



## HUB Subcontracting Plan for:

- A/E Professional Services

Office of Capital Projects (OCP) Managed Projects Only

**\*Note: The HUB Program is also referred to as the VetHUB program. The terms HUB and VetHUB will be used interchangeably throughout the HSP.**

**\*\*Note: This HSP and all subsequent HSP updates and revisions become a part of your contract.\*\***



# The University of Texas System

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**\*\*Note 1:** If awarded a contract, the Prime Contractor Progress Assessment Report (PAR) is a required form with each payment application submitted. This form is a condition of payment.

**\*\* Note 2:** The UT System Contract Management System Subcontractor Report should be attached to the Prime Contractor Assessment Report (PAR) after subcontractor payments are entered into the UT System Contract Management System.

For questions or clarifications regarding the HUB Subcontracting Plan, please contact the appropriate HUB Coordinator listed below:

### **UT Dallas and UT Tyler**

Stephanie Park  
Associate Director-HUB Program  
512-499-4378  
[spark@utsystem.edu](mailto:spark@utsystem.edu)

### **UT Rio Grande Valley and Stephen F. Austin (SFA)**

Cynthia Booker  
Senior HUB Coordinator  
512-322-3779  
[cbooker@utsystem.edu](mailto:cbooker@utsystem.edu)

### **UT El Paso and UT Permian Basin**

Kyle Hayes  
HUB Coordinator  
512-322-3745  
[khayes@utsystem.edu](mailto:khayes@utsystem.edu)

**UT System Administration**  
**Historically Underutilized Subcontracting Plans**  
**(HSP) for Professional Services-1.75%**

All Texas State agencies and institutions of higher education (universities) are required to make a good faith effort to include Service-disabled veteran (SDV) owned businesses in their procurement opportunities. The State of Texas uses the term Historically Underutilized Businesses (HUB) to distinguish State certified Service-disabled veterans (SDV) owned businesses.

**Statement of Probability** – OCP has determined that subcontracting opportunities are probable in connection with this solicitation.

**Responses that do not include a completed HUB Subcontracting Plan shall be rejected due to material failure to comply Government Code, §2161.252(b).**

**Determination of Good Faith Effort in developing an HSP for professional services contracts is established if the respondent provides documentation of meeting one of the following options:**

**Option 1 – Self-Performing HSP-Complete:**

- a) Section 1 – Respondent and requisition information. VID # refers to Tax ID number. Requisition is the project number. Include your email address, contact phone number and email address should UT System HUB have any questions.
- b) Section 2A – No, I will not be subcontracting any portion of the contract and will be fulfilling the entire contract with my own resources.
- c) Section 3 – Self Performing Justification – Check no and provide explanation in box \*\*
- d) Section 4 – Affirmation
- e) Letter of HUB Commitment

\*\*Section 3 Sample Statement- edit as needed

\_\_\_\_\_ will be fulfilling the entire contract with our own resources, including employees, goods, services, transportation and delivery. If sub-contracting opportunities are identified at a future date, we will immediately contact the project manager and HUB Coordinator and commit to performance of a Good Faith Effort through solicitation of HUB firms and submit an amended HUB Subcontracting Plan.

**Option 2 – Complete the following if all sub-contracting opportunities are to be performed by ONLY state of Texas certified HUB vendors.**

- a) Section 1 – Respondent and requisition information. VID # refers to Tax ID number. Requisition is the project number. Include your email address, contact phone number should UT System HUB have any questions.
- b) Section 2A – Yes, I will be subcontracting portions of the contract.  
Section 2B – List all the portions of work to be subcontracted, and indicate the percentage of the contract you expect to award to HUB vendors.
- c) Section 2C – Yes
- d) Section 4 – Affirmation
- e) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity listed in Section 2B
- f) Letter of Commitment

**Option 3 – Complete the following if sub-contracting opportunities by both HUB and non-HUB vendors meets or exceeds the HUB professional services goal stated above:**

- a) Section 1 – Respondent and requisition information. VID # refers to Tax ID number. Requisition is the project number. Include your email address, contact phone number should UT System HUB have any questions.
- a) Section 2A – Yes, I will be subcontracting portions of the contract.
- b) Section 2B – List all portions of work to be subcontracted and indicate the percentage of the contract you expect to award to HUB vendors and Non-HUB vendors.
- c) Section 2C – No
- d) Section 2D – Yes
- e) Section 4 – Affirmation
- f) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity listed

