

THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION  
May, 2009

## **EXHIBIT H**

# **POLICY ON UTILIZATION HISTORICALLY UNDERUTILIZED BUSINESSES**

## **BUILDING CONSTRUCTION**



**The University of Texas System  
Office of HUB Development  
Policy on Utilization of Historically Underutilized Businesses (HUBs)**

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**The University of Texas System  
Office of HUB Development**

<b>POLICY ON UTILIZATION OF HISTORICALLY UNDERUTILIZED BUSINESSES (HUBs)</b>
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**Introduction**

In accordance with the Texas Government Code, Sections 2161.181-182 and Title 34, Section 20.11 of the Texas Administrative Code (TAC), The Board of Regents of the University of Texas System, acting through the Office of HUB Development shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction services, including professional and consulting services; and commodities contracts. The HUB Rules promulgated by the Texas Comptroller of Public Accounts (the “Texas Comptroller”), set forth in 34 TAC Sections 20.11-20.28, encourage the use of HUBs by implementing these policies through race-, ethnic- and gender-neutral means.

The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the following goals as specified in the State of Texas Disparity Study:

- **11.9% for heavy construction other than building contracts;**
- **26.1% for all building construction, including general contractors and operative builders contracts;**
- **57.2% for all special trade construction contracts;**
- **20% for professional services contracts**
- **33% for all other services contracts, and**
- **12.6% for commodities contracts.**

The University of Texas System shall make a good faith effort to meet or exceed these goals to assist HUBs in receiving a portion of the total contract value of all contracts that U. T. System expects to award in a fiscal year. The University of Texas System may achieve the annual program goals by contracting directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F.

**SUMMARY OF REQUIREMENTS**  
**Historically Underutilized Business (HUBs) Subcontracting Plan**

It is the policy of The University of Texas System and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUBs) in all contracts. Accordingly, The University of Texas System has adopted “**EXHIBIT H, Policy on Utilization of Historically Underutilized Businesses**”. The Policy applies to all contracts with an expected value of \$100,000 or more. The Board of Regents of The University of Texas System is the contracting authority.

1. In all contracts for professional services, contracting services, and/or commodities with an expected value of \$100,000 or more, The University of Texas System (“U. T. System” or the “University”) will indicate in the purchase solicitation (e.g. RFQ, RFP, or CSP) whether or not U. T. System has determined that subcontracting opportunities are probable in connection with the contract. A HUB Subcontracting Plan is a required element of the architect, contractor or vendor Response to the purchase solicitation. The HUB Subcontracting Plan shall be developed and administered in accordance with the Policy. **Failure to submit a required HUB Subcontracting Plan will result in rejection of the Response.**
2. If subcontracting opportunities are probable, U. T. System will declare such probability in its invitations for bids, requests for proposals, or other purchase solicitation documents, and shall require submission of the appropriate HUB Subcontracting Plan with the Response.
  - a. When subcontracting opportunities are probable, and the Respondent proposes to subcontract any part of the work, the Respondent shall submit a **HUB Subcontracting Plan as prescribed by the Texas Comptroller** identifying subcontractors **[[34 TAC §20.14 (d) (1)(A)(B)(C)(D) (2) (A)(B)(C)(D)(E)(3)(A)(B)]**.
  - b. When subcontracting opportunities are probable, but the Respondent can perform such opportunities with its employees and resources, the Respondent’s HUB Subcontracting Plan shall include **the Self Performance HUB Subcontracting Plan, Section 9 – Self Performance Justification as the HUB Subcontracting Plan (HSP)**. **[34 TAC §20.14 (d)(4)(A)(B)(C)(D)]**
3. If subcontracting opportunities are not probable, U. T. System will declare such probability in its invitations for bids, requests for proposals, or other purchase solicitation documents and shall require submission of the appropriate HUB Subcontracting Plan with the Response.
  - a. When subcontracting opportunities are not probable, and the Respondent proposes to perform all of the work with its employees and resources, the Respondent shall submit a HUB Subcontracting Plan that includes **the Self Performance HUB Subcontracting Plan, Section 9 – Self Performance Justification as the HUB Subcontracting Plan (HSP)**.
  - b. When subcontracting opportunities are not probable, but the Respondent proposes to subcontract any part of the work, the Respondent shall submit a **HUB Subcontracting Plan as prescribed by the Texas Comptroller** identifying subcontractors.
4. Respondents shall follow, but are not limited to, procedures listed in the Policy when developing a HUB Subcontracting Plan.
5. **Competitive Sealed Proposals (CSPs)** Respondents shall submit a HUB Subcontracting Plan (packaged separately) twenty-four (24) hours following the Response submission date and time or as prescribed by the project manager.
6. In making a determination whether a good faith effort has been made in the development of the required HUB Subcontracting Plan, U. T. System shall follow the procedures listed in the Policy. If accepted by the University, the HUB Subcontracting Plan shall become a provision of the Respondent's contract with the University of Texas System. **Revisions necessary to clarify and enhance information submitted in the original HUB subcontracting plan may be made in an effort to determine good faith effort.** Any revisions after the submission of the HUB Subcontracting Plan shall be approved by the HUB Coordinator.

