



# **HISTORICALLY UNDERUTILIZED BUSINESS (HUB) SUBCONTRACTING PLAN (HSP) COMPLETION**

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*UT System Administration Office of HUB Programs*

**HSP OPTION 1a – Self Performing Contractor**



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## Option 1a – Complete this Subcontracting HSP Option if:

Your company will perform, in-house, ALL areas of advertised Scope of Work, as defined in the RFP/RFQ, or as defined in Invitation to Bids (ITB) exceeding \$100,000.00 in total life-of-contract value. You cannot use this option if you choose to subcontract\* ANY portion of the Scope of Work.

\*If your company is a holding corporation and you are responding to the RFP/RFQ on behalf of all your subsidiaries, then you cannot use this Option. Subsidiaries are considered subcontractors. *In addition*, 1099 contractors are also considered independent contractors and not employees [according to the IRS](#) and, as such, they must be listed as subcontractors on your HSP. In both cases above, you must use HSP Option 2, 3, or 4. Contact the HUB Coordinator listed in the RFP/RFQ for further clarification.

*~ If this Option is the right choice for your company, proceed to next page ~*



**\*\* IMPORTANT \*\***

Make sure to use the most current HSP!!

For the most current HSP go to:

[UT System Administration HSP Option 1a](#)

**Note: This is a fillable PDF which you must download or open in Adobe Acrobat or DC in order to use the fillable function. Do not complete it in the browser or in Google docs – you will not be able to save your work.**



### General Instructions

If you are not subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., equipment, supplies, materials, and/or employees), complete the following in the HSP:

- Letter of Transmittal (Page 5);
- Section 1 – Respondent and Requisition Information (Page 6);
- Section 2a – ✓ No, I will not be subcontracting any portion of the contract (Page 7);
- Section 3 – Self-Performing Justification (Page 8);
- Section 4 – Affirmation that all information submitted is true and correct (Page 8)



# HUB Subcontracting Plan (HSP) – Self Performing - Scope of Work defined (SD)

## Page 5 – Letter of Transmittal

Insert Bid Opening Date

Select the HUB Coordinator  
listed in the RFP/ RFQ

Name of person with  
signature authority

Insert your company's logo here  
-OR-  
print this letter on your company letterhead  
(note: all script in red will not print)

Use this Letter of Transmittal for:  
Commodities, Other Services, Special Trades,  
Professional Services

(insert date)

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 (Please Select) \_\_\_\_\_  
Ms. Stephanie Park,  
Ms. Cynthia Booker,  
Mr. Kyle Hayes,  
Mr. Hopeton Hay,  
(Please Select)

I am soliciting your company's HUB Subcontracting Plan as an integral part of our response in connection with your solicitation of the above project.

I have read and understand the State of Texas Annual Procurement Goal according to 34 Texas Administrative Code Section 20.284, and the goal as stated in the Agency Special Instructions section of the HUB Subcontracting Plan, page 6.

Subcontractors	No. of Subcontractors	Total Subcontract \$ Value	Total Estimated Subcontracting %	% Minority Owned	% Woman Owned	% Service Disabled Veteran
HUB			%	%	%	%
NON-HUB			%	%	%	%
TOTAL			%	%	%	%

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

During the course of this contract, if so awarded, should we discover the need to subcontract any portion of the Scope of Work, we will notify you immediately in order to take the appropriate steps to amend this HUB subcontracting Plan.

Sincerely,

(signature)

(print name)

Project Executive  
cc: Project Manager

\* (address to HUB Coordinator listed in RFP/ RFQ)

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HSP OPTION 1a (SD) - Self-Performing (rev 04.22.2020)

Insert your company's logo  
here (if you need assistance  
with this, please contact your  
HUB Coordinator)\*

Type in RFP/RFQ title  
and  
RFP/RFQ number

Signature of person with  
signature authority

\* All script in **RED** on the form will not print when  
printing to printer, "Adobe PDF" or "Microsoft Print  
to PDF". It is for informational purposes only.



