

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



UT System Administration Office of HUB Programs

HSP OPTION 1b – Self Performing Contractor (NSD*)



Option 1b - Complete this Subcontracting HSP Option only if:

- 1) Per the RFP/RFQ, multiple (non-exclusive, IDIQ) master contracts will be awarded with no guarantees that the contract will be utilized during the contract period, and
- 2) future work will be assigned on an as-needed basis through Project Addendums or Work Orders that define a specific Scope of Work for said project.
- 3) The subcontracting needs for future Project Addendums or Work Orders are unknown until assigned.

HSP Option 1b submission is considered **Part 1** of the HSP process (ref: <u>Letter of HUB Commitment</u>). If your company is awarded a non-exclusive contract, each assigned project (Project Addendum) will require a <u>revised HSP</u> (**Part 2**) listing subcontractors (if needed) for the specified Scope of Work. You will utilize Option 1a, 2, 3, or 4 to fulfill your Part 2 obligation. Part 2 revised HSPs must be emailed directly to the HUB Coordinator listed in the original Solicitation document (RFP/RFQ) for approval. The revised HSP will become part of the Project Addendum. **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 1b

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.

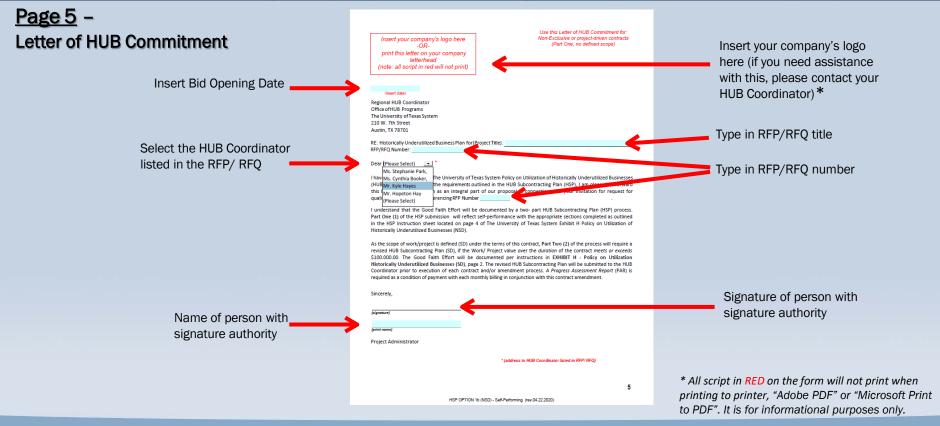


General Instructions

If you are not subcontracting <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:

- Letter of HUB Commitment (Page 5);
- <u>Section 1</u> Respondent and Requisition Information (Page 6);
- Section 2a ✓No, I will not be subcontracting any 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)





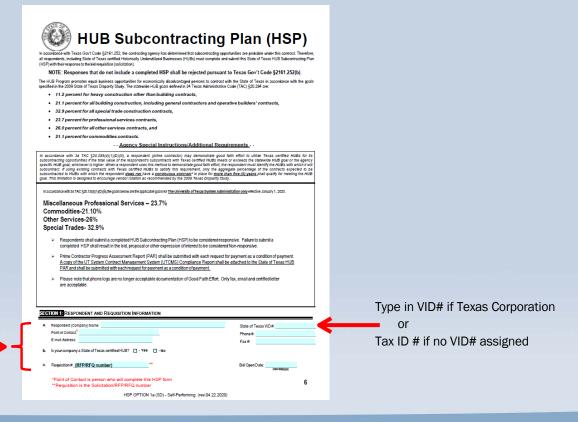


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Section 1: Respondent and Requisition Information

Complete all information requested

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



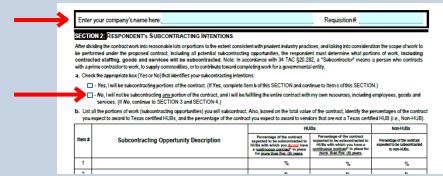


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Section 2: Respondent's Subcontracting Intentions

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

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

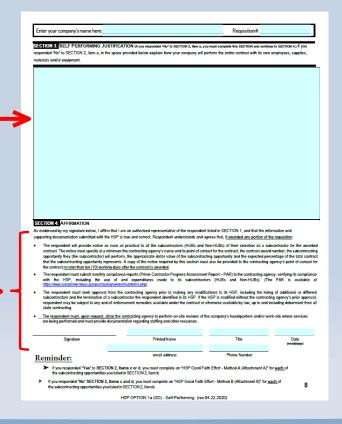


Page 8 – Section 3: Self Performing Justification

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 1b HSP pdf.

Section 4: Affirmation

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



Proceed to next page for HSP Submittal Instructions



HSP Submittal Instructions

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

- Exhibit H Cover Page
- Letter of HUB Commitment (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 <u>RFP Administrator</u> listed in the RFP/ RFQ (<u>not</u> the HUB Coordinator) regarding issues with uploading your document to the <u>Bonfire</u> 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 <u>RFP Administrator</u> listed in the RFP/ RFQ (<u>not</u> the HUB Coordinator) regarding issues with uploading your document to the <u>Supplier Management Portal</u>

HSP Submittal Process completed



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