7. **D/B and CM @ Risk Responses:** Respondents to a “design build” or “construction manager-at-risk” purchase solicitation shall include the Letter of HUB Commitment in their Response attesting that the Respondent has read and understands the Policy on Historically Underutilized Businesses (HUBs), and a HUB Subcontracting Plan for all preconstruction and construction services includes **HUB Subcontracting Plan as prescribed by the Texas Comptroller specific to construction services identifying first, second and third tier subcontractors.** Respondents proposing to perform Part I services with their own resources and employees shall submit, as part of their HSP, **the Self Performance Justification.**
8. **D/B and CM @ Risk HUB Contract Requirements:** Contractors engaged under design-build and construction manager-at-risk contracts shall submit a HUB Subcontracting Plan for all Construction Phase Services, and, must further comply with the requirements of this Policy by developing and submitting a HUB Subcontracting Plan for each bid package issued in buying out the guaranteed maximum or lump sum price of the Project. The HUB Subcontracting Plans shall identify first, second and third tier subcontractors.
9. The University of Texas System shall reject any Response that does not include a fully completed HUB Subcontracting Plan, as required. **An incomplete HUB Subcontracting Plan is considered a material failure to comply with the solicitation for proposals.**
10. Changes to the HUB Subcontracting Plan. Once a Respondent’s HUB Subcontracting Plan is accepted by U. T. System and becomes a provision of the contract between Respondent and U. T. System, the Respondent can only change that HUB Subcontracting Plan if (a) the Respondent complies with 34 TAC Section 20.14; (b) the Respondent provides its proposed changes to U. T. System for review; (c) U. T. System (including U. T. System’s HUB Coordinator) approves Respondent’s proposed changes to its HUB Subcontracting Plan; and (d) U. T. System and the Respondent amend their contract (via a writing signed by authorized officials of both parties) in order to replace the contract’s existing HUB Subcontracting Plan with a revised HUB Subcontracting Plan containing the changes approved by U. T. System.
11. Expansion of Work. If, after entering into a contract with a Respondent as a result of a purchase solicitation subject to the Policy, U. T. System wishes to expand the scope of work that the Respondent will perform under that contract through a change order or any other contract amendment (the “Additional Work”), U. T. System will determine if the Additional Work contains probable subcontracting opportunities not identified in the initial purchase solicitation for that contract. If U. T. System determines that probable subcontracting opportunities exist for the Additional Work, then the Respondent must submit to U. T. System an amended HUB Subcontracting Plan covering those opportunities that complies with the provisions of 34 TAC Section 20.14. Such an amended HUB Subcontracting Plan must be approved by U. T. System (including U. T. System’s HUB Coordinator) before (a) the contract may be amended by U. T. System and the Respondent to include the Additional Work and the amended HUB Subcontracting Plan and (b) the Respondent performs the Additional Work. If a Respondent subcontracts any of the additional subcontracting opportunities identified by U. T. System for any Additional Work (i) without complying with 34 TAC Section 20.14 or (ii) before U. T. System and that Respondent amend their contract to include a revised HUB Subcontracting Plan that authorizes such subcontracting, then the Respondent will be deemed to be in breach of its contract with U. T. System. As a result of such breach, U. T. System will be entitled to terminate its contract with the Respondent, and the Respondent will be subject to any remedial actions provided by Texas law, including those set forth in Chapter 2161, Texas Government Code, and 34 TAC Section 20.14. University may report a Respondent’s nonperformance under a contract between that Respondent and U. T. System to the Texas Comptroller in accordance with 34 TAC Sections 20.101 through 20.108.
12. A Response may state that the Respondent intends to perform all the subcontracting opportunities with its own employees and resources in accordance with the Policy. However, if such a Respondent enters into a contract with U. T. System as a result of such a Response but later desires to subcontract any part of the work set forth in that contract, before the Respondent subcontracts such work it must first change its HUB Subcontracting Plan in accordance with the provisions of Section 10 above .

