



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

UT System Administration Office of HUB Programs

HSP OPTION 4 – Will NOT Meet HUB Subcontracting Goal (Good Faith Effort Required)



The University of
Texas System

Option 4 – Complete this Subcontracting HSP Option if:

1. Subcontracting opportunities will be performed by Texas-certified HUB vendors AND NON-HUB vendors, or only by Non-HUB vendors.
2. All HUB subcontracted work will NOT meet stated HUB participation percentage goal as defined in RFP.
3. Since the subcontracted work will NOT meet the stated HUB participation percentage goal, a Good Faith Effort (GFE) solicitation of HUB vendors will be required. These solicitations must allow up to seven (7) working days for HUBs to respond. All solicitations (including emails) must be included with your final HSP submittal to demonstrate GFE (*ref: Section B-3 of the HSP form*).

Note: *When searching for Texas certified HUBs and verifying their HUB status, make sure that you use the State of Texas' Centralized Master Bidders List (CMBL)* - Historically Underutilized Business (HUB) Directory Search located at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do>*

*A guide on how to use the CMBL can be found [here](#). You are also *strongly* encouraged to also contact the HUB Coordinator listed in the RFP for assistance.

~ 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 4](#)

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 your subcontracting opportunities will be performed using HUB and Non-HUB vendors, but will NOT meet the HUB percentage goal, complete the following :

- Letter of Transmittal (Page 6);
- Section 1 – Respondent and Requisition Information (Page 7);
- Section 2a – ✓Yes, I will be subcontracting portions of the contract (Page 8);
- Section 2b – List all the portions of work you will subcontract and indicate the percentage of the contract you expect to award to HUB vendors (Page 8 and the continuation sheet [Page 9] as needed);
- Section 2c – ✓No, I will NOT be using only Texas certified HUBs to perform all the subcontracting opportunities listed (Page 8);
- Section 2d - ✓ No, I will not meet or exceed the UT System HUB goal and will perform a Good Faith Effort to solicit HUB certified companies (Page 8);
- Section 4 – Affirmation that all information submitted is true and correct (Page 10);
- HSP GFE Method B (Attachment B) – Complete this attachment for each subcontracting opportunity listed in Section 2b (Pages 11-13).



HUB Subcontracting Plan (HSP) – Will NOT Meet HUB Subcontracting Goal (Good Faith Effort Required)

Page 6 – Letter of Transmittal

Insert Bid Opening Date

Select the HUB Coordinator listed in the RFP/ RFQ

Enter total number of HUB and Non-HUB companies you will utilize along with the total subcontracting dollar value (based on the TOTAL contract value). Enter the Non-HUB percentage.

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 W. 7th Street
Austin, Texas 78701

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

Dear [Please Select] _____,
I am inviting _____ as HUB Subcontracting Plan as an integral part of our response in connection with your proposals referencing the above project.

I have reviewed the University of Texas System Policy on Utilization of Historically Underutilized Business (Please Select) _____ and understand the State of Texas Annual Procurement Goal according to 34 Texas Administrative Code, Section 20.284, and the goal as stated in the Agency Special Instructions section of the HUB Subcontracting Plan, page 7.

Subcontractors	No. of Subcontractors	Total Subcontract \$ Value	Total Estimated Subcontracting	% Minority Owned	% Woman Owned	% Service Disabled Veteran
HUB			%	%	%	%
NON-HUB			%			
TOTAL			%			

I understand the above HUB percentages must represent Texas Comptroller HUB certification standards. For each of the listed HUB firms, I have attached a Texas Comptroller HUB Certification document.

During the course of this contract should we discover additional subcontractors claiming Historically Underutilized Business status or if for some reason a HUB is unable to fulfill its contractual obligation with us, we will notify you immediately in order to take the appropriate steps to amend this HUB subcontracting Plan.

Sincerely,

(signature)

(print name)

Project Executive
cc: Project Manager

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

HSP OPTION 4 - Good Faith Effort required (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 and RFP/RFQ number

Enter total HUB percentages by HUB type. These will automatically be summed in the "Total Estimated Subcontracting" 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) – Will NOT Meet HUB Subcontracting Goal (Good Faith Effort Required)

Page 7 –

Section 1: Respondent and Requisition Information

 **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: 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 business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2008 State of Texas Opportunity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.294 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 34 TAC §20.285(d)(1)(D)(ii), 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 with which the respondent does not have a continuous contract in place for more than five (5) years, shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2008 Texas Opportunity Study.

In accordance with 34 TAC §20.130(d)(1)(D)(ii), 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-28.85%
Other Services-26%
Special Trades-32.9%

- 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. A copy of the UT System Contract Management System (UTCMS) Compliance Report shall be attached to the State of Texas HUB PAR and 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 #: _____
E-mail Address: _____ Fax #: _____

b. Is your company a State of Texas certified HUB? - Yes - No

c. Requisition# _____ ** 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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Complete all information requested

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

Type in VID# if Texas Corporation

or

Tax ID # if no VID# assigned



The University of Texas System

OPTION 4

HUB Subcontracting Plan (HSP) – Will NOT Meet HUB Subcontracting Goal (Good Faith Effort Required)

Page 8 (9*)–

Section 2: Respondent’s Subcontracting Intentions

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

2a: Yes, I will be subcontracting portions of the contract.

2b: List all portions of the work you will subcontract with percentages based on the TOTAL value of your proposal.

