



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

UT System Administration Office of HUB Programs

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



The University of
Texas System

OPTION 1 b *No Scope of Work defined in RFP/RFQ

Option 1b – Complete this Subcontracting HSP Option 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.

This HSP option applies when (1) multiple Master Services Agreements (MSAs) or IDIQ contracts are anticipated, and/or (2) future work will be assigned through Project Addendums (for MSAs) or Work Orders (for IDIQs) that outline a defined Scope of Work or project requirements. The initial HSP submission serves as Part 1 of the overall HSP process. Each subsequent Project Addendum or Work Order will require its own HSP (Part 2), which must identify any subcontractors proposed for that specific Scope of Work. To complete Part 2, you will use HSP Options 1a, 2, 3, or 4, as applicable. Part 2 must be submitted directly via email to the HUB Coordinator for the UT System institution issuing the Project Addendum or Work Order.

~ 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 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:

- HUB Commitment Letter (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 – No Scope of Work defined (NSD)

Page 5 – Letter of HUB Commitment

Insert Date Proposal is due

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 HUB Commitment for: Non-Exclusive or project-driven contracts (Part One, no defined scope)

(insert date)

Regional HUB Coordinator
Office of HUB Programs
The University of Texas System
210 W. 7th Street
Austin, TX 78701

RE: Historically Underutilized Business Plan for (Project Title): _____
RFP/RFQ Number: _____

Dear [Please Select] _____

I have _____
I have _____
I have _____
I have _____

The University of Texas System Policy on Utilization of Historically Underutilized Businesses (HUB) requires that all HUB contracts be awarded as an integral part of our proposal process. Your invitation for request for proposal (RFP) for _____
RFP Number _____

I understand that the Good Faith Effort will be documented by a two-part HUB Subcontracting Plan (HSP) process. Part One (1) of the HSP submission will reflect self-performance with the appropriate sections completed as outlined in the HSP Instruction sheet located on page 4 of The University of Texas System Exhibit H Policy on Utilization of Historically Underutilized Businesses (NSD).

As the scope of work/project is defined (SD) under the terms of this contract, Part Two (2) of the process will require a revised HUB Subcontracting Plan (SD), if the Work/ Project value over the duration of the contract meets or exceeds \$100,000.00. The Good Faith Effort will be documented per instructions in EXHIBIT H - Policy on Utilization of Historically Underutilized Businesses (SD), page 2. The revised HUB Subcontracting Plan will be submitted to the HUB Coordinator prior to execution of each contract and/or amendment process. A Progress Assessment Report (PAR) is required as a condition of payment with each monthly billing in conjunction with this contract amendment.

Sincerely,

(signature)

(print name)
Project Administrator

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

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HSP OPTION 1b (NSD) - 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

Type in 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.



HUB Subcontracting Plan (HSP) – Self Performing - No Scope of Work defined (NSD)

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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: _____ State of Texas VID #: _____
Point of Contact: _____ Phone #: _____
Email Address: _____ Fax #: _____

b. Is your company a State of Texas certified HUB? Yes 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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HSP OPTION 1a (SD) - Self-Performing (rev 04.22.2020)

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 95 years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a "continuous contract" in place for more than the 95 years.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%



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 desirable by vendor:

- 1) Print required pages (listed in step 1) to a physical printer
- 2) Have person with signature authority sign HUB Commitment Letter 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 HUB Commitment Letter 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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