13. The University of Texas System shall require a professional services firm, contractor or vendor to whom a contract has been awarded to report the identity and the amount paid to its subcontractors on a monthly basis using a **HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR)** as a condition for payment.
14. If the University of Texas System determines that the successful Respondent failed to implement an approved HUB Subcontracting Plan in good faith, U. T. System, in addition to any other remedies, may report nonperformance to the Texas Comptroller in accordance with 34 TAC, Section 20.14, (d) (13) related remedies of nonperformance to professional services firms, contractor, and vender implementation of the HUB Subcontracting Plan.
15. In the event of any conflict between this “Summary of Requirements” and the remainder of the HUB Policy, the remainder of the HUB Policy will control.
16. These requirements, including the attachments referred to above, may be downloaded over the Internet from <http://www.utsystem.edu>. For additional information contact Lynda Dyess, Director for HUB Programs, The University of Texas System Administration, 512/499-4724.

**Building Construction HSP  
Summary of Attachments Required from Respondents**

	<b>Letter of Transmittal Page 8</b>	<b>Letter of HUB Commitment Page 9</b>	<b>HUB Subcontracting Plan (HSP) Pages 10-12</b>	<b>Progress Assessment Report (PAR) Page 13</b>
<b>1. UT SYSTEM DETERMINES THAT SUBCONTRACTING OPPORTUNITIES ARE PROBABLE.</b>				
<b>1. A. Competitive Sealed Proposal (CSP) Respondent Proposes Subconsultants:</b> Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are probable</u> .	<b>X</b>		<b>X</b>	
<b>1. B. Competitive Sealed Proposal (CSP) Respondent Proposes Self-Performance:</b> Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are probable</u> , but the Respondent can perform such opportunities with its employees and resources.	<b>X</b>		<b>X</b>	
<b>2. UT SYSTEM DETERMINES THAT SUBCONTRACTING OPPORTUNITIES ARE NOT PROBABLE.</b>				
<b>2. A. Respondent Proposes Self-Performance:</b> Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are not probable</u> , but the Respondent can perform such opportunities with its employees and resources.	<b>X</b>		<b>X</b>	
<b>2. B. Respondent Proposes Subconsultants:</b> Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are not probable</u> but the Respondent proposes to subcontract any part of the work.	<b>X</b>		<b>X</b>	
<b>3. Design Build or CM@ Risk Responses:</b> Attachments required from Respondents for HUB Subcontracting Plans for Part I, Preconstruction Phase Services  Performing Part I Services with own resources and employees  Attachments required from Respondents for HUB Subcontracting Plans for Part II, Construction Phase Services when the guaranteed maximum or lump sum price of the project is established and for each bid package issued in buying out the guaranteed maximum or lump sum price of the project.	<b>X</b>	<b>X</b>  <b>X</b>	<b>X</b>  <b>X</b>  <b>X</b>	
<b>4. Changes in the HUB Subcontracting Plan After Award:</b> Attachments required from the Respondent to whom a contract has been awarded if it desires to make changes to the approved HUB Subcontracting Plan.			<b>X</b>	
<b>5. Reporting:</b> Progress Assessment Report (PAR) required with all payment requests. The submittal of this attachment is a condition of payment.				<b>X</b>

(RESPONDENT'S BUSINESS LETTERHEAD)

Date

Mrs. Lynda Dyess  
Director of HUB Programs  
The University of Texas System  
1616 Guadalupe, Ste. 7.312A  
Austin, Texas 78701

Re: Historically Underutilized Business Plan for (Project Title)  
Project Number \_\_\_- \_\_\_

Dear Mrs. Dyess,

In accordance with the requirements outlined in the specification section "HUB Participation Program," I am pleased to forward this HUB Subcontracting Plan as an integral part of our response in connection with your invitation for Request for Qualifications referencing the above project.

