



The University of  
Texas System

HUB Office  
512-499-4530  
[www.utsystem.edu/hub](http://www.utsystem.edu/hub)

## HUB Subcontracting Plan for:

- Construction Manager at Risk (CMR)

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. \*\****



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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 HUB Coordinator listed in the solicitation document:

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

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

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

Cynthia Booker  
Senior HUB Coordinator  
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HUB Coordinator  
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**HUB Subcontracting Plan (HSP)  
Construction Manager @ Risk (CMR)-1%**

All Texas State agencies and institutions of higher education (universities) are required to make a good faith effort to include service-disabled (SDV) businesses in their procurement opportunities. The State of Texas uses the term Veteran Heroes United in Business (VetHUB) to distinguish State certified service-disabled veteran businesses.

**Statement of Probability** - The Office of Capital Projects (OCP) has adopted Exhibit H, Historically Underutilized Businesses Plan (See attached). The Policy applies to all contracts with an expected value of \$100,000 or more. If OCP determines that subcontracting opportunities are probable, then a HUB Subcontracting Plan is a required element of the Qualifications. Failure to submit a required HUB Subcontracting Plan will result in rejection of the Qualifications. The Office of Capital Projects has determined that subcontracting opportunities are probable in connection with this solicitation.

**Construction Manager @ Risk is a three (3) part process:**

Preconstruction Services – See Instructions below for pre-con services.

Good Faith Effort Outreach – The awarded General Contractor will complete part 2 for subcontractor solicitation (see Pg. 4)

Subcontractor Selection Process – The awarded General Contractor will complete part 3 for subcontractor award (see Pg. 5)

**Preconstruction Services**

**Option 1 – Complete a Self-Performing HSP as follows:**

- a) Section 1 – Respondent and Requisition Information. Complete as indicated on the form. VID number refers to the tax ID number.
- 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 – Provide explanation in box \*\*
- d) Section 4 – Affirmation – Signature required

\*\*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 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
- d) Section 2C – Yes
- e) Section 4 – Affirmation – Signature required
- f) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity listed in Section 2B

**Option 3 – Complete the following if sub-contracting opportunities by both HUB and non-HUB vendors meet or exceed the HUB Goal.**

- 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 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 – Yes
- f) Section 4 – Affirmation
- g) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity listed in Section 2B.

**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
- g) Good Faith Effort (Attachment B) – Complete this attachment for each subcontracting opportunity listed in Section 2B.

**\*\*NOTE: The signed and dated B2G Addendum and Pre-con Letter MUST be submitted with the HSP\*\***

## **Good Faith Effort\*\* Bid Package Subcontractor Solicitation (Part 2) Instructions:**

Submit the following documents when Invitations to Bid are sent to the Subcontractor community.

(Note: This process is required for EVERY scope of work solicited on a project).

1. **Good Faith Effort Letter(signed)** Use the letter labeled Good Faith Effort Letter.
2. **Complete Sections 1-4 and page 1 of Attachment B.**
  - a. Read Section B-3, (a), (b), (c), and (d) on page 1, Attachment B before your Invitations to Bid are distributed. This section outlines a compliant Good Faith Effort (GFE) Process.
  - b. ***Please note that the first day notifications are sent and the day responses are received from the potential subcontractor DO NOT count toward the 7-day Good Faith Effort time frame.***
3. If project scopes of work are grouped into several packages, turn in Section 1-4 with your first submission.
4. **Behind Attachment B, page 1-Attach the Good Faith Effort Documentation including the State of Texas HUB Certificate for each of the 3 HUB firms notified about subcontracting opportunity.**

