

**HUB Subcontracting Plan (HSP)
Prime Contractor Progress Assessment Report (PAR)**

Form Completion Instructions:

1	Contract number assigned by UT System Administration (UTS), e.g., 2025-xxx
2	Effective Date of Contract.
3	Leave blank (completed by UTS).
4	Enter the RFP/ RFQ/ ITB number that the Prime responded to before award.
5	Enter the Invoice Number(s) for which Prime is requesting payment.
6	Project Addendum (PA) Number (if applicable - applies only to project-driven Master Services Agreements [MSAs]), e.g., 2025-XXX. Enter the MSA number in step 1.
7	Contract Number assigned by UT System Dept (if applicable - usually only applicable if the contract is Construction-related).
8	Exclusive Acquisition (always "No" if contract is in response to an RFP/RFQ/ITB).
9	If Prime submitted an HSP that reflected Self-performing (no subcontractors), then the answer will be "Yes". Otherwise, the answer will be "No".
10	Check "Yes" or "No".
11	Prime Contractor name.
12	State of Texas VID (14 digits) or Fed ID- (9 digits) of Prime Contractor.
13	Prime Contractor contact person.
14	Prime Contractor
15	Calendar month and year of reporting period (e.g., AUG 2025). Note: Progress Assessment Reports (PARs) must be submitted to UTS with each invoice, even when no payments were made to Prime Contractor from UTS or by Prime Contractor to Subcontractors during the reporting period (see step 16).
16	Total payment(s) already received during the Reporting Period indicated in step 15 above by Prime Contractor from UT System Administration. DO NOT enter the amount of the current invoice (noted in step 5 above) for which Prime is requesting payment. If no payments were received by Prime from University of Texas System Administration during the Reporting Period in step 15 above, enter 0.00.
17	- all S =y" V =y" , whether paid by Prime or not during the Reporting Period.
18	- o =y" t@ V =y" S
19	=y" # V
20	Total amount Subcontractor s under this contract h =ch
21	u actually paid S during k h V V The Prime must show it to its S during k h
22	u S
23	‡
24	Will be automatically calculated
25	Will be automatically calculated
26	Signature of Prime Contractor authorized person who verifies that the report is correct.
27	Title of signing authority.
28	Date signed
29	Printed Name of Prime Contractor authorized person who verifies that the report is correct.
30	Phone Number of of Prime Contractor authorized person who verifies that the report is correct.

NOTE: SELF-PERFORMING COMPANIES COMPLETE ONLY STEPS 1-16 AND 26-30.