I have read and understand The University of Texas System Policy on Utilization of Historically Underutilized Businesses (HUBs). I also understand the State of Texas Annual Procurement Goal according to 34 Texas Administrative Code Section 20.13 is 26.1% for all building construction, including general contractors and operative builders contracts.

This HUB Subcontracting Plan includes \_\_\_\_ Subcontracting Opportunities [*refer to Section 2, page 10*] representing \_\_\_\_ (no. of subcontractors) trades with a total dollar value of \_\_\_\_\_. These figures represent a cumulative percentage of \_\_\_\_%, representing \_\_\_\_% for minority-owned HUBs and \_\_\_\_% for women-owned HUBs. When a HUB is owned by minority women, I have classified that HUB as minority-owned rather than women-owned.

I understand the above HUB percentages must represent Texas Comptroller HUB certification standards. For each of the listed HUB firms, I have attached a Texas Comptroller Certification document, or, if the HUB is certified by another Texas Comptroller approved certifying agency, a copy of their approved certification document.

By completion of Section 8 of the HUB Subcontracting Plan, I affirm my intent to utilize the subcontractors selected to perform the scope of work to be subcontracted.

Should we discover additional subcontractors claiming Historically Underutilized Business status during the course of this contract we will notify you of the same. In addition, if for some reason a HUB is unable to fulfill its contract with us, we will notify you immediately in order to take the appropriate steps to amend this contractual obligation.

Sincerely,

(Project Executive)

cc: Project Manager

(BUSINESS LETTERHEAD)

Date

Mrs. Lynda Dyess  
Director of HUB Program  
The University of Texas System  
1616 Guadalupe, Ste. 7.312A  
Austin, TX 78701

Re: Historically Underutilized Business Plan for (Project Title)  
Project Number \_\_\_\_ - \_\_\_\_

Dear Mrs. Dyess:

In accordance with the requirements outlined in the specification section "HUB Participation Program," I am pleased to forward this HUB Subcontracting Plan as an integral part of our proposal in connection with your invitation for request for proposals, referencing Project Number \_\_\_\_\_.

I have read and understand The University of Texas System Policy on Utilization of Historically Underutilized Businesses (HUBs).

Good Faith Effort will be documented with each bid package and will contain a completed HUB Subcontracting Plan with each bid package.

An updated HUB Plan will be submitted at the completion of each bid process along with the percent of "buyout" to date for the project. Documentation of subcontracted work will be provided with each pay request.

I will submit a completed HUB Subcontracting Plan with each package. The HSP shall consist of a Letter of Transmittal (page 8) and the HUB Subcontracting Plan (pages 10, 11 and 12) identifying first, second and third tier subcontractors.

Sincerely,

Contractor's Name

cc: Project Manager



# HUB SUBCONTRACTING PLAN (HSP)

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

**NOTE: Responses that do not include a completed HSP shall be rejected pursuant to 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 State of Texas Disparity Study. The HUB goals defined in 34 TAC §20.13 are: *11.9 percent for heavy construction other than building contracts, 26.1 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade construction contracts, 20 percent for professional services contracts, 33 percent for all other services contracts, and 12.6 percent for commodities contracts.*

## - - Agency Special Instructions/Additional Requirements - -

- Respondents shall submit a completed HUB Subcontracting Plan (HSP) to be considered responsive (pages 10, 11, and 12). Failure to submit a completed HSP shall result in the bid, proposal or other expression of interest to be considered NON-responsive.
- Respondents who intend to Self-Perform all of their work shall submit an HSP for Self-Performance (pages 10, 11 & 12).
- HUB Subcontracting Plan (HSP) Prime Contractors Progress Assessment Report (PAR) shall be submitted with each request for payment as a condition of payment.

### SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_
- b. Is your company a State of Texas certified HUB?  - Yes  - No
- c. Solicitation #: \_\_\_\_\_

### SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 34 TAC §20.12., a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Check the appropriate box that identifies your subcontracting intentions:

- Yes, I will be subcontracting portion(s) of the contract.  
 (If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.  
 (If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
( #1) -	(#11) -
( #2) -	(#12) -
( #3) -	(#13) -
( #4) -	(#14) -
( #5) -	(#15) -
( #6) -	(#16) -
( #7) -	(#17) -
( #8) -	(#18) -
( #9) -	(#19) -
(#10) -	(#20) -

\*If you have more than twenty subcontracting opportunities, a continuation page is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanContinuationPage1.doc>

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

**IMPORTANT:** You must complete a copy of this page for each of the subcontracting opportunities you listed in SECTION 2. You may photocopy this page or download copies at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanContinuationPage2.doc>.