## *- Instructions continued -*

**Option 4** – If you are subcontracting with HUB vendors and Non-HUB vendors (or only Non-HUB vendors), and the total percentage subcontracting with HUB vendors **does not meet or exceed the HUB Goal**, complete the following:

- a) Section 1 - Respondent and Requisition Information. VID number refers to Tax ID number.
- b) Section 2A – Yes, I will be subcontracting portions of the contract.
- c) Section 2B – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors and Non-HUB vendors
- d) Section 2C –No
- e) Section 2D –No
- f) Section 4 –Affirmation

Good Faith Effort (Attachment B) – Complete and attach your Good Faith Effort documentation including one copy of the invitation to bid (ITB) and an excel spreadsheet listing all subcontractors contacted about the opportunity.

**Note: Submit one Attachment B page 1 and 2, for each scope of work**

**Determination of Good Faith Effort in developing an HSP for professional services contracts includes but is not limited to the following:**

1. Divide the work into reasonable lots or portions to the extent consistent with prudent industry practices.
2. **Provide notice to a minimum of two (2) trade organizations or development centers** of sub- consulting opportunities to be disseminated to their membership. The notice shall include scope of work; required qualifications; and identify a contact person (including phone number and email address). Notify the trade organizations and development centers of contracting opportunities with reasonable time to disseminate information to members/participants (no less than **seven (7)** working days from receipt of notice). *Weekends and holidays do not count toward the 7-day notice. The day the notification is sent and the day the proposal is due, do not count toward the 7-day notice.*
3. **Notify three (3) or more HUBs of for each discipline that is to be subcontracted in writing.** The notice shall include scope of work; required qualifications; and identify a contact person (including phone number and email address). Notify the HUBs of contracting opportunities with reasonable time to respond (**no less than seven (7)** working days from receipt of notice). *Weekends and holidays do not count toward the 7-day notice. The day the notification is sent and the day the proposal is due, do not count toward the 7-day notice.*
4. Provide written justification of the selection process if the selected sub-consultant is not a HUB.
5. The respondent shall use the Centralized Master Bidders List (CMBL), VetHUB Directory, Internet and other directories as identified by the agency when searching for HUB sub-consultants. The Centralized Master Bidders List (CMBL) can be found at: <https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do>. The respondent must keep and provide if requested official written documentation (i.e. electronic mail, written correspondence, etc.) to demonstrate compliance.
6. **Prime firms are required to complete the HUB Plan identifying all sub-consultants.**

### **Changes to Plan**

Changes to the HSP must be approved in writing by UT System OCP Project Manager and HUB Coordinator prior to any work taking place by the new sub-consultant. Justification is required to explain the sub-consultant substitutions. Once the contract has been awarded the HSP is considered part of the contract. Violations to the HSP will be deemed in breach of the contract by UT System.

### **Reporting – After Award**

Prime firm payment requests shall include: The University of Texas Contract Management System Report (UTCMS) attached to State of Texas Prime Contractor Progress Assessment Report (PAR) identifying all 1st, 2nd and 3rd tier sub-consultant payments. **It is a condition of payment to report HUB subcontracting expenditures.** Training will be provided to the prime for the UTCMS System at no cost.

Please use the forms posted with this RFQ to complete HSP.

Regional HUB Coordinator  
The University of Texas System  
Office of HUB Programs  
210 West 7<sup>th</sup> Street  
Austin, Texas 78701

RE: Historically Underutilized Business Plan for (Project Title): \_\_\_\_\_

Project/ RFP/ RFQ Number: \_\_\_\_\_ - \_\_\_\_\_

Dear

I am pleased to submit this HUB Subcontracting Plan as an integral part of our response to your solicitation document for the above-referenced project.

I have reviewed and understand The University of Texas System Policy on the Utilization of Historically Underutilized Businesses (HUBs). Additionally, I acknowledge the goal specified in the Agency Special Instructions section of the HUB Subcontracting Plan on page 5

Subcontractors	No. of Subcontractors	Total Subcontract \$ Value	Total Estimated Subcontracting	% VetHub
HUB			%	%
NON-HUB			%	
<b>TOTAL</b>			%	

I understand that the HUB participation percentages must align with Texas Comptroller HUB certification standards. For each listed HUB firm, I have included the corresponding Texas Comptroller HUB Certification document. Additionally, I will confirm on the day of subconsultant award, that the subconsultant's HUB Certification is still active on the Centralized Master Bidders List (CMBL).

