



## Texas A&M University

# HUB Subcontracting Plan (HSP) Help Guide

First, determine what HSP option will best fit the commodity, project and/or service requirements. Below are the four HSP options.

- **Option 1 – 100% HUB Participation.** The respondent will use only HUB subcontractors for the project. *(Section 2: c. Yes– Use Method A Attachment)*
- **Option 2 –** The respondent **WILL MEET/EXCEED the HUB subcontracting goals** as identified in the Agency Special Instructions or within the solicitation document. *(Section 2: d. Yes – Use Method A Attachment)*
- **Option 3 –** The respondent **WILL NOT meet the HUB subcontracting goals** as identified in the Agency Special Instructions or within the solicitation document. *(Section 2: d. No – Use Method B Attachment)*
- **Option 4 – Self Perform** –The respondent will NOT be subcontracting any portion of the contract and will utilize its own resources in completing the project. **Provide a narrative on how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.** *(Section 2: a. No – Fill in Section 3)*

### DETERMINATION OF GOOD FAITH EFFORT FOR METHOD B:

- Give proper notification in writing to all potential bidders. A Notification form is included in HSP package – you are not required to use this form, but it is highly recommended.
- You must allow the HUBs **7 complete business days** to respond. The day you send out the notification does not count, bid due date does not count, weekends do not count, and government holidays do not count.
- Notify in writing at least 3 HUB vendors per opportunity. You must provide this documentation with your HSP package when you turn in your bid. HUB vendors can become ineligible at any time so make sure they are an active State of Texas HUB member on the CMBL website: <https://mycpa.cpa.state.tx.us/tpasscmbsearch/>. It does not hurt to send to more than 3 HUB vendors just in case.
- Notify at least 2 trade organizations/development centers of subcontracting opportunities and provide documentation. You must also give them **7 complete business days**.
- Provide written justification of the selection process if a HUB vendor was not selected.

### POSSIBLE CAUSES FOR REJECTION:

- Failure to provide 7 complete business days' notice to at least 3 HUB vendors per opportunity AND provide supporting documentation.
- Failure to notify at least 2 trade organizations/development centers AND provide supporting documentation.
- Failure to sign Section 4.
- Failure to turn in a HUB Subcontracting Plan.

### CONTACT INFORMATION:

- HUB Coordinator – Cindy Gillar – [c-gillar@tamu.edu](mailto:c-gillar@tamu.edu) – 979-845-9010
- Assistant HUB Coordinator – Shawna Kennedy– [shawna.kennedy@tamu.edu](mailto:shawna.kennedy@tamu.edu) – 979-845-3425



## Texas A&M University HUB Subcontracting Plan Help Guide

### Method A

If you are using Method A this means that you are **only subcontracting to HUB vendors**, or you meet or **exceed the HUB goals** listed on page 1 above Section 1. You will specify which of these apply to you in Section 2.

#### Section 1:

- Fill in the basic contact information
- Select if your company is a State of Texas certified HUB
- Enter the Requisition # which can be the Bid Number or Project Number then enter Bid Opening Date

#### Section 2:

- A. Select YES that you will be subcontracting.
- B. List the subcontracting opportunity description and fill in the percentages
- C. Select YES if you will have **100% HUB Participation**. The respondent will use only HUB subcontractors for the project.
  - o If not, Select NO and move on to D.
- D. Select YES if you **WILL MEET or Exceed the HUB subcontracting goals** as identified on Page 1 above Section 1. **MAKE SURE THE HUB VENDORS ARE STILL IN GOOD STANDING ON THE CMBL WEBSITE:**  
<https://mycpa.cpa.state.tx.us/tpasscdblsearch/>

#### Section 4:

- Sign, Print Name, Title, & Date

Attachment A: Section A-1 & A-2: You will need to make a copy of this page and fill it out for each opportunity listed on Section 2 B.

- List Item Number and Description of Subcontracting Opportunity from Section 2 B.
- List the selected subcontractor for this opportunity and include if they are HUB, Vendor ID, Approximate Dollar Amount, & Percentage.



## Texas A&M University HUB Subcontracting Plan Help Guide

### *Method B*

If you are using Method B this means that you **WILL NOT meet the HUB subcontracting goals** as identified on Page 1 above Section 1, and you must provide documentation of a “good faith effort”.

#### Section 1:

- Fill in the basic contact information
- Select if your company is a State of Texas certified HUB
- Enter the Requisition #, Bid Number or Project Number then enter Bid Opening Date

#### Section 2:

- A. Select YES that you will be subcontracting.
- B. List the subcontracting opportunity description and fill in the percentages
- C. Select No that you will not use 100% HUB Participation.
- D. Select NO that you **WILL NOT meet the HUB subcontracting goals** as identified on Page 1 above Section 1.

#### Section 4:

- Sign, Print Name, Title, & Date

Attachment B: You will need to make copies of both of these pages and fill them out for each opportunity listed on Section 2 b.

#### Section B-2:

- Select if you are part of Mentor Protégé Program



Section B-3:

- List 3 companies you submitted the bid opportunities to and include their Vendor ID, Date Sent, and if they responded.
  - o You will need to include backup documentation for all notifications sent to HUB vendors. (i.e. an email sent to vendors) Documentation will need to show date sent, email address and date you requested solicitation back.
  - o You must allow the HUBs **7 complete business days** to respond. The day you send out the notification does not count, bid due date does not count, weekends do not count, and government holidays do not count.
  - o It is also a good idea to notify more than just 3 HUB subcontractors. HUB vendors may become inactive at any time. If, for whatever reason, they are not HUB at the time you sent out the notification we will be unable to count them as a HUB vendor – this may lead to a rejection of bid if you have not notified any other HUB vendors for that opportunity.
  
