

Guide to Selecting the Appropriate HUB Subcontracting Plan (HSP)

(For UT System Administration *non-construction* solicitations only)

Forms are located at: <https://utsystem.edu/offices/hub/hub-forms/hub-plan-templates-commodities-services-procurement>

***** An HSP is required for all contracts exceeding \$100,000.00 in total life value*****

Complete **ONLY ONE** of the HSP options listed below. Once you determine which option is applicable to your company's subcontracting intentions, click on the relevant option link to access the appropriate fillable HSP. Forms must be downloaded to Adobe Acrobat/ Reader to utilize the fillable function. Instructions for completing each option are included in the applicable HSP form.

Option 1a (Scope of Work defined) - Complete this Self-Performing HSP if:

Your company will perform, in-house, ALL areas of advertised Scope of Work, as defined in Section 5 of the RFP/RFQ, or as defined in Invitation to Bids (ITB) exceeding \$100,000.00 in total life-of-contract value. You **cannot** use this option if you choose to subcontract ANY portion of the Scope of Work.

Option 1b (Scope of Work NOT defined)- Complete this Self-Performing HSP if:

This HSP is used when **1)** multiple (non-exclusive, IDIQ) contracts will be awarded, and/or **2)** future work will be assigned as needed through *Project Addendums* or *Work Orders* that define a specific Scope of Work or Project. This initial HSP submission is considered **Part 1** of the HSP process. Each Project Addendum will then require a revised HSP (**Part 2**) listing subcontractors (if needed) for the specified Scope of Work.

You will utilize Option 1a, 2, 3, or 4 to fulfill your Part 2 obligation. Part 2 must be emailed directly to the HUB Coordinator listed in the original Solicitation document (RFP) for approval.

Option 2 – Complete this subcontracting HSP Option if:

ALL *subcontracting* opportunities will be performed **ONLY** by Texas-certified HUB vendors. You **cannot** use this option if (a) you choose to subcontract ANY portion of the Scope of Work to NON-HUB vendors in addition to HUB subcontractors, or (b) if all subcontracting opportunities will be performed by NON-HUB vendors.

Option 3 – Complete this subcontracting HSP Option if:

1. *Subcontracting* opportunities will be performed by Texas-certified HUB vendors AND NON- HUB vendors.
2. All subcontracted work **will meet or exceed** stated HUB participation percentage goal as defined in RFP.

Option 4 – Complete this subcontracting HSP Option if:

1. *Subcontracting* opportunities will be performed by Texas-certified HUB vendors AND NON-HUB vendors, or only to Non-HUB vendors.
2. All HUB subcontracted work **will NOT meet** stated HUB participation percentage goal as defined in RFP.
3. Each Subcontracting Opportunity will require a Good Faith Effort (Method B). Additional Method B forms are available at <https://www.utsystem.edu/offices/historically-underutilized-business/hub-forms>

NOTE: ALL completed and signed forms **must** be scanned and submitted to the Bonfire portal (instructions in RFP) or to the Jaggaer portal, if responding to a UT System Supply Chain Alliance opportunity.
Part 2 HSPs (See Option 1b above) will be routed directly to the email address of the HUB Coordinator listed in the original Solicitation Document (RFP) for approval.

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

Kyle Hayes
HUB Coordinator
512-322-3745
khayes@utsystem.edu

Cynthia Booker
HUB Coordinator
512-322-3779
cbooker@utsystem.edu

Stephanie Park
Senior HUB Coordinator
972-883-5377
spark@utsystem.edu