

# 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 HSP option from the list below. After identifying the option that aligns with your company's subcontracting approach, select the corresponding link to access the appropriate fillable HSP form. Please download the form and open it in Adobe Acrobat/Reader to enable all fillable features. Each form includes detailed instructions specific to that option.

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

Your company will self-perform all components of the advertised Scope of Work, as outlined in Section 5 of the RFP/RFQ or in any Invitation to Bid (ITB) with a total contract value exceeding \$100,000. This option is not permitted if any portion of the Scope of Work will be subcontracted.

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

This HSP option applies when (1) multiple Master Services Agreements (MSAs) or IDIQ contracts are anticipated, and/or (2) future work will be assigned through Project Addendums (for MSAs) or Work Orders (for IDIQs) that outline a defined Scope of Work or project requirements. The initial HSP submission serves as **Part 1** of the overall HSP process. Each subsequent Project Addendum or Work Order will require its own HSP (**Part 2**), which must identify any subcontractors proposed for that specific Scope of Work. To complete **Part 2**, you will use HSP Options 1a, 2, 3, or 4, as applicable. **Part 2 must be submitted directly via email to the HUB Coordinator for the UT System institution issuing the Project Addendum or Work Order.**

## Option 2 – Complete this subcontracting HSP Option if:

All subcontracting opportunities will be awarded exclusively to Texas-certified HUB vendors. This option is not permitted if (a) any portion of the Scope of Work will be subcontracted to non-HUB vendors alongside HUB subcontractors, or (b) all subcontracting opportunities will be assigned to non-HUB vendors.

## Option 3 – Complete this subcontracting HSP Option if:

1. *Subcontracting* 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/RFQ/ITB.

## Option 4 – Complete this subcontracting HSP Option if:

1. *Subcontracting* will be performed by HUB and Non-HUB vendors, or solely by Non-HUB vendors.
2. All HUB subcontracted work **will NOT meet** stated HUB participation percentage goal as defined in RFP/RFQ/ITB.
3. Each Subcontracting Opportunity will require a Good Faith Effort (Method B).

**NOTE:** ALL completed and signed forms ***must*** be submitted to the UT System Administration Bonfire (Euna) portal or to the Jaggaer portal, if responding to a UT System Supply Chain Alliance opportunity.

For questions or clarifications regarding the HUB Subcontracting Plan options, please contact the HUB Coordinator listed in the Solicitation to which you are responding:

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