

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



UT System Administration Office of HUB Programs

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



* No Scope of Work defined in RFP/RFQ

Option 1b – Complete this Subcontracting HSP Option <u>only</u> 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</u> <u>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

<u>Note:</u> 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.

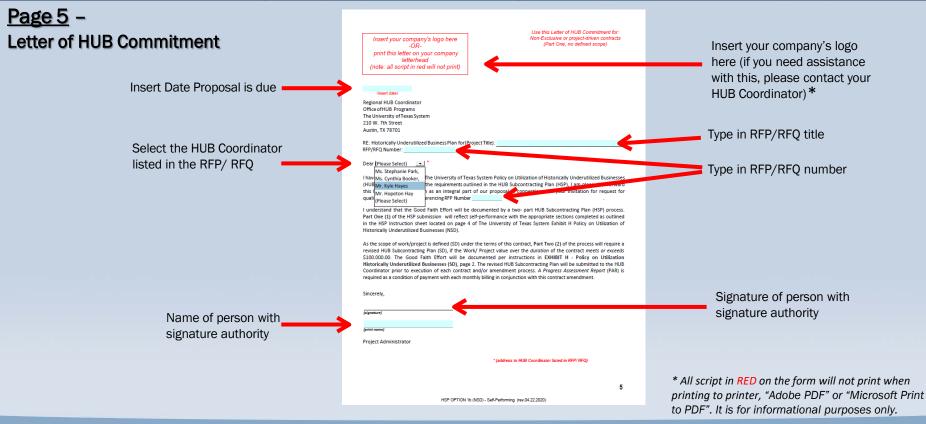


General Instructions

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)







Page 6 – Section 1: Respondent and Requisition Information

n	WW 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 kild requisition (solicitation).	
	NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).	
	The HUB Program promotes equal kusiness opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) (\$20.284 are:	
	 11.2 percent for heavy construction other than building contracts, 	
	 21.1 percent for all building construction, including general contractors and operative builders' contracts, 	
	 32.9 percent for all special trade construction contracts, 	
	 23.7 percent for professional services contracts, 	
	26.0 percent for all other services contracts, and	
	21.1 percent for commodities contracts.	
	Agency Special Instructions/Additional Requirements	
	In accordance with J4 TAC \$201385(0)(1)(0)(0), a responsent (prime contractor) may demonstrate good faith effort to utilize Tesas centred HUBs for its socialization of the second seco	
	In accordance with St TAC 520. 13(6)(1)(D)(0), the goals below are the applicable goals for The University of Texas System Administration only effective January 1, 2020.	
	Miscellaneous Professional Services - 23.7%	
	Commodities-21.10%	
	Other Services-26%	
	Special Trades- 32.9%	
	 Respondents that 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 to regurrent as a condition of payment. A coarr of the UT system Contract Management System (UTCMS) Compliance Report shall be attached to the State of Texas HUB PAR and shall be attached 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 certifiediletter are acceptable.	
	SENTION FRESPONDENT AND REQUISITION INFORMATION	Type in VID# if Texas Corporation
		or
[Respondent (Company) Name:	01
	E-mail Address: Fax #	Tax ID # if no VID# assigned
≯ ┤	b. Is your company a State of Texas certified HUB? - Yes - No	
l	Requisition #_(RFP/RFQ number) Bid OpenDate: Innutesymmetry	
	"Point of Contact is person who will complete this HSP form 6 "Requisition is the Solicitation/RFP/RFQ number	
	HSP OPTION 1a (SD) - Self-Performing (rev.04.22.2020)	

The University of Texas System

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 – 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.

<u> </u>			_	
Enter	r your company's name here:		Requisition#:	
SECTI	ON 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 statting, 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 buward completing work for a governmental entity. a. Check the approximation (so supply commodities or uncontribute buward completing work for a governmental entity.				
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 rendors that are not a Texas certified HUBs (i.e., Non-HUB).				
	HU	Ba	Non-HUBs	
Item #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract [®] in place for more than five. (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u> in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%





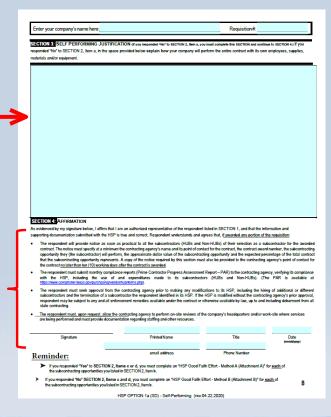
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Page 8– Section 3: Self Performing Justification

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. <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



Office of HUB Programs Contact Information

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OPTION 1b

Kyle Hayes

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