



**The University of  
Texas System**

Office of HUB Programs  
512-499-4530  
[www.utsystem.edu/hub](http://www.utsystem.edu/hub)

## **Option 3 (Using HUBs and Non-HUBs\*) 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](mailto:khayes@utsystem.edu)

### **UT System Supply Chain Alliance:**

Cynthia Booker  
HUB Coordinator  
512-322-3779  
[cbooker@utsystem.edu](mailto:cbooker@utsystem.edu)

**\* Use this Option if you will still meet the HUB utilization goal indicated in the Solicitation Document.**



# The University of Texas System

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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**

<b>UT SYSTEM HUB PROGRAM REQUIREMENTS</b>
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**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  
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 3 – Complete if all subcontracting opportunities are performed by ONLY HUB vendors.**

**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 'YES', I will be subcontracting portions of the contract.

**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.

**Section 2C**

- Mark "YES".

**Section 4**

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

**Good-Faith Effort (Attachment A)**

- Complete this attachment for each subcontracting opportunity listed in Section 2B.

**Section A-1**

- List the item number and description for subcontracting opportunity listed in Section 2B.

**Section A2**

- List the subcontractors you selected to perform this subcontracting opportunity listed above in Section A-1. Please include their VID #, State of Texas HUB certificate (if HUB), the estimated \$ amount and the contract percentage.

**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 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) identify 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 WILL BE REJECTED AS A MATERIAL FAILURE TO COMPLY WITH ADVERTISED SPECIFICATIONS IN ACCORDANCE WITH THE RFP/ RFQ.***

Regional HUB Coordinator  
The University of Texas System  
Office of HUB Programs  
210 West 7<sup>th</sup> 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 6.

<b>Subcontractors</b>	<b>No. of Subcontractors</b>	<b>Total Subcontract \$ Value</b>	<b>Total Estimated Subcontracting</b>	<b>% VetHub</b>
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), 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.

- **Please consult the corresponding solicitation document (RFP/RFQ/ITB) for the applicable HUB percentage goal.**
- 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.
- A 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: \_\_\_\_\_

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 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 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	HUBs	Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs	Percentage of the contract expected to be subcontracted to non-HUBs.
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		%	%
Aggregate 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)

#### 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.

***HSP Good Faith Effort - Method A (Attachment A)***

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**IMPORTANT:** If you responded “Yes” to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method A (Attachment A)” 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 format <https://comptroller.texas.gov/purchasing/docs/hub-forms/hsp-allfms.pdf>

## SECTION A-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.

<b>Item Number:</b>	<b>Description:</b>
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## SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-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) - Historically Underutilized Business (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.

[illegible]

**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 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.

