

UTSA HUB Program

Historically Underutilized Business Subcontracting Plans (HSP) Tip Sheet

The Historically Underutilized Business (HUB) Program of UT at San Antonio was established to identify Historically Underutilized Businesses and encourage them to participate in the competitive bid process with the objective of increasing the number of contracts awarded to HUB vendors.

Locate bids at: http://www.txsmartbuy.com/sp Agency #743

Texas Procurement and Support Services Commission (TPASS)

Central Master Bid List (CMBL): http://www.window.state.tx.us/procurement//cmbl/cmblhub.html

Minority/Women Trade Organizations or Development Centers:

Any that handles the SAT area! – Make sure you have an email justifying you solicited and their database has hub vendors in the area.

- a. Business Opportunity for Texans (BOTS)
- b. Alamo City Black Chamber of Commerce
- c. West San Antonio Chamber of Commerce
- d. Greater San Antonio Chamber of Commerce
- e. Hispanic Chamber of Commerce
- f. Women's Chamber of Commerce
- g. Hispanic Contractor's Association
- h. North Chamber of Commerce
- i. Southside Chamber of Commerce
- j. South Texas Women's Business Center
- k. UTSA Small Business Development Center
- I. UTSA Minority Business Development Center
- m. South Central Texas Regional Certification
- n. Southwest Minority Supplier Development Council

The Project Goal is stated in the HUB Subcontract Plan above: "Agency Special Instructions/Additional Requirements".

Determination of Good Faith Efforts when subcontracting:

- Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.
- NEW Give notification in writing to all potential bidders –Notification Form is included in the HSP package. Use of this form is highly recommended.
- NEW You must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your response to the contracting agency. (does not include the day notice was sent)
- NEW Notify a minimum of two (2) minority or women trade organizations or development centers
 of subcontracting opportunities (see list attached to Rider 104 HUB Plan for contact information).
 Complete Section B-3 (d) of Option 3 Attachment B.
- Give notification to at least 3 HUBs for each trade identified for the project.

- Provide written justification of the selection process if a HUB is not selected. Complete Section B-4 (b) of Option 3 Attachment B.
- Provide supporting documentation of all good faith efforts. Failure to produce required documentation may result in rejection of your HUB Plan and subsequently your proposal.

HUB Subcontracting Plan Options:

- Participation by respondent in State's Mentor Protégé Program applies as Good Faith Effort if Protégé is a Texas Certified HUB and Protégé is subcontractor selected to perform the subcontracting opportunity listed in Option 3, Section B-1 (Method B).
- Option 1 (Method A) Section 2(c) of HSP: Respondent will subcontract with only HUB vendors. (No continuous contract exists with HUB exceeding 5-years in place.)
- Option 2 (Method A) Section 2(d) of HSP: Respondent will subcontract with HUB and non-HUB vendors but the percentage subcontracted to the HUB meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements." (No continuous contract exists with HUB exceeding 5-years in place.)
- Option 3 (Method B) Section B 1-4 of HSP: Respondent will subcontract with HUB and non-HUB vendors (or only non-HUB vendors), and the aggregate percentage of subcontracting with HUB vendors does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements".
- Option 4 Self-Performance Section 3 of HSP

Completing the Forms

See separate attached HSP Guideline

Possible Causes for Rejection will include:

- Failure to solicit the minimum of 3 HUB vendors per each subcontracting opportunity
- Failure to provide 7 (seven) working days' notice to HUBs
- Failure to properly notify HUBs and/or provide sufficient information to bid
- Failure to notify minimum of two trade organizations
- Failure to include supporting documentation of all Good Faith Efforts
- Telephone logs will not be accepted as documentation of good faith efforts; only fax, e-mail and written correspondence are acceptable.

Following the Award

- **NEW Notification of Award to Subcontractors:** Within ten (10) days following signing of the contract, contractor must notify in writing the subcontractors of their award (Section 4 Affirmation); copy of the notice must also be provided to the contracting agency's point of contact for the contract.
- Reporting After Award: Progress Assessment Reports (PARs) will be required monthly, by the 10th of the month, documenting payments to all subcontractors, HUB and non-HUB.