Furthermore, during the course of this contract, if awarded, should we identify the need to subcontract any portion of the Scope of Work, we will promptly notify you and the Project/Contract Manager to initiate the appropriate steps for amending this HUB Subcontracting Plan.

Sincerely,

*(signature)*

*(print name)*

Project Executive  
cc: Project Manager



# 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 service-disabled veterans and small businesses to contract with the State of Texas in accordance with the goals the goals in the Agency Special Instructions. The goals defined in Special Instructions below focuses on certification of service-disabled veterans (SDV) to facilitate their growth and development and increase VetHUB contracts and subcontracts with the State of Texas in 34 Texas Administrative Code (TAC) 20.285

## **-- 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 agency specific HUB goal. A respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract.*

The goals below are the applicable goals for The University of Texas System Administration only effective December 1, 2025.

## **Professional Services – 1.75% See page 2-3 for HSP completion instructions**

- Respondents shall submit a completed HUB Subcontracting Plan (HSP) to be considered responsive. Failure to submit a completed HSP shall result in the bid, proposal or other expression of interest to be considered Non-responsive.
- Prime Contractor Progress Assessment Report (PAR) shall be submitted with each request for payment as a condition of payment. A copy of the UT System Contract Management System (UTCMS) Compliance Report shall be attached to the State of Texas HUB PAR and shall be submitted with each request for payment as a condition of payment.
- Please note that phone logs are no longer acceptable documentation of Good Faith Effort. Only fax, email and certified letter are acceptable.

## **SECTION 1: RESPONDENT AND REQUISITION INFORMATION**

a. Respondent (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_

b. Is your company a State of Texas certified HUB?      - Yes      - No

c. Requisition #: \_\_\_\_\_ Bid Open Date: \_\_\_\_\_  
(mm/dd/yyyy)

**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 HUB vendors .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%
2		%	%
3		%	%
4		%	%
5		%	%
6		%	%
7		%	%
8		%	%
9		%	%
10		%	%
11		%	%
12		%	%
13		%	%
14		%	%
15		%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%

**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 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.)

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	HUB		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUB vendors .	Percentage of the contract expected to be subcontracted to non-HUB vendors.	
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		%	%	
Percentages of the contract expected to be subcontracted:		%	%	

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/vendor/hub/forms.php>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

---

Signature

---

Printed Name

---

Title

---

Date  
(mm/dd/yyyy)

---

email address

---

Phone Number

#### **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)***

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 format <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>

**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 (VetHUB) Directory Search located at <https://mycpa.cpa.state.tx.us/tppasscmblsearch/tppasscmblsearch.do>. HUB status code "A" signifies that the company is a Texas certified HUB.

**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)

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/vendor/hub/forms.php>

## **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 SECTIONB-4.)
- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTIONB-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/vendor/hub/forms.php>

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. **Neither the day on which the notice is sent nor the day on which the respondent submits its response count as one of the required seven 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) - VetHUB (HUB) Directory Search located at <https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do>. 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 (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - 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 (mm/dd/yyyy)	Was the Notice Accepted?
		- Yes - No
		- Yes - No

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

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) - VetHUB Directory Search located at <https://mycpa.cpa.state.tx.us/tppasscmblsearch/tppasscmblsearch.do>. HUB status code "A" signifies that the company is a Texas certified HUB.

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 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.

<b>SECTION A: PRIME CONTRACTOR'S INFORMATION</b>	
Company Name: _____	State of Texas VID #: _____
Point-of-Contact: _____	Phone #: _____
E-mail Address: _____	Fax #: _____
<b>SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION</b>	
Agency Name: _____	Phone #: _____
Point-of-Contact: _____	Bid Open Date: _____ (mm/dd/yyyy)
Requisition #: _____	
<b>SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE DESCRIPTION REQUIREMENTS AND RELATED INFORMATION</b>	
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)
<i>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 Service Disabled Veterans identified in Texas Administrative Code, §20.282(19)(C).</i>	
<i>(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.)</i>	
2. Subcontracting Opportunity Scope of Work:	
3. Required Qualifications: <input type="checkbox"/> - NotApplicable	
4. Bonding/Insurance Requirements: <input type="checkbox"/> - NotApplicable	
5. Location to review plans/specifications: <input type="checkbox"/> - NotApplicable	

## Addendum to A/E HSP

### B2GNow COMPLIANCE REPORTING SYSTEM

As part of the UT System HUB Office commitment to assist Prime Architects to conveniently comply with legal and contractual requirements, the University of Texas System HUB Office maintains an online electronic Contract Compliance System known as the B2GNow Compliance Reporting System.