Each HUB firm and HUB organization listed on page 1, Attachment B, (c)and(d), should be reflected on the subcontractor notification list attached as part of the Good Faith Effort documentation. **DO NOT** attach any other type of certification. **ONLY State of Texas HUB certification** is recognized on this project.
5. **Subcontractor Distribution List must:**
  - a. Be grouped by Scope of work
  - b. Contain the date the invitation to bid is sent. Note: this date should be the same date included on Page 1 of Attachment B, section B-3(c) and (d).
  - c. Include the HUB Organizations who were sent the bid invitation. Here is a link to the Texas Comptroller (CPA) site to find HUB organizations:  
[HUB Certification Partners - MOAs & Other Small Business Collaborative Organizations](https://utssystem.edu/offices/historically-underutilized-business/resource-library) and/or  
<https://utssystem.edu/offices/historically-underutilized-business/resource-library> Click on "List of Veteran and Small Business Associations in Texas"
  - d. Include the status of the bid, (i.e., Bidding, not bidding or undecided).
  - e. Indicate if the vendor is HUB or non-HUB. Note: It is strongly encouraged that the prime contractor reviews their internal subcontractor database (i.e., Bid Connect, ISqFt, Procore) and update HUB status.
6. **When identifying HUB firms through the State of Texas CMBL, it may be necessary to import their contact information into your project management system...** <https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do>  
See instructions on "How to Search the CMBL" located on the UT System HUB Programs Website.  
<https://utssystem.edu/sites/default/files/offices/historically-underutilized-business/Departmental-Guide-for-CMBL-rev-7.10.2024-ksh.pdf>
7. **Invitation to Bid - (See attached 'HUB Subcontracting Opportunity Notification Form') –**
  - a. **MUST** include the following (at a minimum):
  - b. Bid Due Date and project manager contact information including phone and e-mail.
  - c. Subcontracting Opportunity Scope of Work
  - d. Qualifications required to perform work on this project. **DO NOT** provide a link where these requirements are defined. These requirements must be added to the content of the Invitation to Bid.
  - e. Bonding and Insurance requirements. **DO NOT** provide a link where these requirements are defined. These requirements must be added to the content of the Invitation to Bid.
  - f. Location to view plans and specifications. Web links are acceptable.
  - g. Copy of Prime Project Bid Documents

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**The Good Faith Effort documentation + HSP Sections 1-4 and Attachment B, page 1 are due to the HUB Coordinator 3 days after the Invitations to Bid are distributed to the subcontractor community. Subcontractors cannot be awarded until a compliant Good Faith Effort is received.**

\* Note: Additional Attachment B forms are available at:

<https://utssystem.edu/offices/historically-underutilized-business/hub-subcontracting-plan-forms/hub-plan-templates-ocp-projects>

\*\*Good Faith Effort requirements are explained Attachment B, Section B3

\*\*Please contact the HUB Coordinator listed in the RFP for assistance and/or Courtesy Review of your HSP\*\*

## **Subcontractor Selection Process (Part 3):**

**Submit the following documents when a subcontractor has been awarded a scope of work. (Note: This process is required for EVERY scope of work awarded on a project).**

### **1. Subcontractor Selection Letter (signed)**

- a. Complete all fields.
- b. How to complete the table instructions.
  - i. "Number of Contracts Awarded this Package"
    - a. Use this column for the current HSP submission. Enter the total number of contracts awarded- both HUB and non-HUB Subcontractors - that are included in this submission.
  - ii. "Contract \$ Amounts Awarded this Package"-
    - a. Based on the number of awards reported in item (i), provide the total contract dollar amount associated with those awards.
  - iii. "Total Contract \$ Amounts Awarded to Date"-
    - a. Enter combined contract dollar amounts of all packages awarded to date.
  - iv. "Total VetHUB % Awarded to Date"-
    - a. Calculate the total dollar amount of VetHUB participation, including this package, and divide it by the Prime GMP to determine the VetHUB percentage. If no VetHUB participation exists, enter zero (0)

### **2. Attachment B page 2-**

- a. Section B-4 (b)-
  - i. Indicate the names of all awarded subcontractors for each scope of work, including 1st-, 2nd-, and 3rd-tier subcontractors. If an awarded subcontractor is a HUB firm, attach the State of Texas HUB Certificate to Attachment B, Page 2.  
**Prime Contractor Responsibilities (after subcontractor award and Owner-approved recommendation letters):**
    - add all awarded subcontractors to B2G within 7 working days of contract award. (*training will be provided by the HUB Office*).
    - Obtain contact and contract details for all 1st-, 2nd-, and 3rd-tier subcontractors.
    - Enter required information for each subcontractor in Section B-4(b) and in the UT System Contract Compliance Portal (B2G).
    - Report and post all payments made to 1st-, 2nd-, and 3rd-tier subcontractors in the B2G system.
    - Clearly label subcontractors as 2nd Tier or 3rd Tier where applicable.
- b. Section B-4 (c)- Attach a copy of the scoring matrix for each scope of work as justification for your selection.

