



The University of Texas System
Nine Universities. Six Health Institutions. Unlimited Possibilities.

Real Estate Office

201 West 7th Street, Suite 416, Austin, TX 78701
Phone: (512) 499-4333, Fax: (512) 499-4388

Writer's Direct Number: (512) 499-4517

Florence P. Mayne, JD
Executive Director
fmayne@utsystem.edu

January 15, 2008

ADDENDUM 6
RFQ NO. REO-02-05-2008 BOR

This addendum is issued to provide to all interested parties a copy of a handout on Historically Underutilized Business Subcontracting Plans that was presented at the pre-submittal conference on January 15, 2008. In addition, the attached handout corrects an erroneous webpage link on page two pertaining to "Exhibit H Attachments." Finally, Christi Johnson, Senior HUB Coordinator, who spoke at the pre-submittal conference, announced at that conference that she would be pleased to review and provide feedback on proposed HUB subcontracting plans before the submittal deadline of February 5, 2008. Ms. Johnson's contact information can be found in the agenda for the pre-submittal conference, which is Addendum 3 to the RFQ.

The HUB subcontracting handout appears below.

The University of Texas at Arlington

The University of Texas at Austin

The University of Texas at Brownsville

The University of Texas at Dallas

The University of Texas at El Paso

The University of Texas - Pan American

The University of Texas
of the Permian Basin

The University of Texas at San Antonio

The University of Texas at Tyler

The University of Texas
Southwestern Medical Center at Dallas

The University of Texas
Medical Branch at Galveston

The University of Texas
Health Science Center at Houston

The University of Texas
Health Science Center at San Antonio

The University of Texas
M. D. Anderson Cancer Center

The University of Texas
Health Center at Tyler

UT System Administration Historically Underutilized Subcontracting Plans (HSP) Professional Services

All Texas State agencies and institutions of higher education (universities) are required to make a good faith effort to include minority and/or women owned businesses in their procurement opportunities. The State of Texas uses the term Historically Underutilized Businesses (HUB) to distinguish State certified minority and/or women owned businesses.

Procurement Goal for Professional Services – 20%

Statement of Probability

- Subcontracting Opportunities **are probable** in connection with the solicitation.

Determination of Good Faith Effort in developing an HSP for professional services contracts is established if the respondent meets the following conditions and procedures.

- Divide the work into reasonable lots or portions to the extent consistent with prudent industry practices
- Notify HUBs of subconsulting opportunities preferably in writing. Notify the HUBs of contracting opportunities with reasonable time to respond (no less than five working days from receipt of notice)
- Notice shall include the following:
 - scope of work
 - required qualifications
 - identify a contact person
- The respondent shall use the Centralized Master Bidders List (CMBL), HUB Directory, Internet and other directories as identified by the agency when searching for HUB subconsultants. Respondents may rely upon the services of minority, women and community organizations, contractor groups, local, state, and federal business assistance offices to provide assistance in identifying qualified HUBs. The Centralized Master Bidders List (CMBL) can be found at:
<http://www2.cpa.state.tx.us/cmb/cmbhub.html>
- The respondent shall provide notice to three or more HUBs for each discipline that is identified. The respondent must keep and provide if requested official written documentation (i.e. phone logs, fax transmittals, etc) to demonstrate compliance.
- Provide written justification of selection process if a non HUB is selected.
- Provide notice to minority or women trade organizations or development centers to assist in identifying HUBs by disseminating subcontracting opportunities to their membership/participants. Respondent must provide notice to organizations or development centers no less than five (5) working days prior to submission of response.
- Encourage minority or woman owned businesses to apply for State HUB certification

Alternatives to Good Faith Effort Requirements

- A respondent who submits an HSP for a professional services contract that meets or exceeds Annual Procurement Utilization goals for Historically Underutilized Businesses (HUB) as defined in 34 Texas Administrative Code, 20.14, will be determined to have met the good faith effort requirement. The annual procurement goal for Professional Services is 20%.
- A respondent's participation as a Mentor in a State of Texas Mentor Protégé Agreement and a commitment to use their Protégé (All Protégés must be a State of Texas HUB certified) as a subconsultant to perform the subconsulting opportunity (ies) listed in its HSP (Texas Government Code, Chapter 2161.065) may constitute good faith effort without performing the procedures listed in for that discipline. For additional information please contact the HUB Coordinator.

Qualification Package Notification

- Identify the disciplines that will be subconsulted.
- Allow a minimum of five (5) working days for the subconsultants to respond.
- Notice should include:
 - scope of work,
 - required qualifications and
 - identify a contact person and phone number etc...

HUB Subcontracting Plan Documentation

- **When proposing subconsultants/team members, respondents shall submit the following with supporting documentation:**
 - UT System Letter of Transmittal – page 8
 - HUB Subcontracting Plan – pages 10 - 12
- **A response that meets or exceeds the state HUB goal of 20% shall submit the following:**
 - UT System Letter of Transmittal – page 8
 - HUB Subcontracting Plan – pages 10 - 12
Include a copy of each subconsultants HUB certification.
- **Respondent proposing self-performance with its employees and resources shall submit:**
 - HUB Subcontracting Plan – pages 10 - 12

Minority prime firms are also required to complete the HUB Plan identifying all sub-consultants.

Changes to the Plan

- Changes to the HSP must be approved in writing by UT System **prior** to any work taking place by the new subconsultant. Justification is required to explain the subconsultant substitutions. Once the contract has been awarded the HSP is considered part of the contract. Violations to the Plan will be deemed by UT System as being in breach of the contract.

Reporting – After Award

- Prime firm payment requests shall include:
 - Prime Contractor Progress Assessment Report – page 13 identifying all subconsultant payments

Exhibit H Attachments: <http://www.utsystem.edu/hub/hubforms.html>

- UT System Letter of Transmittal – page 8
- HUB Commitment Letter – page 9
- HUB Subcontracting Plan – pages 10 - 12
- Prime Contractor Progress Assessment Report – page 13

Responses that do not include a completed HUB Plan shall be rejected as a material failure to comply with the advertised specifications in accordance with the Request for Qualifications.

For questions regarding any HUB forms or clarification call:

Christi Johnson, Sr. HUB Coordinator

The University of Texas System
220 West Seventh St.
Austin, Texas 78701-2241
(512) 499-4610 phone (512) 499-4311 fax
(512) 925-1132 cell
cjohnson@utsystem.edu

Stephanie Park, Mentor Protégé Coordinator

The University of Texas System
220 West Seventh St.
Austin, Texas 78701-2241
(512) 499-4378 phone (512) 499-4311 fax
(512) 784-0616 cell
spark@utsystem.edu

<http://www.utsystem.edu/hub/>