*Note: Page 9 is a continuation sheet should your subcontracting opportunities exceed 15

2d: No

2d: No. Proceed to page 10 of HSP

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 delineate 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:				
<input type="checkbox"/> - 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.) <input type="checkbox"/> - No, I will not be subcontracting <u>any</u> 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 five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you <u>do</u> have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		0 %	0 %	0 %
<small>(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at https://www.comptroller.texas.gov/purchasing/vendorhubforms.php) </small>				
c. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, Item b.				
<input type="checkbox"/> - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed.) <input type="checkbox"/> - No (If No, continue to Item d, of this SECTION.)				
d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you <u>do not</u> have a continuous contract* in place with for <u>more than five (5) years</u> , meets or exceeds the HUB goal the contracting agency identified on page 1 of the "Agency Special Instructions/Additional Requirements."				
<input type="checkbox"/> - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed.) <input type="checkbox"/> - No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for <u>each</u> of the subcontracting opportunities you listed.)				



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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



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

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 b, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

NOT APPLICABLE

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/buying/vendorhubforms.php>.)
- 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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HSP Good Faith Effort - Method B (Attachment B)

Page 1

B-1: List Item Number and description of subcontracting opportunity you listed on Page 8 (9),

B-2: If you are using your HUB Protégé, mark Yes and continue to Section B-4.HSP Good Faith Effort – Method B (Attachment B), Page 12

IF YOU MARK NO, CONTINUE TO SECTION B-3 and SECTION B-4 of Page 11

HSP Good Faith Effort - Method B (Attachment B)

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

IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/vendorhubforms.php>

SECTION B-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 attachment.

Item Number: _____ Description: _____

SECTION B-2: MENTOR PROTÉGÉ PROGRAM
If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, continue to SECTIONB-4.)
 - No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTIONB-4.)

NOTE: a **Method B** sheet **must** be completed for EACH Subcontracting Opportunity. Supplemental Method B sheets can be found at: <https://www.utsystem.edu/offices/historically-underutilized-business/hub-forms/hub-plan-templates-commodities-services-procurement>



HUB Subcontracting Plan (HSP) – Will NOT Meet HUB Subcontracting Goal (Good Faith Effort Required)

Page 11 (continued) -

HSP Good Faith Effort - Method B (Attachment B)

B-3: You must comply with Items a, b, c and d. You are encouraged to use the included Notification Form (Page 13).

Note: all solicitation correspondence with HUBs must be submitted with your HSP as evidence of good faith effort.

a. Allow the HUBs at least seven (7) **working days** (NOT Calendar days) to respond. The initial day notice is sent is considered "day zero", and the day the HUB responds is considered "day 8". Neither counts as one of the seven (7) working days.

b. List three (3) HUBs contacted* for subcontracting opportunities.

c. Provide your subcontracting opportunity notice to trade organizations at least seven (7) working days prior to submitting your bid response.

d. List two (2) Trade Organizations contacted for these subcontracting opportunities. Trade Organizations can be found [HERE](#)

SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you must comply with items a, b, c, and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/vendor/hub-forms.php>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. 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 <https://mycops.state.tx.us/lassombisearch/lassombisearch.do>. HUB status code "A" signifies that the company is a Texas certified HUB.

b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID <small>(Do not enter State Security Numbers)</small>	Date Notice Sent <small>(month/year)</small>	Did the HUB Respond?
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent <small>(month/year)</small>	Was the Notice Accepted?
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No

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***reminder:**
Use the [CMBL](#) to find potential HUB Subcontractors.
A guide on how to use the CMBL can be found [here](#)



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HUB Subcontracting Opportunity Notification Form

B-4: Subcontractor Selection

- Section A. Provide your company's contact information. Should be the same as listed on Page 7, Section 1 of the HSP
- Section B. Provide Agency contact information. The point-of-contact is the RFP Administrator (not the HUB Coordinator)

The form is titled "HUB Subcontracting Opportunity Notification Form" and contains the following sections:

- SECTION A: PRIME CONTRACTOR'S INFORMATION** - Fields for Company Name, State of Texas VET #, Point-of-Contact, Phone #, E-mail Address, and Fax #.
- SECTION B: CONTRACTING STATE, AGENCY AND REQUISITION INFORMATION** - Fields for Agency Name (The University of Texas System Administration), Point-of-Contact, Requisition #, and Bid Open Date (Involvement).
- SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION** -
 - 1. Potential Subcontractor's Bid Response Due Date.** - A section with a red arrow pointing to the "Enter Bid Response Due date and Time" field.
 - 2. Subcontracting Opportunity Scope of Work.** - A large empty text area.
 - 3. Required Qualifications:** - A checkbox labeled "Not Applicable".
 - 4. Bonding/Insurance Requirements:** - A checkbox labeled "Not Applicable".
 - 5. Location to review plans/specifications:** - A checkbox labeled "Not Applicable".

Section C.1. Enter Bid Response Due date and Time

- Section C.2-5. Provide information applicable to the subcontracting opportunity to obtain the best responses from solicited companies

~Proceed to next page for HSP Submittal Instructions~



HSP Submittal Instructions

1. The only pages from the Option 4 form you will need to submit are:

- Exhibit H Cover Page
- Letter of Transmittal (Page 6)
- Section 1 (Page 7)
- Section 2 (Page 8 [and Page 9, if used])
- Sections 3 & 4 (Page 10)
- Method B [Attachment B]* (Page 11-13)

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

2. Delete all other pages of the form (Pages 2, 3, 4, 5, 9 [if not used], and 14)

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 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*

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



Office of HUB Programs Contact Information

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