### **3. The HSP must be updated after each Bid Package award and submitted to the Project HUB Coordinator within a reasonable timeframe. The HSP must match the contract amounts entered into B2G.**

**Notification to Awarded Subcontractors**

The successful respondent will provide notice as soon as practical to **all** 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, point of contact for the contract, contract award number, scope of work to be performed, approximate dollar value of the scope, and expected percentage of the total contract that the subcontracting opportunity represents.

**Changes to the Plan**

Once the HUB Plan has been submitted, any changes to the HSP must be approved in writing by UT System OCP Project Manager and HUB Coordinator **prior** to any work commencing by the new subcontractor. Once the contract has been awarded the HSP is considered part of the contract. Violations to the HSP may be deemed a breach of contract by UT System.

**Reporting – After Award**

Prime contractor payment requests shall include: the University of Texas Contract Management System Report (UTCMS) attached to the State of Texas Prime Contractor Progress Assessment Report (PAR) identifying 1st, 2nd and 3rd subcontractors. **It is a condition of payment to report all (HUB and Non-HUB) Subcontractor expenditures.** Training will be provided at no cost.

Regional HUB Coordinator  
Office of HUB Programs  
The University of Texas System  
210 W. 7<sup>th</sup> Street, 14th Floor  
Austin, TX 78701

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

Project Number: \_\_\_\_\_

Dear

I have read and understand that the UT system policy is to be compliant with the comptroller emergency rules TAC 20.285 (d) as attached. In accordance with the requirements outlined in the HUB Subcontracting Plan (HSP), attached please find Part 1 of the HSP for **Preconstruction** as part of our proposal in connection with your invitation for request for qualifications/proposals.

Please indicate the forms attached (select only one):

Self-Performing Preconstruction (Sections 1-4 of the HSP).

Subcontracting Preconstruction (Refer to HSP Options 2, 3, and 4 on Preconstruction Services Instructions page (pg. 3))

If awarded the contract, we understand that as subcontractors are solicited, Part Two (2) Good Faith Effort HSP, good faith effort documentation, and GFE letter are required for all scopes of work solicited. Each Good Faith Effort HSP submission must be approved by the HUB Coordinator before subcontractors are recommended to the Project Owner/ Office of Capital Projects (OCP). We also understand that as subcontractors are awarded, Part Three (3) - Subcontractor Selection HSP is required along with the scoring matrix and proof of State of Texas HUB certification. These documents shall be submitted to the HUB Coordinator at the time recommendation letters are signed by Office of Capital Projects (OCP).

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

Sincerely,

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

Project Administrator

Regional HUB Coordinator  
Office of HUB Programs  
The University of Texas System  
201 W. 7<sup>th</sup> Street, 14th Floor  
Austin, TX 78701

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

Project Number: \_\_\_\_\_

Dear

I have read and understand that the UT system policy is to be compliant with the comptroller emergency rules TAC 20.285 (d) as attached. In accordance with the submittal requirements outlined in the HUB Subcontracting Plan (HSP) instructions, please find attached Part Two (2) -Good Faith Effort along with GFE documentation for each scope listed below. Good Faith Effort requirements are explained in Attachment B, Section B3 of the HSP.

Bid Package No: \_\_\_\_\_

List Scopes of Work included in this Bid Package:

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 8. _____  | 15. _____ |
| 2. _____ | 9. _____  | 16. _____ |
| 3. _____ | 10. _____ | 17. _____ |
| 4. _____ | 11. _____ | 18. _____ |
| 5. _____ | 12. _____ | 19. _____ |
| 6. _____ | 13. _____ | 20. _____ |
| 7. _____ | 14. _____ | 21. _____ |

As scopes of work are awarded, **Part Three (3)-Subcontractor Selection**-Attachment B page 2 for each scope of work is due. Part Three (3) will reflect the name of the awarded 1st tier vendor and current contract amount as well as the awarded 2nd and 3rd tier vendors and contract amount. The scoring matrix for each scope of work is also attached as justification for your selection. A copy of the Texas Comptroller HUB Certification document will be attached.

