

**HUB Subcontracting Plan (HSP)  
Prime Contractor Progress Assessment Report (PAR)**

**Form Completion Instructions:**

1	Contract number assigned by UT System Administration (UTS) RFP, RFQ, or ITB number.
2	Date contract was signed by both UTS and prime contractor.
3	Leave blank (completed by UTS).
4	Type "University of System Administration."
5	Awarded company (prime) name.
6	State of Texas VID (14 digits) or Fed ID- (9 digits) of prime contractor.
7	Awarded company (prime) contact person.
8	Awarded company (prime) contact phone number.
9	Calendar month and year of reporting period. <b>Note:</b> Progress Assessment Reports (PARs) must be submitted to UTS for each month that the contract is active, even when no payments are made by prime contractor .
10	Payment requested from the state agency (University of System Administration) by the awarded company (prime) during the reporting period indicated in 9 above.
11	Official company name of all subcontractors (HUB and non-HUB) paid from the beginning of the contract through the reporting period. Note: All subcontractors are assumed to be paid directly by the prime contractor, unless indicated otherwise. To list subcontractors of a subcontractor, type "(1 <sup>st</sup> Tier)" after the name of the prime contractor's subcontractor. Directly beneath the subcontractor's name, indent and type the name of the subcontractor's subcontractor followed by "(2 <sup>nd</sup> Tier)."
12	State of Texas VID (14 digits) of company (subcontractor). Do not enter SSN.
13	Texas Certified HUB should be "Yes" or "No" (confirm Texas Certified HUB status at <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp">https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp</a> )
14	Dollar amount of awarded to this company (subcontractor) for this contract, as listed on the Original or Modified HUB Subcontracting Plan.
15	Actual amount paid to company (subcontractor) during reporting period indicated in 9 above. Note: Actual payments to subcontractors must be reported, which may be different than the amount invoiced to UTS for the same period. If both 1 <sup>st</sup> and 2 <sup>nd</sup> Tier subcontractors are listed, enter the amount paid by the prime contractor to the 1 <sup>st</sup> Tier and the amount paid by the 1 <sup>st</sup> Tier to the 2 <sup>nd</sup> Tier.
16	Actual amount paid to date (through the reporting period indicated in 9 above) to this company (subcontractor) under this contract.
17	Leave blank (completed by UTS).
18	Total amount awarded to all subcontractors (should equal total amount awarded on the Original or Modified HUB Subcontracting Plan).
19	Total amount paid to all subcontractors for the reporting period listed in 9 above.
20	Total amount paid to date to all subcontractors (through the reporting period listed in 9 above) under this contract.
21	Signature of authorized person in prime contractor, who has verified the report is correct.
22	Title of signing authority.
23	Date signed.
24	Printed Name of authorized person in prime contractor, who has verified the report is correct.
25	Phone Number of authorized person in prime contractor, who has verified the report is correct.

**NOTE: SELF-PERFORMING COMPANIES COMPLETE ONLY STEPS 1-10 AND 21-25.**

