

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



UT System Administration Office of HUB Programs

HSP OPTION 2 – Use HUB Subcontractors Only



Option 2 – Complete this Subcontracting HSP Option if:

ALL subcontracting opportunities will be performed ONLY by Texascertified HUB vendors. You <u>cannot</u> use this option if;

- a) you choose to subcontract ANY portion of the Scope of Work to NON-HUB vendors in addition to HUB subcontractors, or
- b) if all subcontracting opportunities will be performed by NON-HUB vendors.

~ 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 2

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.

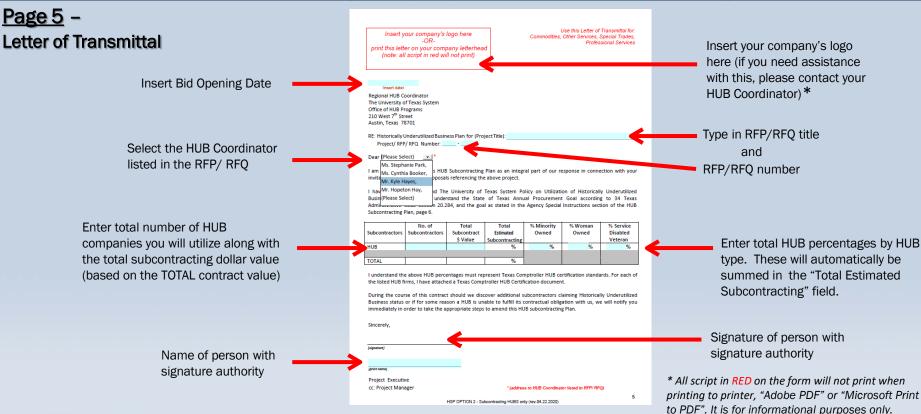


General Instructions

If all (100%) of your subcontracting opportunities will be performed using only HUB vendors, complete the following:

- Letter of Transmittal (Page 5);
- <u>Section 1</u> Respondent and Requisition Information (Page 6);
- Section 2a ✓ Yes, I will be subcontracting portions of the contract (Page 7);
- <u>Section 2b</u> List all the portions of work you will subcontract and indicate the percentage of the contract you expect to award to HUB vendors (Page 7 and the continuation sheet [Page 8] as needed);
- Section 2c ✓ Yes, I will be using only Texas certified HUBs to perform all the subcontracting opportunities listed (Page 7);
- Section 4 Affirmation that all information submitted is true and correct (Page 9);
- HSP GFE Method A (Attachment A) Complete this attachment for each subcontracting opportunity listed in Section 2b (Page 10).







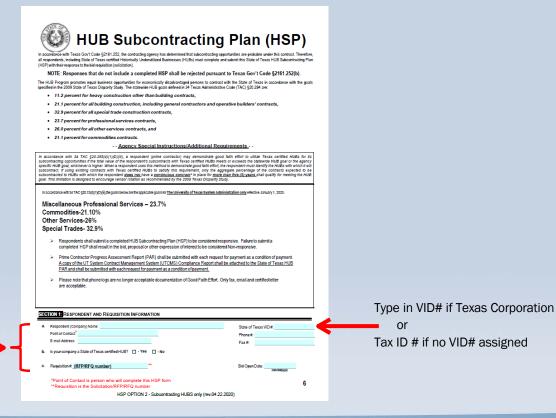
OPTION 2

<u>Page 6</u> –

Section 1: Respondent and Requisition Information

Complete all information requested

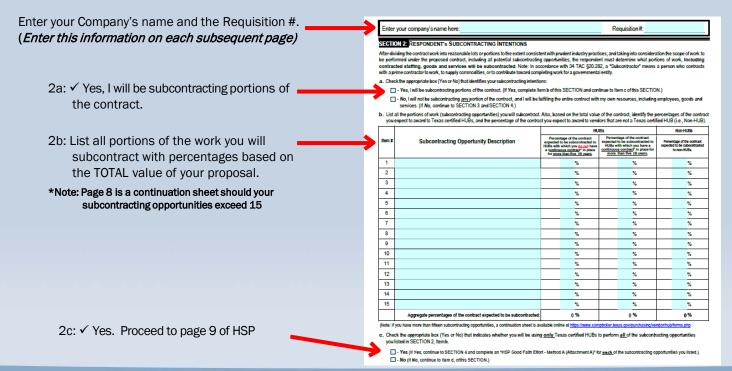
<u>Note:</u> *Requisition Number* is the RFP/ RFQ number and *Bid Open Date* is the date Proposal is due.





Page 7 (8*)-

Section 2: Respondent's Subcontracting Intentions





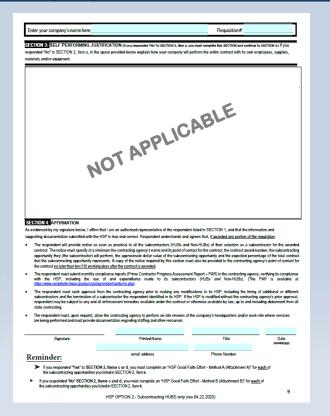
Page 9-

Section 3: Self Performing Justification

Not Applicable since your company will not be self-performing

Section 4: Affirmation

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





Page 10-**HSP Good Faith Effort - Method A (Attachment A)** HSP Good Faith Effort - Method A (Attachment A) Enter your company's name here Requisition#: IMPORTANT: If you responded "Yes" to SECTION 2. Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting apportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page of download the format https://www.comptroller.texas.gov/purchasing/vendor/hulo/forms.php SECTION A-1: SUBCONTRACTING OPPORTUNITY Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the A-1: List Item Number and description of subcontracting opportunity you listed on SECTION A-2: SUBCONTRACTOR SELECTION Page 7 (8), List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at oa state to us/toassomb/search/toassomb/search.do. HUB status code "A" signifies that the company is a Texas certified HUB. A-2: List HUB company name that will be performing this subcontracted portion, Contract - Yes - No check "yes", then list their Texas VID - Yes - No number, approximate dollar amount - Yes - No - Yes - No and estimated percentage of the _ - Yes ___- No ENTIRE proposed contract they will Yes - No - Yes - No fulfill. - Yes - No - Yes - No

NOTE: a Method A sheet must be completed for EACH Subcontracting Opportunity. Supplemental Method A sheets can be found at:

https://www.utsystem.edu/offices/historically-underutilized-business/hub-forms/hub-plan-templates-commodities-services-procurement

~Proceed to next page for HSP Submittal Instructions~



HSP Submittal Instructions

1. The only pages from the Option 2 form you will need to submit are:

- Exhibit H Cover Page
- Letter of Transmittal (Page 5)
- Section 1 (Page 6)
- Section 2 (Page 7 [and Page 8, if used])
- Sections 3 & 4 (Page 9)
- Method A [Attachment A]* (Page 10)

2. Delete all other pages of the form (Pages 2, 3, 4, 9, and 11)

For Printing Instructions, go to next page



^{*} a Method A is required for each subcontracting opportunity (listed in Section 2). Go here for additional Method A sheets. In addition to each Method A: attach the HUB certificate for each HUB vendor. The vendor can provide this to you.

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. <u>For UT System Administration RFPs</u> - 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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