**SECTION 3 - SUBCONTRACTING OPPORTUNITY**

Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.  
 Line Item # \_\_\_\_\_ Description: \_\_\_\_\_

**SECTION 4 - MENTOR-PROTÉGÉ PROGRAM**

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting their Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the portion of work (subcontracting opportunity) listed in SECTION 3, constitutes a good faith effort towards that specific portion of work. Will you be subcontracting the portion of work listed in SECTION 3 to your Protégé?  
 - Yes (If Yes, complete SECTION 8 and 10.)  - No / Not Applicable (If No or Not Applicable, go to SECTION 5.)

**SECTION 5 - PROFESSIONAL SERVICES CONTRACTS ONLY**

This section applies to Professional Services Contracts only. All other contracts go to SECTION 6.

Does your HSP contain subcontracting of 20% or more with HUB(s)?  
 - Yes (If Yes, complete SECTION 8 and 10.)  - No / Not Applicable (If No or Not Applicable, go to SECTION 6.)

*In accordance with Gov't Code §2254.002, "Professional Services" means services: (A) within the scope of the practice, as defined by state law of accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; or professional nursing; or (B) provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant; an architect; a landscape architect; a land surveyor; a physician, including a surgeon; an optometrist; a professional engineer; a state certified or state licensed real estate appraiser; or a registered nurse.*

**SECTION 6 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY**

Complying with a, b and c of this section constitutes Good Faith Effort towards the portion of work listed in SECTION 3. After performing the requirements of this section, complete SECTION 7, 8 and 10.

- a. Provide written notification of the subcontracting opportunity listed in SECTION 3 to **three (3)** or more HUBs. Use the State of Texas' Centralized Master Bidders List (CMBL), found at <http://www2.cpa.state.tx.us/cmb/cmbhub.html>, and its HUB Directory, found at <http://www2.cpa.state.tx.us/cmb/hubonly.html>, to identify available HUBs. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- b. Provide written notification of the subcontracting opportunity listed in SECTION 3 to a minority or women trade organization or development center to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. A list of trade organizations and development centers may be accessed at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- c. Written notifications should include the scope of the work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. Unless the contracting agency has specified a different time period, you must allow the HUBs no less than **five (5) working days** from their receipt of notice to respond, **and** provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than **five (5) working days** prior to the submission of your response to the contracting agency.

**SECTION 7 - HUB FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY**

List **three (3)** State of Texas certified HUBs you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number, date you provided notice, and if you received a response. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**

Company Name	VID #	Notice Date (mm/dd/yyyy)	Was Response Received?
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

**SECTION 8 - SUBCONTRACTOR SELECTION**

List the subcontractor(s) you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a Texas certified HUB.

Company Name	VID #	Expected % of Contract	Approximate Dollar Amount	Texas Certified HUB?
_____	_____	____%	____\$	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	____%	____\$	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*

\*If the subcontractor(s) you selected is not a Texas certified HUB, provide written justification of your selection process below:  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Solicitation #: \_\_\_\_\_

**SECTION 9 - SELF PERFORMANCE JUSTIFICATION**

(If you responded "No" to SECTION 2, you must complete SECTION 9 and 10.)

Does your response/proposal contain an explanation demonstrating how your company will fulfill the entire contract with its own resources?

- Yes If Yes, in the space provided below, list the specific page/section of your proposal which identifies how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.
- No If No, in the space provided below, explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

**SECTION 10 - 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 are true and correct. Respondent understands and agrees that, if awarded any portion of the solicitation:

- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying their compliance with the HSP, including the use/expenditures they have made to subcontractors. (The PAR is available at <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 their HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to debarment pursuant to Gov't Code §2161.253(d).
- 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 to be performed and must provide documents regarding staff and other resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone No.