All Office of Capital Projects (OCP)-managed projects are subject to compliance monitoring. The Prime Architect is required to register all subconsultants in the B2GNow Compliance Reporting System within seven (7) business days of execution of each subconsultant agreement. The Prime Architect must also provide complete contact information of subconsultant, enter initial contract values, and update contract amounts on a monthly basis, as applicable. In addition, the Prime Architect is responsible for reporting project payment activity for all subconsultants, including first-, second-, and third-tier firms, which includes, but is not limited to, monthly payments and progress reporting in the B2GNow Reporting System.

Furthermore, the Prime Architect is required to submit a monthly Progress Assessment Report (PAR) with each Payment Application submitted to OCP. The UT System HUB Office reserves the right to request additional project-related HUB information to be submitted electronically through the compliance system at any time before, during, or after project award.

The Prime Architect agrees to advise **ALL** subconsultants in writing of the requirement to submit all payment information for 2<sup>nd</sup> and 3<sup>rd</sup> tier subconsultants to the Prime Architect who will post those payments in the B2GNow Compliance Reporting System electronically. The Prime Architect further agrees and understands it is their responsibility to ensure all subconsultants have reported all payment information and cleared any discrepancies monthly.

Prime Architect agrees to advise **ALL** subconsultants in writing of their obligation to provide current contact information to the Prime Architect. It is understood that the subconsultant will be confirming payments added to B2G therefore, the Prime Architect understands that its contact information and that of its subconsultants must remain accurate and up to date in the B2GNow Reporting System. The Prime Architect agrees to timely notify the UT System HUB Office of any changes to its contact information or that of a subconsultant. From time to time, the UT System HUB Office may require additional information from the Prime Architect and/or its subconsultants and Prime Architect agrees that it will provide such information, within five (5) business days via email to the UT System HUB Coordinator. The Prime Architect understands its obligations hereunder continue through project closeout.

At project close-out, the Prime Architect agrees to provide a final HSP that will match the contract amounts in B2G. The Prime Architect also agrees that the total paid to subconsultant will match the contract amount in B2G and the HSP.

Information concerning access to the B2GNow Reporting System will be provided to the Prime Architect by the UT System HUB Office. The B2GNow Reporting System is web-based and can be accessed at the following Internet address: <https://utsystem.diversitycompliance.com/?TN=utsystem>.

The Prime Architect shall contact the UT System HUB Office to register for training and support for the B2GNow Reporting System. Contact your HUB Coordinator to register for training. Below is a list of HUB Coordinators and the OCP campuses they cover.

**Stephanie Park**  
Associate Director-HUB Program  
OCP Capital Construction  
UT Dallas, UT Tyler  
512-499-4378  
spark@utsystem.edu

**Cynthia Booker**  
Senior HUB Coordinator  
OCP Capital Construction  
UT Rio Grande Valley,  
UT Stephen F Austin  
512-322-3779  
cbooker@utsystem.edu

**Kyle Hayes**  
HUB Coordinator  
OCP Capital Construction  
UT El Paso, UT Permian Basin  
512-322-3745  
Khayes@utsystem.edu

### **ADDITIONAL PROJECT REQUIREMENTS**

In addition to the HSP requirements, the Prime Architect agrees to the following:

1. A/E Project team shall attend On-Board meeting and B2G training.
2. Prime Architect will add ALL subconsultants (both HUB and non-HUB) to the B2G database for the project.
3. Enter subconsultant payments both HUB (1st, 2nd and 3rd tier) and non-HUB in the B2G system.
4. Maintain and monitor subconsultant contract amounts and payments throughout the project.
5. At project close-out, provide the final HSP that matches B2G, and total payments made to the subconsultant.

Please acknowledge that you have read and understand this Addendum.