- List two trade organizations/development centers you sent the solicitation to and include backup documentation of your solicitation. Documentation will need to show date sent, email address and date you requested solicitation back.
  - o You may only want to notify 2 trade organizations/development centers for every opportunity or notify different trade organizations/development centers for each opportunity. This is your choice, but you must notify at least 2 trade organizations/development centers.
  - o You must allow the trade organizations/development centers **7 complete business days** to respond. The day you send out the notification does not count, bid due date does not count, weekends do not count, and government holidays do not count.

Section B-4:

- List the Item Number and opportunity as the Description
- List the selected vendor(s) (enter Full Name) for that opportunity, and include if they are HUB, Vendor ID, Approximate Dollar Amount, and Percentage of Contract
  - o **Make sure to enter the Vendor ID. Sometimes we come across vendors that have been selected that are actually HUB when we look up the Vendor ID.**
- If this vendor is not a HUB please explain why you chose not to use a HUB vendor.



**HUB Subcontracting Opportunity Notification Form**

You may use this form to send out notification of opportunity to HUB vendors. You are not required to use this form and may use whatever form of written documentation you would like, but you must provide documentation of a notification sent to HUB vendors including what HUB vendors were notified.

Section A: Fill in your company and contact information

Section B: Fill in SSC's/Procurement Services information and project information

Section C: Fill in time you want vendors to respond by, scope of work, qualifications, bonding/insurance requirements, and plans/specs. If any of these are not applicable please just check the box for "Not Applicable"



## Texas A&M University HUB Subcontracting Plan Help Guide

### *Self-Performing*

Only use this method if you **will NOT be subcontracting** any portion of the contract and will utilize your company's own resources in completing the project. You will need to provide an explanation in Section 3.

#### Section 1:

- Fill in the basic contact information
- Select if your company is a State of Texas certified HUB
- Enter the Requisition #, Bid Number or Project Number then enter Bid Opening Date

#### Section 2:

- A. Select NO that you **WILL NOT** be subcontracting.

#### Section 3:

- Explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

#### Section 4:

- Sign, Print Name, Title, & Date



# HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable 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) §20.284 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 §20.285(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.*

**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)

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**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 will be subcontracted**. Note: In accordance with 34 TAC §20.282, 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.

a. 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.)

b. 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 <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> . | Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> . | 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                                                                         |                                        | %                                                                                                                                                                              | %                                                                                                                                                                | %                                                                    |
| <b>Aggregate percentages of the contract expected to be subcontracted:</b> |                                        | %                                                                                                                                                                              | %                                                                                                                                                                | %                                                                    |

(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>.)

c. 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.)

d. 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 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

**\*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.



Enter your company's name here: \_\_\_\_\_

Requisition #: \_\_\_\_\_

**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                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 21                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 22                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 23                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 24                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 25                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 26                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 27                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 28                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 29                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 30                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 31                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 32                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 33                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 34                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 35                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 36                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 37                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 38                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 39                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 40                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 41                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 42                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 43                                                                  |                                        | %                                                                                                                                                        | %                                                                                                                                                 | %                                                                    |
| 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.

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**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.

**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>).
- 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<br>(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.

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

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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 form at <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 Number (EIN), 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/tpasscmbllsearch/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<br><small>Do not enter Social Security Numbers.<br/>If you do not know their VID / EIN, leave their VID / EIN field blank.</small> | Approximate Dollar Amount | Expected Percentage of Contract |
|--------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------|
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                             | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - 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.

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

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|                                       |                      |
|---------------------------------------|----------------------|
| Enter your company's name here: _____ | Requisition #: _____ |
|---------------------------------------|----------------------|

**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>.

## 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.

- a. 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 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/tpasscmbldsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.
- b. List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (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<br><small>(Do not enter Social Security Numbers.)</small> | Date Notice Sent<br><small>(mm/dd/yyyy)</small> | Did the HUB Respond?                                         |
|--------------|---------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------|
|              |                                                                     |                                                 | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |
|              |                                                                     |                                                 | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |
|              |                                                                     |                                                 | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |

- c. Provide written notification 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>.
- d. 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<br><small>(mm/dd/yyyy)</small> | Was the Notice Accepted?                                     |
|--------------------------------------------|-------------------------------------------------|--------------------------------------------------------------|
|                                            |                                                 | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |
|                                            |                                                 | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |

# 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.

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

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), 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/tpasscmbsearch/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<br><small>Do not enter Social Security Numbers.<br/>If you do not know their VID / EIN,<br/>leave their VID / EIN field blank.</small> | Approximate Dollar Amount | Expected Percentage of Contract |
|--------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------|
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |
|              | <input type="checkbox"/> - Yes <input type="checkbox"/> - No |                                                                                                                                                                 | \$                        | %                               |

c. 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.



# HUB Subcontracting Opportunity Notification Form

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, §20.285 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 §20.282(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: \_\_\_\_\_  
 Point-of-Contact: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

State of Texas VID #: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

### SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: \_\_\_\_\_  
 Point-of-Contact: \_\_\_\_\_  
 Requisition #: \_\_\_\_\_

Phone #: \_\_\_\_\_  
 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 §20.285, 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, §20.282(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