Minority Organization	Address	City	ZIP	Phone	Fax	Email
The following organizations have agreed to accept subcontracting opportunities per agreement with the Texas Statewide HUB Program. Please contact a minimum of one of the following organizations and at least one organization from the region that the RFO/RFP is located as well.						
American Indian Chamber of Commerce of Texas	101 Summit Ave, Suite 401	Fort Worth	76102	817-429-2323	817-451-3575	rredtomahawk@aicct.com
Dallas Fort Worth Minority Supplier Development Council	2710 North Stemmons Freeway, North Tower, Ste. 900	Dallas	75207	214-630-0747	214-637-2241	business@dfwmbdc.com
Houston Minority Supplier Development Council	Three Riverway, Ste. 555	Houston	77056	713-271-7805	713-271-9770	info@hmbc.org
Southwest Minority Supplier Development Center	912 Bastrop Highway, Ste. 101	Austin	78741	512-386-8766	512-386-8988	admin@cstmhc.org
Texas Association of Historically Underutilized Businesses	PO Box 684726	Austin	78768	512-220-4293	915-585-7751	info@texashubs.org
Tri-County Black Chamber of Commerce	P.O Box 88376	Houston	77288	832-875-3977	713-839-7329	
Women Contractors Association	P.O. Box 6757	Houston	77265	713 807-9977	713 807-9917	director@womencontractors.org
Women's Business Council -Southwest	2201 N. Collins, Suite 158	Arlington	76011	817-299-0566	817-299-0949	ementhe@wbcsouthwest.org
Women's Business Enterprise Alliance	4100 Westheimer, Suite 260	Houston	77027	713-681-9232	713-681-9242	srepka@wbea-texas.org
<b>Austin Area Minority Organizations</b>						
Austin Asian American Chamber of Commerce	10901 N. Lamar Blvd Ste. B206	Austin	78753	512-407-8240	512-407-8233	aaacc@austinacc.org
Austin Black Contractors	6448 Hwy 290 E. Ste. E-107	Austin	78723	512-467-6894	512-467-9808	brc-pro@swbell.net
Capitol City African American Chamber of Commerce	5407 N. IH 35, Ste. 304	Austin	78723	512-459-1181	512-459-1183	admin@capcitychamber.org
Greater Austin Hispanic Chamber of Commerce	2800 S. IH 35, Ste. 260	Austin	78704	512-476-7502	512-476-6417	saguirre@gahcc.org
National Association of Women in Construction		Austin		512-608-8388		membership@nawicaustin.org
Southwest Minority Supplier Development Council	912 Bastrop Hwy, Ste. 101	Austin	78741	512-386-8766	512-386-8988	dinah@cstmhc.org
US Hispanic Contractors de Austin	1106 Clayton Lane, Ste. 511W	Austin	78723	512-374-1595	512-374-1421	ushca-austin@sbcglobal.net
Womens Chamber of Commerce of Texas	P.O. Box 26051	Austin	78755	512-338-0839		austin@womenschambertexas.com

<b>West Texas Minority Organizations</b>						
Camara de Comercio Hispana de Amarillo	P.O. Box 1861	Amarillo	79105	806-379-8800	806-376-7873	cache@cache.org
El Paso Hispanic Chamber of Commerce	2401 E. Missouri	El Paso	79903	915-566-4066	915-566-9714	cindyramosdavidson@ephcc.org
Fort Stockton Hispanic Chamber of Commerce	1000 Railroad Avenue	Fort Stockton	79735	432-336-2264		
Lubbock Hispanic Chamber of Commerce	P.O. Box 886	Lubbock	79408	806-762-5059	806-763-2124	lubbockhispanic@yahoo.com
Midland Hispanic Chamber of Commerce	208 S. Marienfield Ste 100	Midland	79701	432-682-2960	432-687-3972	www.midlandhcc.com
Mexican American Network of Odessa (MANO)	P.O. Box 2309	Odessa	79760	915-335-0250	915-337-6266	manoinc@nwol.net
Odessa Black Chamber of Commerce	P.O. Box 1006	Odessa	79760	432-332-5812		www.odessablackchamber.com
El Paso Black Chamber of Commerce	109 N. Oregon, Ste 212	El Paso	79901	915-534-0570	915-534-0561	
Lubbock African American Chamber of Commerce	P.O. Box 1796	Lubbock	79408	806-771-1815		www.myaaccl.com
Midland Black Chamber of Entrepreneurs, Inc.	P.O. Box 50473	Midland	79710	915-682-2864	915-684-6422	mbce@swbell.net
Odessa Plan Room	2706 Henderson Ave	Odessa	79764	432-337-0912	432-580-0910	
El Paso Community College Contract Opportunities Ctr.	1359 Lomaland, Room 521	El Paso	79935	915-831-7747	915-831-7755	pabloa@epcc.edu
<b>San Antonio &amp; South Texas Minority Organizations</b>						
Eagle Pass Hispanic Chamber of Commerce	P.O. Box 3040	Eagle Pass	78852	830-757-2704	830-757-2703	chamber@eaglepasstexas.com
Edinburg Hispanic Chamber of Commerce	P.O. Box 85	Edinburg	78540	956-383-4974	956-380-3621	
Fort Stockton Hispanic Chamber of Commerce	1000 Railroad Avenue	Fort Stockton	79735	432-336-2264		
Harlingen Hispanic Chamber of Commerce	2309 N. Ed Carey Dr.	Harlingen	78550	956-421-2400	956-364-1879	hhcoc@xanadu2.net
Kleberg County Hispanic Chamber of Commerce	111 N. 5th St.	Kingsville	78363	361-592-2708	361-592-8540	
Laredo Chamber of Commerce	2310 San Bernardo	Laredo	78040	956-722-9895	956-791-4503	www.laredochamber.com
Greater Pleasanton-Atascosa Hispanic Chamber of Commerce	307 North Main St.	Pleasanton	78064	830-569-5211		

