



HUB Subcontracting Plan for:

- Competitive Sealed Proposals (CSP)

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 appropriate HUB Coordinator listed below:

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The University of Texas System
Office of HUB Programs

UT SYSTEM HUB PROGRAM REQUIREMENTS

Introduction

It is the policy of The University of Texas System, and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts in compliance with the Texas Administrative Code rules for the HUB Program, and the emergency rules (while applicable) implemented by the Texas Comptroller of Public Accounts for the HUB Program, in contracts for construction services, including professional and consulting services, and commodities contracts. The HUB Rules promulgated by the Texas Comptroller of Public Accounts (the “Texas Comptroller”), set forth in 34 TAC Rules 20.281-20.298, encourage the use of HUBs by implementing these policies through race-, ethnic- and sex-neutral means.

The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting. TAC Rule 20.284 (c) requires state agency-specific HUB utilization goals for each procurement category. **The goals below are only for UT System Administration. Each component institution may require a good faith effort to meet its’ own goals.**

- **N/A%** for heavy construction other than building contracts;
- **1.0%** for all building construction, including general contractors and operative builder’s contracts;
- **1.0%** for all special trade construction contracts;
- **1.75%** for professional services contracts;
- **0.25%** for all other services contracts, and;
- **0.25%** for commodities contracts.



UT System Administration Historically Underutilized Subcontracting Plans (HSP) for Competitive Sealed Proposal (CSP)-1% of total contract value

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

Statement of Probability - The Office of Capital Projects (OCP) policy is to follow the Texas Administrative Code for the state of Texas HUB program including the emergency amendments to the rules while in force. 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.

Determination of Good Faith Effort in developing an HSP for a competitive sealed proposal construction contract includes but is not limited to the following:

1. Divide the contract 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 subcontracting opportunities to be disseminated to their membership. The notice shall include:
 - Scope of work
 - Information regarding locations to review plans and specifications
 - Bonding and insurance requirements (include any personal liability requirements)
 - Identify a contact person (including phone number and email address)
3. Notify **three (3)** or more State of Texas certified HUBs for each subcontracting opportunity in writing. The notice shall include:
 - Scope of work
 - Information regarding locations to review plans and specifications
 - Bonding and insurance requirements (include personal liability requirements)
 - Identify a contact person (including phone number and email address)

Notify trade organizations and development centers of subcontracting opportunities with reasonable time to respond (**no less than seven (7)** working days from receipt of notice). Weekends and holidays do not count towards the 7 day notice. The prime contractor **must** 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.

4. The respondent shall use the State's Centralized Master Bidders List (CMBL), HUB Directory, Internet resources, and/or other directories as identified by the agency when searching for HUB subcontractors. Respondents may also rely on the services of trade organizations and development centers, contractor groups, local, state and federal business assistance offices in identifying qualified HUB subcontractors. Search the CMBL at: <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do>.
5. Provide written justification of the selection process if a non HUB subcontractor is selected.
6. Encourage non-certified subcontractors to apply for HUB certification. If the vendor is not a State certified HUB you may refer the firm to the HUB office for additional information on becoming HUB certified or the State HUB website <https://www.comptroller.texas.gov/purchasing/vendor/hub/certification-process.php>.

(cont. next page)

Complete the following sections of the HSP forms in the Exhibit H document:

1. Letter of Transmittal for CSP – pg. 5
2. Section 1 – Respondent and project Information. VID # refers to Tax ID number.
3. Section 2A – Yes, I will be subcontracting portions of the contract
4. Section 2B – List all the portions of work you will subcontract, and indicate the dollar amount of the contract you expect to award to HUB vendors and Non HUB vendors
5. Section 2C – No
6. Section 2D – No
7. Section 4 – Affirmation
8. Good Faith Effort (Attachment B) – Complete this attachment for each subcontracting opportunity – complete justification if selection is a non-HUB. Additional Attachment Bs can be found at <https://utsystem.edu/sites/default/files/offices/historically-underutilized-business/GFE-Method-B---additional-forms--rev-1.26.2026-ksh-.pdf>
9. Provide copies of backup documentation of good faith effort

Changes to the Plan

Once the HUB Subcontracting Plan (HSP) has been submitted, any subsequent changes must receive prior written approval from the UT System OCP Project Manager and the HUB Coordinator before the new subcontractor may begin work. Upon contract award, the approved HSP becomes an integral part of the contract. Failure to comply with the HSP may be considered a breach of contract by UT System.

Reporting – After Award

All subcontracting will be reported to The University of Texas Contract Management System (UTCMS or B2G). A copy of reported expenditures will be attached to the State of Texas Prime Contractor Progress Assessment Report (PAR) and submitted with each request for payment. Identify all HUB and non-HUB 1st, 2nd, and 3rd tier subcontractor payments. **It is a condition of payment to report HUB subcontracting expenditures.** The UTCMS is located at: <https://utsystem.diversitycompliance.com/?TN=utsystem>

Exhibit H Documents <https://www.utsystem.edu/offices/historically-underutilized-business/hub-forms/hub-plan-templates-ocp-projects>

Regional HUB Coordinator
 The University of Texas System
 Office of HUB Programs
 210 West 7th 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 read and understand The University of Texas System HUB Program Requirements. I also understand the UT System Specific Procurement Goal according to 34 Texas Administrative Code Section 20.284 emergency rules, and the goal as stated in the Agency Special Instructions section of the HUB Subcontracting Plan, page 7.

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

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 subcontractor award, that the subcontractor'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: 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 3-4 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)

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.)

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.

Not Applicable

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 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 <small>(Do not enter Social Security Numbers.)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	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 <small>(mm/dd/yyyy)</small>	Was the Notice Accepted?
		- Yes - No
		- Yes - No

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

Enter your company's name here: _____	Requisition #: _____
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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		\$	%

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.

SECTION A: PRIME CONTRACTOR'S INFORMATION	
Company Name: _____	State of Texas VID #: _____
Point-of-Contact: _____	Phone #: _____
E-mail Address: _____	Fax #: _____

SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION	
Agency Name: _____	Phone #: _____
Point-of-Contact: _____	Bid Open Date: _____
Requisition #: _____	(mm/dd/yyyy)

SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE DESCRIPTION REQUIREMENTS AND RELATED INFORMATION
<p>1. Potential Subcontractor's Bid Response Due Date.</p> <p>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).</p> <p><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></p> <p><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></p>

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 CSP 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.

Signature

Print Name

Date



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. 16
- 2) University of Texas Contract Management System Report (UTCMS). This report must identify all 1st, 2nd, and 3rd tier subcontractor payments. - see pg. 17 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 16 for PAR Form completion instructions****

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?	No (mark audit as final)

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%	\$1,305,000.00	9.699% below goal
For Credit to CSB Goal	\$5,352,000.00	10.000%	\$1,500.00	9.954% below goal
For Credit to FBE Goal	\$0.00	0.000%	\$0.00	Goal matched
For Credit to MBE Goal	\$2,676,000.00	5.000%	\$171,550.00	0.255% above goal
For Credit to Section 3 Goal	\$0.00	0.000%	\$0.00	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 OR remain 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
1 Sub Flooring, LLC Martha Valenzuela miv@b2gnow.com P 480-238-6829, F 480-238-6829	No	Sub	No CSB	View Edit	\$800.00		\$181,100.00	0.065%	5.548%
1 Sub Trucking Company Sue Framing subframing@b2gnow.com P 602-325-9277, F 602-325-9666	No	Sub	100% MBE	View Edit	\$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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See next page for §20.285 (d) Subcontracts Emergency Rules

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.