Sincerely,

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

Project Administrator



Regional HUB Coordinator  
The University of Texas System  
Office of HUB Programs  
210 W. 7<sup>th</sup> Street, 11th Floor  
Austin, Texas 78701

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

Dear

I have read and understand that the UT system policy is to be compliant with the comptroller emergency rules TAC 20.285 (d) as attached. I also understand the goal as stated in the Agency Special Instructions section of the HUB Subcontracting Plan, page 10.

In the table below, please find a summary of our awarded scopes of work to date. Behind this summary, the Attachment B page 2 for each scope of work is included reflecting the name of the awarded 1st tier vendor and current contract amount as well as the awarded 2nd thru 3rd tier vendor and contract amount. The scoring matrix for each scope is also attached as justification for our selection

SUB Type	(1) Number of Contracts Awarded this Package	(2) Contract \$ Amount Awarded this Package	(3) Total \$ Amount of Contracts Awarded to Date	(4) Total VetHUB % awarded to Date
HUB				%
NON-HUB				
TOTAL				

Total Contract \$ to be awarded on this project (all scopes): \$ \_\_\_\_\_

Total Contract \$ left to award on this project (all scopes): \$ \_\_\_\_\_

I understand the above HUB percentages must represent Texas Comptroller HUB certification standards. I have confirmed on the day of subcontract award, that the subcontractor HUB Certification is still active on the Centralized Master Bidders List (CMBL).

During the course of this contract should we discover additional subcontractors claiming Historically Underutilized Business status or if for some reason a HUB is unable to fulfill its contractual obligation with us, we will notify you immediately in order to take the appropriate steps to amend 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: When a state agency requires a subcontracting plan, a bid, proposal, offer, or other applicable expression of interest for the contract must contain a plan to be considered responsive.**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas.

## - - 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.

### **Building Construction – 1.00%** See pages 3-6 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: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_
- b. Is your company a State of Texas certified HUB?      - Yes      - No
- c. Requisition #: \_\_\_\_\_ Bid Open Date: \_\_\_\_\_  
(mm/dd/yyyy)

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

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

## SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods and services will be subcontracted**. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b of this SECTION and continue to Item c of this SECTION.)
- **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs	Non-HUBs
		Percentage of the contract expected to be subcontracted to 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.)

ci. Check the appropriate box (Yes or No) that indicates whether the subcontract with Texas certified HUBs 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.)

**\* To Be Determined after Good Faith Effort solicitation documentation has been submitted and award is made.**

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date  
(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.

[illegible]

## 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/tpasscmbsearch/tpasscmbsearch.do>. HUB status code "A" signifies that the company is a Texas certified HUB.

[illegible]

**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 SECTION B-4.)
- **No / Not Applicable** (If **No** or **Not Applicable**, continue to SECTION B-3 and SECTION B-4.)

## SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section, you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. **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 <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code "**A**" signifies that the company is a Texas certified HUB.
- b. List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (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/tpasscmbsearch/tpasscmbsearch.do>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



## Addendum to CMAR HSP

### B2GNOW COMPLIANCE REPORTING SYSTEM

As part of the UT System HUB Office commitment to assist Prime Contractors 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 Contractor is required to register all subcontractors in the B2GNow Compliance Reporting System within seven (7) business days of execution of each subcontractor agreement. The Prime Contractor must also provide complete contact information of subcontractor, enter initial contract values, and update contract amounts on a monthly basis, as applicable. In addition, the Prime Contractor is responsible for reporting project payment activity for all subcontractors, 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 Contractor 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 Contractor agrees to advise ALL subcontractors in writing of the requirement to submit all payment information for 2nd and 3rd tier subcontractors to the Prime Contractor who will post those payments in the B2GNow Compliance Reporting System electronically. The Prime Contractor further agrees and understands it is their responsibility to ensure all subcontractors have reported all payment information and cleared any discrepancies monthly.