Minority Organization	Address	City	ZIP	Phone	Fax	Email
San Antonio Hispanic Chamber of Commerce	318 W. Houston, Ste 300	San Antonio	78205	210-225-0462	210-225-2485	www.sahcc.org
African American Chamber of Commerce of San Antonio	1717 N. 1604 East, Ste 220	San Antonio	78232	210-490-1624	210-490-5294	blackchamber@aol.com
Alamo City Black Chamber of Commerce	600 Hemsfair Plaza Way Bldg. 406-10	San Antonio	78205	210-226-9055	210-226-0524	info@alamocitychamber.org
Rio Grande City Chamber of Commerce	601 E. Main	Rio Grande City	78582	956-487-3024	956-716-8560	www.valleychamber.com
Greater Victoria Hispanic Chamber of Commerce	4800 N. Navarro	Victoria	77901	361-575-7100	361-575-7100	
African American Chamber of Commerce of Victoria	P.O. Box 3594	Victoria	77903	361-575-2061	361-570-3696	info@aaccv.com
Corpus Christi Black Chamber of Commerce	P.O. Box 60574	Corpus Christi	78466	361-877-3634		www.ccblackchamber.tripod.com
Rio Grande Valley Associated General Contractors	6918 W. Expressway 83	Harlingen	78552	956-423-4091	956-423-0147	
South Texas Minority Business Opportunity Committee	2412 S. Clossner	Edinburg	78539	956-292-7555	956-292-7561	
Texas Center for Border Economic & Enterprise Dev. (CEED)	301 Mexico Blvd. Room F6A	Brownsville	78520	956-548-8741	956-548-8750	
Rio Grande Valley AGC	P.O. Box 391	Harlingen	78551	956-423-4091	956-423-0174	vaughn@rgvagc.org
McAllen Hispanic Chamber of Commerce	1200 Ash Avenue	McAllen	78501	956-682-2871	956-687-2917	steve@mcallenchamber.com
Hispanic Contractors Association de San Antonio	4047 Naco Perrin, Ste 201-B	San Antonio	78217	210-444-1100	210-444-1101	admin@hca-sa.org
Greater Hispanic Chamber of Commerce of Comal County	1115 Mahan Circle	New Braunfels	78183			
Seguin-Guadalupe County Hispanic Chamber of Commerce	P.O. box 1154	Seguin	78155	830-372-3151	830-372-9499	hcoc@sbcglobal.net
San Marcos Hispanic Chamber of Commerce	174 S. Guadalupe St., Ste. 101	San Marcos	78666	512-353-1103	512-353-2175	
City of San Antonio Small Business Outreach	100 W. Houston	San Antonio	78205	210-207-3900	210-207-3909	
San Antonio Associated General Contractors	10806 Gulfdale	San Antonio	78216	210-349-4921	210-349-4017	mcmurry@sanantonioagc.org
Builders Exchange of Texas, Inc.	4047 Naco Perrin	San Antonio	78217	210-564-6900	210-564-6901	
Alamo Asian Chamber of Commerce						