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OPTION 1a


# HUB Subcontracting Plan (HSP) – Self Performing - Scope of Work defined (SD)

## Page 6 –

### Section 1: Respondent and Requisition Information

Complete all information requested

**Note:** *Requisition Number* is the RFP/ RFQ number and *Bid Open Date* is the date Proposal is due.

 **HUB Subcontracting Plan (HSP)**

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are available 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:** Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

-- Agency Special Instructions/Additional Requirements --

In accordance with 34 TAC §20.285(d)(1)(C)(ii), 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 with which the respondent does not have a continuous contract in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

In accordance with 34 TAC §20.130(1)(C)(ii), the goals below are the applicable goals for The University of Texas System Administration only effective January 1, 2020.

**Miscellaneous Professional Services – 23.7%**  
**Commodities-21.10%**  
**Other Services-26%**  
**Special Trades- 32.9%**

- 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. A copy of the UT System Contract Management System (UTCMS) Compliance Report shall be attached to the State of Texas HUB PAR and 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 VIC #: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No

c. Requisition #. (RFP/RFQ number) \*\* \_\_\_\_\_ Bid Open Date: \_\_\_\_\_ (mm/dd/yyyy)

\*Point of Contact is person who will complete this HSP form  
\*\*Requisition is the Solicitation/RFP/RFQ number

HSP OPTION 1a (SD) - Self-Performing (rev 04.22.2020)

Type in VID# if Texas Corporation  
or  
Tax ID # if no VID# assigned



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**OPTION 1a**

## Page 7 –

### Section 2: Respondent's Subcontracting Intentions

Enter your Company's name and the Requisition #.  
(Enter this information on each subsequent page)

2a: ✓ No, I will not be subcontracting any portion of the contract.

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 with which you <u>do not</u> have a "continuous contract" in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a "continuous contract" in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%





## Section 4: Affirmation

Read, sign and date to affirm the information you provided is true and correct. Fill in all blue fields

***Proceed to next page for  
HSP Submittal Instructions***



## HSP Submittal Instructions

**1. The only pages from the Option 1a form you will need to submit are:**

- Exhibit H Cover Page
- Letter of Transmittal (Page 5)
- Section 1 (Page 6)
- Section 2 (Page 7)
- Sections 3 & 4 (Page 8)

**2. Delete all other pages of the form (Pages 2, 3, 4, and 9)**

*For Printing Instructions, go to next page*



## HSP Submittal Instructions (cont.)

### **3. Print Options:**

#### **A. If “wet signature” (non-digital) signature is required in RFP, or desirable by vendor:**

- 1) Print required pages (listed in step 1) to a physical printer
- 2) Have person with signature authority sign Letter of Transmittal and Section 4
- 3) Scan all required pages to PDF
- 4) Name the file in the following format: [CompanyName]\_HSP\_RF(P/Q)[RFP/Q Number] ;  
e.g. WidgetCompany\_HSP\_RFP720-2000

#### **B. If digital signature is optional in RFP and desirable by vendor:**

- 1) Attach signature of person with signature authority to Letter of Transmittal and Section 4
- 2) Print to “Adobe PDF” or “Microsoft Print to PDF”
- 3) Name the file in the following format: [CompanyName]\_HSP\_RF(P/Q)[RFP/Q Number] ;  
e.g. WidgetCompany\_HSP\_RFP720-2000



## HSP Submittal Instructions (cont.)

### 4. Submit your HSP

- A. For UT System Administration RFPs - upload\* your HSP according to the *Bonfire* portal instruction document provided with the RFP/RFQ.

*\*Important: Contact the RFP Administrator listed in the RFP/ RFQ (not the HUB Coordinator) regarding issues with uploading your document to the Bonfire portal.*

- B. For UT System Supply Chain Alliance RFPs - upload\* your HSP according to the *Supplier Management Portal* instructions provided with the RFP/RFQ.

*\*Important: Contact the RFP Administrator listed in the RFP/ RFQ (not the HUB Coordinator) regarding issues with uploading your document to the Supplier Management Portal*

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**\*\*HSP Submittal Process completed\*\***



## Office of HUB Programs Contact Information

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