subcontractors** from the State of Texas Centralized Master Bidders List (CMBL) for each subcontracting opportunity.

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>

1. You will need to provide the subcontractors with written notification to include the scope of work, information regarding the location to review applicable plans and specifications, bonding and insurance requirements and identify a contact person. Utilize the HUB Subcontracting Opportunity Notification Form **Page 21** of the HSP Documents.
2. You must allow the HUB subcontractors no less than seven (7) working days from the receipt of their notice to respond.
3. You must also list the subcontracting opportunity with a minority and woman trade organizations or development centers no less than seven (7) working days prior to your submission of your HUB Subcontracting Plan for this bid.
4. You are required to submit all supporting documentation (HUB Subcontracting Opportunity Notification Form(s), letters, phone logs, fax transmittals, emails, etc.) demonstrating evidence of good faith effort performed in contacting subcontractors and listings.
5. You are required to submit on your company letterhead your Statement of Understanding pertaining to either self-performance or subcontracting.
6. Your HUB Subcontracting Plan is due **Tuesday, May 5, 2020 at 2:00 p.m. CST** and the HUB Manager can review your plan for accuracy up until 24 hours prior to submission deadline of the plan.

**13. If your HUB Subcontracting Plan does not meet the State of Texas guidelines the associated bid proposal cannot be opened and will be returned to you unopened.**

1. Two copies of your HUB Subcontracting Plan are required in a **separate envelope** from the bid proposal.
2. For answers to frequently asked questions regarding the HUB Subcontracting Plan, please visit our HUB webpage at <http://www.uthouston.edu/buy/hub.htm>

**Contact Information:**

Shaun A. McGowan

Manager, HUB and Small Business Program

Email: shaun.a.mcgowan@uth.tmc.edu

Phone: 713-500-4862

Fax: 713-500-4710