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Signature

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Print Name

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Date

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

**Form Completion Instructions (please complete ALL sections):**

1	Contract number assigned by UT System Administration (UTS).
2	Date contract was signed by both UTS and prime contractor.
3	Leave blank (completed by UTS).
4	Enter the RFP number that the Prime responded to before award.
5	Enter the Pay App Number
6	Change Order Number (if applicable)
7	Project Number assigned by Office of Capital Projects
8	Contractor name.
9	State of Texas VID (14 digits) or Fed ID- (9 digits) of prime contractor.
10	Awarded company (prime) contact person
11	Awarded company (prime) contact phone number.
12	Reporting Period - Enter the month and year (e.g., Jan 2024) that invoiced services were performed
13	Total amount of Pay App.
14	Enter <u>all</u> subcontractors' (HUB or Non-HUB) legal names
15	Enter Subcontractors' HUB VID (this field can be left blank for Non-HUB subcontractors).
16	"Yes" if HUB Certified, "No" if not certified.
17	Total amount contracted with subcontractor(s) under this contract and according to the Prime's submitted HSP
18	Total amount paid to subcontractor(s) during the Reporting Period. <b>*Note: this is not related to No. 13 above. We need to know what you actually paid your subcontractor(s) - if anything - during the Reporting Period.</b>
19	Total amount paid to subcontractor(s) to-date (from beginning of contract to current).
20	Will be automatically calculated
21	Will be automatically calculated
22	Will be automatically calculated
23	Signature of authorized person in prime contractor, who has verified the report is correct.
24	Title of signing authority.
25	Date signed
26	Printed Name of authorized person in prime contractor, who has verified the report is correct
27	Phone Number of authorized person in prime contractor, who has verified the report is correct.



HUB Subcontracting Plan (HSP)

# **Prime Contractor Progress Assessment Report (PAR)**

(for Construction related Services use only)

**This form must be completed and submitted to the contracting agency with each pay app to document compliance with your HSP.**

UTS Contract No.: <u>1</u>	Date of Award: <u>2</u> (mm/dd/yyyy)	Object Code: <u>3</u> (Agency Use Only)
UTSRFP No.: <u>4</u>		
Pay App Number: <u>5</u>		
Change Order No.*: <u>6</u>		
OCP Project No.: <u>7</u>	* if applicable	

Contracting Agency/University Name: **The University of Texas System Administration**

Contractor (Company) Name: 8 State of Texas VID #: 9  
Point of Contact: 10 Phone #: 11  
Reporting (Month) Period: 12 Total Amount Paid this Reporting Period to Contractor: \$ 13

## **Report HUB and Non-HUB subcontractor information**

When verifying subcontractors' HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized (HUB) Directory Search located at: <https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do> HUB status code "A-Active" signifies that the company is a Texas certified HUB.

Signature:  23

**Title:** 24

Date: **25**

Printed Name: **26**

Phone #: **27**

# UT System Contract Management System Subcontractor Report

## Compliance Audit: April 2014

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**123-Training: Bridge Construction Project**  
 Prime: Prime Contracting, Inc.

 Status: Open  
 4/12/2012-4/12/2015  
 Current Value: \$53,520,000

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

### Audit Information

Audit Response Status	Complete
Audit Period	April 2014
Payment to Prime	\$40,000.00
Marked As Final Audit?	<a href="#">No (mark audit as final)</a>

### Audit Summary- Total Contract Through TODAY (8/4/2014)

	Award	Award Payments Percent	Payments Percent	Difference (Payments - Award)
Prime Contract	\$53,520,000.00	100.00%	100.00%	
For Credit	\$8,028,000.00	15.000%	5.301%	<b>9.699% below goal</b>
For Credit to CSB Goal	\$5,352,000.00	10.000%	0.046%	<b>9.954% below goal</b>
For Credit to FBE Goal	\$0.00	0.00%	0.000%	<b>Goal matched</b>
For Credit to MBE Goal	\$2,676,000.00	5.000%	5.255%	<b>0.255% above goal</b>
For Credit to Section3 Goal	\$0.00	0.00%	0.000%	<b>Goal matched</b>
Contract Progress	6.1%			
For Credit Progress	2.2%			

Award values may not match due to differences between overall contract goal and subcontractor assignments.

