



HUB Subcontracting Plan for:

- Design-Build (DB)

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

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Associate Director
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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. Under TAC emergency rules for the HUB program, HUB certification is restricted to service-disabled veteran-owned small businesses.

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
Professional Services – 1.00%**

PART A

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 - Subcontracting Opportunities are probable in connection with this solicitation.

*The HUB requirements for Design-Build firm delivery method require the submittal of TWO HSPs:

- a) HSP for the design professional and their consultants (**Part A**), and
- b) HSP for all other pre-construction services (**Part B**)

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

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

Option 1 – 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 – Check "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 fillable box.
- d. Section 4 – Affirmation – include your email address and contact phone number should UT System HUB have any questions.

If the respondent is able to fulfill all of the potential subconsulting opportunities identified with its own equipment, supplies, materials, and/or employees (*self-performance*), the respondent must sign an affidavit and provide a statement explaining how the respondent intends to fulfill each subcontracting opportunity. The respondent must agree to provide the following if requested by the agency:

- Evidence of existing staffing to meet contract objectives
- Monthly payroll records showing company staff fully engaged in the contract; on site reviews of company headquarters or work site where services are to be performed; and
- Documentation proving employment of qualified personnel holding the necessary licenses and certificates required to perform the work.

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

- a) Section 1 – Respondent and Requisition information
- 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
- f) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity

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

- a) Section 1 – Respondent and Requisition information
- 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

~Design-Build (Professional Services) HSP Instructions cont.~

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) Respondent and Requisition Information
- 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

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

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

A respondent's participation in a Mentor-Protégé Program under Government Code, §2161.065, and the submission of a protégé as a subconsultant in the HUB subcontracting plan constitutes a good faith effort for the particular area to be subcontracted with the protégé. State agencies and institutions of higher education may accept a Mentor-Protégé Agreement that has been entered into by the respondent (mentor) and a certified HUB (protégé). The agency shall consider the following in determining the respondent's good faith effort:

- If the respondent has entered into a fully executed Mentor-Protégé Agreement that has been registered with the Comptroller prior to submitting the HSP, and
- If the respondent's HUB subcontracting plan identifies the areas of subconsulting that will be performed by the protégé. For more information, contact the HUB Coordinator.

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

Changes to Plan

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

Reporting – After Award

Prime firm payment requests shall include: Prime Contractor Progress Assessment Report (PAR) identifying all subcontractor and subconsultant payments.

HSP Forms: <http://utsystem.edu/offices/historically-underutilized-business/hub-forms> Please use the forms posted at the HUB Department website to complete HSP.

UT System Administration
Historically Underutilized Subcontracting Plans (HSP)

PART B

All Other Pre-Con Services- Goal-1.00%

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 - Subcontracting Opportunities are probable in connection with this solicitation. *Responses that do not include an HSP shall be rejected as a material failure to comply with advertised specifications in accordance with the request for qualifications.*

- * The HUB requirements for Design-Build firm delivery method require the submittal of TWO HSPs:
 - (a) HSP for the design professional and their consultants (Part A), and
 - (b) HSP for all other pre-construction services (Part B).

For all other Pre-Con services, complete Option 1 or Option 2

Option 1

- ❖ If you are not subcontracting any portion of the pre-construction services and will be fulfilling the entire scope with your own resources, complete the following sections:
 - a) Section 1 – Respondent and requisition information
 - b) Section 2A – No, I will not be subcontracting any portion of the contract (pre-con services), and will be fulfilling the entire contract with my own resources.
 - c) Section 3 – Self Performing Justification – Check no and provide an explanation in the box provided.
 - d) Section 4 – Affirmation

Self-Performance Justification Example – If the respondent is able to fulfill all of the potential subcontracting opportunities identified with its own equipment, supplies, materials, and/or employees (*self-performance*), the respondent must sign an affidavit and provide a statement (*on HSP forms*) explaining how the respondent intends to fulfill each subcontracting opportunity.

Option 2

- ❖ If you are subcontracting with HUB vendors and Non-HUB vendors (or only Non HUB vendors) for any or all portions of the contract, complete the following:
 - a) Section 1 – Respondent and Requisition Information
 - 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

Following subcontractor solicitation, the good-faith effort documentation and Attachment B, page 1 shall be submitted to the HUB Coordinator for review (see Good-Faith Effort Letter, page 8). Upon selection of subcontractors, Attachment B (page 2) shall be submitted. (see Letter on 9).

~Design-Build (pre-construction) HSP Instructions cont.~

Determination of Good Faith Effort in developing an HSP for construction contracts 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)** Texas 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
 - Identify a contact person (including phone number and email address)

Notify Texas trade organizations of contracting opportunities with reasonable time to disseminate information to members (no less than **seven (7)** working days from receipt of notice).

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
 - Identify a contact person (including phone number and email address)

Notify the HUBs of subcontracting opportunities with reasonable time to respond (**no less than seven (7)** working days from receipt of notice). The prime contractor must keep and provide official written documentation (i.e. fax transmittals, email, correspondence, etc. to demonstrate compliance).

4. The respondent shall use the State's Centralized Master Bidders List (CMBL)/ VetHUB 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 Texas trade and community organizations, contractor groups, local, state and federal business assistance offices in identifying qualified HUB subcontractors. Search the CMBL at: <https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do>.
5. Provide written justification of the selection process if a non HUB subcontractor is selected.
6. Encourage selected non-certified disabled- veteran owned business subcontractors to apply for HUB certification (VETHUB). If the service-disabled owned vendor is not a State certified HUB you may refer the firm to the HUB office for additional information on becoming VETHUB certified or the State HUB website <https://www.comptroller.texas.gov/purchasing/vendor/hub/certification-process.php>

Bid Package Notification

- Allow a minimum of **seven (7)** working days for the subcontractors to respond. 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.
- Identify the scope of work and the trades that will be subcontracted
- Identify a physical location to review plans/specifications
- Provide information about bonding and insurance requirements
- Identify a contact person, phone number, email, etc.

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 contract award number, scope of work to be performed, approximate dollar amount of the scope, and expected percentage of the total contract that the subcontracting opportunity represents. A copy of the contracting agency's point of contact for the contract no later than ten (10) working days

Please include an HSP for Professional Services using the instructions on pages 5 & 6. All other Pre-Con services HSP and the Professional Services HSP are required to have a compliant HUB Subcontracting Plan.

Regional HUB Coordinator
Office of HUB Programs
The University of Texas System
210 W. 7th 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. 7th 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. 7th 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) Total \$ Amount of Contracts Awarded to Date	(2) Number of Contracts Awarded this Package	(3) Contract \$ Amount Awarded this Package	(4) Total HUB % to Date	(5) SDV 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. For each of the listed HUB firms, I have attached a Texas Comptroller HUB Certification document.

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.

Pre-Con Services – 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.)

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.

[Empty space for justification text]

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/tpasscmlsearch/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.

Addendum to DB 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





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

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****

UT System Contract Management System Subcontractor Report

Compliance Audit: April 2014

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[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 (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%	\$1,230,500.00	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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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.