



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

UT System Administration Office of HUB Programs

HSP OPTION 1a – Self Performing Contractor



The University of
Texas System

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/ITB 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 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 Date Proposal is due

Select the HUB Coordinator listed in the RFP/ RFQ, or the HUB Coordinator that contacted you.

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): _____
Contract/ RFP/ RFQ Number: _____

Dear (Please Select) _____ *

I am pleased to forward this HUB Subcontracting Plan as an integral part of our response in connection with your solicitation document referencing the above project.

I have read and understand The University of Texas System HUB Program Requirements. I also understand the UT System Specific Procurement Goal according to 34 Texas Administrative Code Section 20.284 emergency rules, and the goal as stated in the Agency Special Instructions section of the HUB Subcontracting Plan, page 6.

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

Furthermore, during the course of this contract, if awarded, should we identify the need to subcontract any additional portion(s) of the Scope of Work, we will promptly notify you and the Project/Contract Manager to initiate the appropriate steps for amending 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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Insert your company's logo here (if you need assistance with this, please contact your HUB Coordinator)*

Type in RFP/RFQ/EA title and RFP/RFQ number (if Exclusive Acquisition, type in "EA" in the first blue field)

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.*



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

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Section 1: Respondent and Requisition Information

Complete all information requested

Note: Requisition Number is the RFP/RFQ number -or- the Contract Number in the case of Exclusive Acquisition (EA)



HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable 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: When a state agency requires a subcontracting plan, a bid, proposal, offer, or other applicable expression of interest for the contract must contain a plan to be considered responsive.

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas.

-- Agency Special Instructions/Additional Requirements --

In accordance with 34 TAC §20.285(d), 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 shall qualify for meeting the HUB goal.

The goals below are the applicable goals for **The University of Texas System Administration only** effective December 1, 2025.

- N/A% for heavy construction other than building contracts;
- 1.0% for all building construction, including general contractors and operative builder's contracts;
- 1.0% for all special trade construction contracts;
- 1.75% for professional services contracts;
- 0.25% for all other services contracts, and;
- 0.25% for commodities contracts.

- 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.
- 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: _____ Point of Contact: _____ Email Address: _____	State of Texas VID #: _____ Phone #: _____ Fax #: _____
b. Is your company a State of Texas certified HUB? <input type="checkbox"/> Yes <input type="checkbox"/> No	
c. Requisition# (RFP/RFQ number) _____ **	Bid Open Date: _____

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

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Type in VID# if Texas Corporation
or
Tax ID # if no VID# assigned
Enter date RFP/RFQ responses are due.
If EA, leave field blank.



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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 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 the 151 weeks.	Percentage of the contract expected to be subcontracted to HUBs with which you have a "continuous contract" in place for more than the 151 weeks.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%



Section 3: Self Performing Justification

Section 4: Affirmation

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

Enter your company's name here: _____ Requestion #: _____

SECTION 3: SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

SECTION 4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/procurement/vendors/hubs.htm>)
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature _____ Printed Name _____ Title _____ Date (mm/dd/yyyy) _____
email address _____ Phone Number _____

Reminder:

- ▶ If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- ▶ If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

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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:

[your company] has the resources to complete all scopes of this RFP [RFQ/Contract] with our own equipment, supplies, materials and personnel. If subcontracting opportunities are identified at a future date, we will immediately contact the project manager and HUB Coordinator and commit to perform a Good Faith Effort through solicitation of HUB firms and submit an amended HUB Subcontracting Plan.

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 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 Euna/*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*

C. **For UT System Exclusive Acquisitions** - email your HSP directly to the HUB Coordinator that contacted you.

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



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