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

UT System Administration Office of HUB Programs

HSP OPTION 1a – Self Performing Contractor

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 <u>cannot</u> 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.*
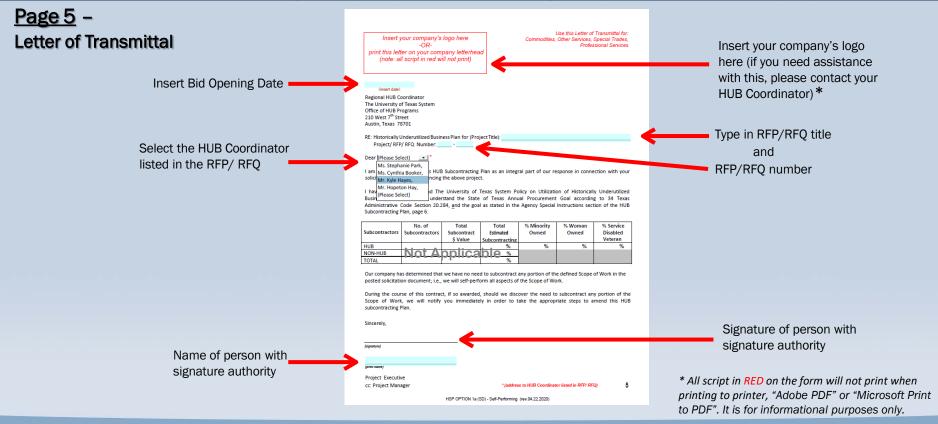
THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
WWW.UTSYSTEM.EDU

OPTION 1a

General Instructions

If you are not subcontracting <u>any</u> 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:

- <u>Letter of Transmittal</u> (Page 5);

- <u>Section 1</u> – Respondent and Requisition Information (Page 6);

- <u>Section 2a</u> – ✓No, I will not be subcontracting <u>any</u> portion of the contract (Page 7);

- <u>Section 3</u> – Self-Performing Justification (Page 8);

- <u>Section 4</u> – Affirmation that all information submitted is true and correct (Page 8)
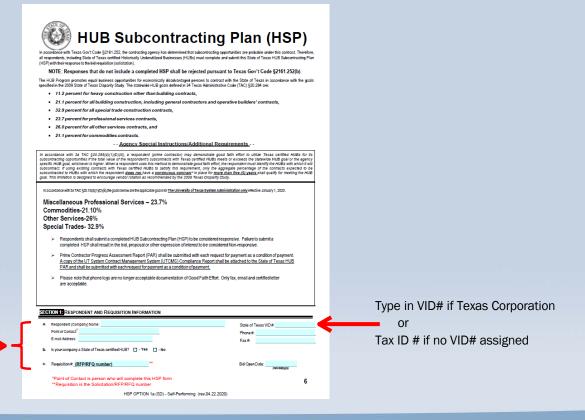
OPTION 1a

THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
WWW.UTSYSTEM.EDU

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 7th 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 ... s HUB Subcontracting Plan as an integral part of our response in connection with your
solic ... ncing the above project.

I ha ... d The University of Texas System Policy on Utilization of Historically Underutilized
Busi ... 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			%			

Not Applicable

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)

5

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.

OPTION 1a

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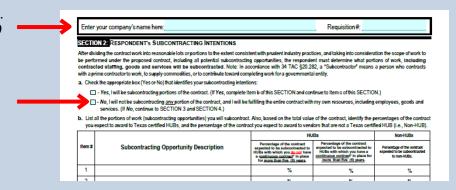
Type in VID# if Texas Corporation
or
Tax ID # if no VID# assigned

OPTION 1a

Page 7 –

Section 2: Respondent's Subcontracting Intentions

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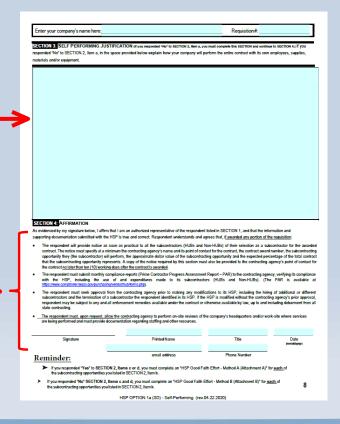(*Enter this information on each subsequent page*)

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

OPTION 1a

Page 8–

Section 3: Self Performing Justification

In the space provided, explain how your company will perform the entire contract with its own equipment, supplies, materials and/or employees. Suggested verbiage for this section can be found on pg. 4 of the Option 1a HSP pdf.

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

OPTION 1a

THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
WWW.UTSYSTEM.EDU

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

THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
WWW.UTSYSTEM.EDU

OPTION 1a

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

THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
WWW.UTSYSTEM.EDU

OPTION 1a

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*

_____

HSP Submittal Process completed

THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
WWW.UTSYSTEM.EDU

OPTION 1a

Office of HUB Programs Contact Information

Hopeton Hay
Director HUB Programs
hhay@utsystem.edu
512-499-4377

Stephanie Park
Sr. HUB Coordinator
UT Dallas, UT Arlington, UT Health
Northeast and UT Tyler
spark@utsystem.edu
972-883-5377

Cynthia Booker
HUB Coordinator
UT Health Houston, UT Rio
Grande Valley
cbooker@utsystem.edu
512-322-3779

Kyle Hayes
HUB Coordinator
UT Permian Basin, UT El Paso,
UT System Administration
khayes@utsystem.edu
512-322-3745

Katie McClellan
Administrative Associate
kmcclellan@utsystem.edu
512-499-4530

THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.
WWW.UTSYSTEM.EDU

OPTION 1a