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

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

Information concerning access to the B2GNow Reporting System will be provided to the Prime Contractor 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 Contractor 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 Programs  
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, and  
UT Tyler  
512-322-3779  
cbooker@utsystem.edu

**Kyle Hayes**

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

## ADDITIONAL PROJECT REQUIREMENTS

The Prime Contractor agrees to the following:

1. Host at a minimum three (3) HUB outreach events (not including pre-bid meetings).
2. Contact a minimum of (3) SDV and Small Business associations regarding other options of promoting the project to the HUB community, (i.e., outreach events, lunch and learn presentations, etc.).
3. Keep all written correspondence with subcontractors regarding the project.
4. Host a Subcontractor Training Class, (2 days from 4-7 for 2 weeks”) if project CCL is \$50M or more. Work with HUB Coordinator on the agenda for the HUB Subcontractor Training and provide speakers from the Prime Contractor project team.
5. Performing a Good Faith Effort (GFE) for each scope of work as defined in the instructions on “How to Complete the HSP”, attached in this document.
6. Contractor Project team should attend On-Board meeting and B2G training.
7. Prime Contractor will add ALL subcontractors (both HUB and non-HUB) to the B2G database for the project.
8. Enter subcontractor payments both HUB (1st, 2nd and 3rd tier) and non-HUB in the B2G system.
9. Maintain and monitor subcontractor contract amounts and payments throughout the project.
10. At project close-out, provide the final HSP that matches B2G, and total payments made to the subcontractor.
11. Adhere to the HSP Process (Addendum B) included in this package.

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 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>	
<b>1. Potential Subcontractor's Bid Response Due Date.</b>	
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 Service Disabled Veterans..</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>	
<b>2. Subcontracting Opportunity Scope of Work:</b>	
<b>3. Required Qualifications:</b> <input type="checkbox"/> - NotApplicable	
<b>4. Bonding/Insurance Requirements:</b> <input type="checkbox"/> - NotApplicable	
<b>5. Location to review plans/specifications:</b> <input type="checkbox"/> - NotApplicable	

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

**Note: The General Contractor is responsible for reporting all expenditures on a monthly basis. This is a State of Texas requirement for all contracts exceeding \$100,000.**

## **Monthly Reporting requirements– After Award**

**Prime Contractor payment requests shall include:**

- 1) State of Texas Prime Contractor Progress Assessment Report (PAR) - see pg. 21
- 2) University of Texas Contract Management System Report (UTCMS). This report must identify all 1st, 2nd, and 3rd tier subcontractor payments. - see pg. 22 for example

**\*\*These two documents *must* be submitted with payment application/ invoice before Prime Contractor will be paid.\*\***

Training on UTCMS will be provided to the Prime at no cost, and will be addressed during On-boarding meeting.

**\*\*See page 21 for PAR Form completion instructions\*\***



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

**Total Amount Paid this Reporting Period to Contractor: \$ (8)**

## 21

# UT System Contract Management System Subcontractor Report

## Compliance Audit: April 2014

[Help & Tools](#)
[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments Reports](#)
**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?	No ( <a href="#">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		26.200%	
For Credit	\$8,028,000.00	15.000%	\$1,203,050.00	5.301% 9.699% below goal
For Credit to CSB Goal	\$5,352,000.00	10.000%	\$1,500.00	0.046% 9.954% below goal
For Credit to FBE Goal	\$0.00	0.000%	\$0.00	0.000% Goal matched
For Credit to MBE Goal	\$2,676,000.00	5.000%	\$171,550.00	5.255% 0.255% above goal
For Credit to Section 3 Goal	\$0.00	0.000%	\$0.00	0.000% Goal matched
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](#)
[Report Error](#)

### 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
<b>1</b> <a href="#">Sub Flooring, LLC</a> <a href="#">Martha Valenzuela</a> <a href="#">miv@b2gnow.com</a> P 480-238-6829, F 480-238-6829	<a href="#">No</a>	Sub	No CSB	<a href="#">View Edit</a>	\$800.00		\$181,100.00	0.065%	5.548%
<b>1</b> <a href="#">Sub Trucking Company</a> <a href="#">Sue Framing</a> <a href="#">subframing@b2gnow.com</a> P 602-325-9277, F 602-325-9666	<a href="#">No</a>	Sub 100%		<a href="#">View 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.

(cont. next page)

(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.