[Mark 0 Remaining Subcontractors as Zero](#)
[Mark Audit as Final](#)
[Submit ALL Incomplete Records](#)
[ReportError](#)

### Subcontractor Payments for April 2014

	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in April 2014	Confirmed by Sub	Total To April 2014	Contract Goal	Actual Percent
1	<a href="#">Sub Flooring, LLC</a> Martha Valenzuela mv@b2gnow.com P 480-238-6829, F 480-238-6829	No	Sub	No CSB	<a href="#">View</a> <a href="#">Edit</a>	\$800.00		\$181,100.00	0.065%	5.548%
1	<a href="#">Sub Trucking Company</a> Sue Framing subframing@b2gnow.com P 602-325-9277, F 602-325-9666	No	Sub 100%	MBE	<a href="#">View</a> <a href="#">Edit</a>	\$1,100.00	Pending	\$168,550.00	1.186%	5.164%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

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## Texas Administrative Code

### §20.285 (d) Subcontracts Emergency Rules

(d) Demonstrating good faith in the development of a HUB subcontracting plan. The HUB subcontracting plan must demonstrate that the respondent developed it in good faith. For each part of the work that the solicitation identified as a probable subcontracting opportunity and each part of the work that the respondent actually intends to subcontract, the respondent must demonstrate its good faith development of a HUB subcontracting plan by a method described in paragraphs (1)-(4) of this subsection.

(1) **Solicitation Method.** To complete the solicitation method, the respondent shall comply with all requirements of this clause.

(A) The respondent shall divide the work into reasonable lots or portions consistent with prudent industry practices.

(B) The respondent shall notify, in writing, at least two trade organizations or development centers that serve disabled veterans, of the subcontracting opportunities that the respondent intends to subcontract.

(C) The respondent shall notify, in writing, at least three HUBs of the subcontracting opportunities that the respondent intends to subcontract. The respondent shall provide the notice described in this subclause to three or more HUBs per subcontracting opportunity that provide the type of work required.

(D) The notices required by subparagraphs (B) and (C) of this paragraph shall include the scope of work, information regarding location to review plans and specifications, information about bonding and insurance requirements, required qualifications, and other contract requirements and identify a contact person.

(E) The respondent shall provide the notices required by subparagraphs (B) and (C) of this paragraph at least seven working days prior to submission of the response. Neither the day on which the notice is sent nor the day on which the respondent submits its response count as one of the required seven working days. A state agency may determine that circumstances require a different time period than seven working days but must notify potential vendors of the requirement and document the justification in the contract file.

(F) The respondent shall submit documentation of having provided the notices required by subparagraphs (B) and (C) of this paragraph, including copies of relevant correspondence with the recipients, with its HUB subcontracting plan.

(G) If the respondent selects a non-HUB business to perform a subcontract instead of a HUB that bid for the same subcontract work, the respondent shall include a written justification for the selection in its HUB subcontracting plan.

(H) The respondent shall retain documentation of its compliance with each aspect of the solicitation method and submit it to the state agency upon request.

(2) **All-HUB-Subcontractors Method.** The respondent may use the all-HUB-subcontractors method to demonstrate a good faith effort for any subcontracting opportunity by submitting documentation that 100% of subcontracting opportunities will be performed by HUBs.

(3) **Meeting-or-Exceeding-HUB-Goal Method.** The respondent may use the meeting-or-exceeding-HUB-goal method to demonstrate a good faith effort for any subcontracting opportunity by submitting documentation that it will utilize one or more HUBs to perform subcontracts with a total value that will meet or exceed the HUB utilization goal identified by the procuring state agency in the solicitation.

(4) Self-performing Method. The respondent may use the self-performing method to demonstrate a good faith effort for any subcontracting opportunity by providing a statement of how it intends to fulfill the entire contract, including each subcontracting opportunity, with its own equipment, supplies, materials, and employees. The respondent shall provide the following if requested by the procuring state agency:

- (A) evidence of existing staffing to meet contract objectives;
- (B) monthly payroll records showing employees engaged in the contract;
- (C) on-site reviews of company headquarters or work site where services are to be performed; and
- (D) documentation proving employment of qualified personnel holding the necessary licenses and certificates required to perform the work.

(5) Subcontracting to a HUB Protégé. If the respondent is a mentor in a mentor-protégé agreement that is registered with the comptroller under §20.298 of this title (relating to Mentor-Protégé Program), the respondent may demonstrate a good faith effort for any subcontracting opportunity by subcontracting the work to its protégé.

(6) The respondent shall use the HUB directory to identify HUBs. If the respondent uses any alternate source, it accepts the risk that its HUB subcontracting plan may be noncompliant due to inaccurate HUB certification information. A business listed in the HUB directory at the time of the good faith effort is considered a HUB for purposes of evaluating a HUB subcontracting plan, even if the business later graduates or has its HUB status revoked or expired.

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