



**The University of
Texas System**

Office of HUB Programs
512-499-4530
www.utsystem.edu/hub

Option 1a (Scope of Work Defined*) HUB Subcontracting Plan Requirements for RFQ/RFP/ITB/EAJ, issued by:**

- UT System Administration Contracts & Procurement
- or-
- UT System Supply Chain Alliance

***Note: the HUB Program is also referred to as the VetHUB Program. The terms HUB and VetHUB will be used interchangeably throughout the HSP.**

For questions or clarifications regarding the HUB Subcontracting Plan, please contact the HUB Coordinator listed in the Solicitation Document:

UT System Contracts & Procurement:

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

UT System Supply Chain Alliance:

Cynthia Booker
HUB Coordinator
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**Scope of Work as defined in RFP/ Solicitation*

***Exclusive Acquisition Justification form*



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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.*

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
Self-performing HUB Subcontracting Plan (HSP)
Instructions

It is the policy of The University of Texas System to require a good faith effort to utilize historically underutilized businesses (HUBs) in accordance with the Texas Administrative Code Rules for the HUB Program in Title 34, Part 1, Chapter 20, Subchapter D, Division 1.

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

Letter of Transmittal

- Complete and sign

Section 1

- Respondent and Requisition Information. **Complete as indicated on the form.** VID # refers to the tax ID number. Requisition # refers to RFP/ RFQ #. **Bid Open Date refers to the date proposals are due.**

Section 2A

- **Mark the 'NO'**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. Continue to Section 3.

Section 3

- Mark the "NO" box and in the space provided indicate how your company will perform the entire contract with its own equipment, supplies, materials and/or employees. See example below:

[Your Company Name] has the resources to complete all scopes of this RFP with our own equipment, supplies, materials and personnel. If sub-contracting opportunities are identified at a future date, we will immediately contact the project manager and HUB Coordinator and commit to perform a Good Faith Effort through solicitation of HUB firms and submit an amended HUB Subcontracting Plan.

Section 4

- **Sign the form.** Include your e-mail address and contact phone number should UT System HUB have any questions.

HUB Subcontracting Plan Required Documents

HUB forms may also be downloaded at: <http://www.utsystem.edu/offices/historically-underutilized-business/hub-forms>

Changes to the Plan

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

Reporting – After Award

Prime contractor payment requests shall include: Prime Contractor Progress Assessment Report (PAR) identifying all HUB and non-HUB subcontractor payments. PAR form and instructions for completion can be found at:

<http://www.utsystem.edu/offices/historically-underutilized-business/hub-forms>

NOTE: RESPONSES THAT DO NOT INCLUDE AN HSP MAY BE REJECTED AS A MATERIAL FAILURE TO COMPLY WITH ADVERTISED SPECIFICATIONS IN ACCORDANCE WITH RFP/ RFQ.

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 forward this HUB Subcontracting Plan as an integral part of our response in connection with your solicitation document referencing the above 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 6.

Our company has determined that we have no need to subcontract any portion of the defined Scope of Work in the posted solicitation document; therefore, we will self-perform all aspects of the Scope of Work.

Furthermore, during the course of this contract, if awarded, should we identify the need to subcontract any additional portion(s) 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), 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 statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs shall qualify for meeting the HUB goal.

The goals below are the applicable goals for The University of Texas System Administration only effective December 1, 2025.

- **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.

- 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.
- 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: _____
Point of Contact: _____
E-mail Address: _____

State of Texas VID #: _____
Phone #: _____
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 HUBs.	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.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract 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 3: SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

SECTION 4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature

Printed Name

Title

Date
(mm/dd/yyyy)

Reminder:

email address

Phone Number

- If you responded "Yes" to SECTION 2, Items c and 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" to SECTION 2, Item c and "Yes" to Item 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.

HUB Subcontracting Plan (HSP)

Prime Contractor Progress Assessment Report (PAR)

(for Special Trades and NON-Construction related Commodities/Services use only)

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

UTS Contract No.:	Date of Award:	Object Code:
	(mm/dd/yyyy)	(Agency Use Only)
UTS RFP/RFQ/ITB No.:	Exclusive Acquisition? Yes <input type="checkbox"/> No <input type="checkbox"/>	Self-performing? Yes <input type="checkbox"/> No <input type="checkbox"/>
Invoice Number(s):	Is your company a State of Texas certified HUB? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Project Addendum No.*:		
Additional Project No.:		
<p>*(applies only to project-driven contracts)</p>		

Contracting Agency/University Name: The University of Texas System Administration

Contractor (Company) Name: _____ **State of Texas VID #:** _____

Point of Contact: _____ Phone #: _____

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

Report HUB and Non-HUB subcontractor information

When verifying subcontractors' HUB status, ensure that you use the State of Texas' Certified Minority Business Bidder's List (CMBL) - Historically Underutilized (HUB)

Directory Search located at: <https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do> HUB status code "A-Active" signifies that the company is a Texas certified HUB.

[illegible]

Signature: _____ **Title:** _____ **Date:** _____

Printed Name: _____ Phone #: _____