UT Pan American Procurement Technical Assistance Ctr	2412 S Closer, ASA 130	Edinburg	78539	956-292-7556	956-292-7561	winchester@utpa.edu
Minority Organization	Address	City	ZIP	Phone	Fax	Email
<b><i>North Texas Minority Organizations</i></b>						
American Indian Chamber of Commerce of Texas	101 Summit Ave, Suite 401	Fort Worth	76102	817-429-2323	817-451-3575	rredtomahawk@aicct.com
Dallas Fort Worth Minority Supplier Development Council	2710 North Stemmons Freeway, North Tower, Ste. 900	Dallas	75207	214-630-0747	214-637-2241	business@dfwmbdc.com
Women's Business Council -Southwest	2201 N. Collins, Suite 158	Arlington	76011	817-299-0566	817-299-0949	ementhe@wbcsouthwest.org
Black Contractors Association	1409 S. Lamar Street, Suite 205	Dallas	75215	214-485-0483	214-485-0467	info@blackcontractors.org
Greater Dallas Asian American Chamber of Commerce	11171 Harry Hines Blvd. Ste#115	Dallas	75229	(972) 241-8250	972) 241-8270	info@gdaacc.com
Dallas Black Chamber of Commerce	2838 Martin Luther King, Jr. Blvd.	Dallas	75215	214.421.5200	214.421.5510	rgates@dbcc.org
Greater Dallas Hispanic Chamber of Commerce	4622 Maple, Suite 207	Dallas	75219	214-521-6007	214-520-1687	gdhcc@gdhcc.com
Fort Worth Hispanic Chamber of Commerce	1327 N. Main St.	Fort Worth	76106	817-625-5411	817-625-1405	rosa.navejar@fwhcc.org
Fort Worth Metropolitan Black Chamber of Commerce	1150 S. Freeway, Ste 211	Fort Worth	76104	817-871-6538	817-332-6438	info@fwmbcc.org
Hispanic Contractors of DFW	2210 W. Illinois	Dallas	75224	972-786-0909	972-786-0910	john@hcadfw.org
Fort Worth Business Assistance Center	1150 S. Freeway, Ste 211	Fort Worth	76104	817-871-6025	817-871-6031	
Greater Arlington Hispanic Chamber of Commerce	202 East Border St., Suite 146	Arlington	76010	682-367-1415	682-367-1417	office@arlingtonhispanic.com
US Pan Asian American Chamber of Commerce Southwest	202 E. Border Street, Suite 144	Arlington	76010	682-367-1394		gmcdermott@uspaacc-sw.org
Tyler Area Chamber of Commerce	315 N. Broadway	Tyler	75702	903-592-1661	903-593-2746	tmullins@tylertexas.com
Tyler Metropolitan Chamber of Commerce	100 E. Ferguson, Ste 1013	Tyler	75702	903-593-9538	903-593-9058	tylermetro@aol.com
African-American Chamber of Commerce of Arlington, Inc.	P.O. Box 202716	Arlington	76006	817-946-5196		afamnews@pdq.net

Minority Organization	Address	City	ZIP	Phone	Fax	Email
<i>Houston &amp; Gulf Coast Minority Organizations</i>						
Houston Minority Supplier Development Council	Three Riverway, Ste. 555	Houston	77056	713-271-7805	713-271-9770	info@hmbsc.org
Tri-County Black Chamber of Commerce	P.O Box 88376	Houston	77288	832-875-3977	713-839-7329	
Women Contractors Association	P.O. Box 6757	Houston	77265	713 807-9977	713 807-9917	director@womencontractors.org
Women's Business Enterprise Alliance	4100 Westheimer, Suite 260	Houston	77027	713-681-9232	713-681-9242	srepka@wbea-texas.org
African American Chamber of Commerce of Greater Houston	6112 Wheatley St.	Houston	77091	713-692-7003	713-691-7131	
Houston Citizen's Chamber of Commerce	2808 Wheeler Ave.	Houston	77004	713-522-9745	713-522-5965	president@hccoc.org
National Association of Minority Contractors (NAMC) Greater Houston Chapter	3835 Dacoma St.	Houston	77092	713-843-3791	713-843-3701	dsamules@namctexas.com
Houston Hispanic Chamber of Commerce	1801 Main Street, Suite 1075	Houston	77002	713-644-7070	713-644-7377	vlongoria@houstonhispanicchamber.com