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

Form Completion Instructions:

1	Contract number assigned by UT System Administration (UTS) RFP, RFQ, or ITB number.
2	Date contract was signed by both UTS and prime contractor.
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)
6	Project Addendum Number (if applicable - applies only to project-driven MSAs)
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	Prime will know if they are Texas Certified HUB. If the Prime does not know, then the answer is "No".
11	Awarded company (prime) name.
12	State of Texas VID (14 digits) or Fed ID- (9 digits) of prime contractor.
13	Awarded company (prime) contact person
14	
15	
16	
17	
18	
19	
20	Total amount subcontractor s under this contract
21	
22	
23	
24	Will be automatically calculated
25	Will be automatically calculated
26	Signature of authorized person in prime contractor, who has verified the report is correct.
27	Title of signing authority.
28	Date signed
29	Printed Name of authorized person in prime contractor, who has verified the report is correct
30	Phone Number of authorized person in prime contractor, who has verified the report is correct.

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

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.: (1)   Date of Award: (2)   Object Code: (3)
     (mm/dd/yyyy)   (Agency Use Only)

UTS RFP/RFQ/ITB No.: (4)

Invoice Number(s): (5)   (8) Exclusive Acquisition? Yes ☐ No ☐   (9) Self-performing? Yes ☐ No ☐

Project Addendum No.*: (6)   (10) Is your company a State of Texas certified HUB? Yes ☐ No ☐

Additional Project No.: (7)

     *(applies only to project-driven contracts)

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

Contractor (Company) Name: (11)   State of Texas VID #: (12)

Point of Contact: (13)   Phone #: (14)

Reporting (Month) Period: (15)   Total Amount Paid this Reporting Period to Contractor: $ (16)

Report HUB _and_ Non-HUB subcontractor information

When verifying subcontractors' HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized (HUB) Directory Search located at: https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do   HUB status code "A-Active" signifies that the company is a Texas certified HUB.

Subcontractor's Name	Subcontractor's VID or HUB Certificate Number (if Non-HUB, leave blank)	Texas Certified HUB? (Yes or No)	Total Contract $ Amount from HSP with Subcontractor	Total $ Amount Paid This Reporting Period to Subcontractor	Total Contract $ Amount Paid to Date to Subcontractor	Object Code (Agency Use Only)
(17)	(18)	(19)	$ (20)	$ (21)	$ (22)	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
			$	$	$	
		TOTALS:	$ (23) 0.00	$ (24) 0.00	$ (25) 0.00	

Signature: (26)   Title: (27)   Date: (28)

Printed Name: (29)   Phone #: (30)