Resources for assistance with Prime Contractor Training on HSP's, HUB Forms and/or Reports:

Bruce W Williams II HUB Program Manager bruce.williams@utsa.edu 210.458.6491

HUB Participation Requirements

HSP Methods

METHOD I

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

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. List all the portions of work you will subcontract, and indicate the
 percentage of the contract you expect to award to HUB vendors (Page 2 and the
 continuation sheet as needed);

METHOD I

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

- Section 2 c. Yes, I will be <u>using **only** Texas certified HUBs</u> to perform **all** of the subcontracting opportunities listed (Page 2);
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method A (Attachment A) Complete this attachment for each subcontracting opportunity (Page 1 of 1).

HSP Information Page

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 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 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 \$20.14(d)(1)(D)(ii), a respondent (prime contractor) may demonstrate good talk effort to utilize Texas certified HUBs for its

subcombacting apportunities if the total value of the respondent's subcombacts 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 contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

	Respondent (Company) Name:	State of Texas VID #:
	Point of Contact:	Phone #:
	E-mail Address:	Fax#:
	is your company a State of Texas certified HUB? - Yes - No	
0.	Requisition #:	Bid Open Date:

Company Name and Requisition

Subcontracting Intentions:
Complete Section 2-a; Yes, I will be subcontracting portions of the contract.

Enter your company's name here:	Regulation #:	

SERGIOON 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, or "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.

- 2. 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. (If No, continue to SECTION 3 and SECTION 4.)
- 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 wendors that are not a Texas certified HUBs (i.e., Non-HUB).

$\overline{}$		WL.	En	Non-HEEs
lom F	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to 160th with which you have a continuous contract in place for the 64 years or less.	Percentage of the contract expected to be subcontracted to Willia with which you have a continuous contract in piece for more from the Colymans.	Percetage of the contract expected (5 to subcontracted to non-Hillin.
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3		*	*	*
4		*	*	*
5		*	*	*
6		*	*	*
7		*	*	*
		*	*	*
9		*	*	*
10		*	*	*
11		*	*	*
12		*	×	×
13		*	*	*
14		*	*	×
15		*	×	*
	Aggregate percentages of the contract expected to be subcontracted:	%	×	×

Note: Typu have more than filter subcontracting opportunities, a continuation sheet is available online of http://window.ubia.is.us/procurement/prog/hub/hub-subcontracting-plant/

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>ORM</u> Texas certified HJBs to perform <u>all</u> of the subcontracting apportunities you listed in SECTION 2, Item b.
- You (if You, continue to SECTION 4 and complete on "HSP Good Fath Effort Method A (Attachment A)" for each of the subcontracting opportunities you lided.)
- No (If No, continue to tiem d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected porcertage of the contract you will subcontract with Texas certified. HUBs with which you have a <u>continuous contract</u>" in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Approx Special Instructions/Additional Requirements".
- NS (if Rex, continue to SECTION 4 and complete on "HSP" Good Fath Effort Method A (Abadment A)" for cook of the subcontracting apportunities you indeed.)
- No (File, continue to SECT ON 4 and complete on 145P Good Fath Effort Method B (Attachment B)* for gads of the subcontracting apportunities you listed.)

*Continuous Contrad: Any existinger time greatest (including any mension for an executed between print contrader and HAII entry, where the HAII enter protein the print contracter with greater a water and at a superallel profes of an interdepency in HAII enter is suffered by the term of the contract trade elements within the contract of contract in the contract and contract the contract of the contract is referred by the contract to the contract of the contract trade is a contract of the contract trade is an enterly the contract trade is an enterly the contract trade in the contract trade is an enterly the contract trade in the contract trade is an enterly the contract trade in the contract trade is an enterly the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract

Complete Section
2-b; List all the
portions of work you
will subcontract, and
indicate the % of the
contract you expect to
award to all HUBs.

Complete Section
2-c; Yes if you will be using only HUBs to perform all Subcontracting Opportunities in 2-b.

	 	_	$\overline{}$	'	ч
Enter your company's name here:		Requ	isition #:		
		_			_

SECTION & SUCCOMPACTING 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an 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.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
 - Yes, I will be subcontracting portions of the contract. (If Yes, complete flam b, of this SECTION and continue to flam 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. (If NO, continue to SECTION 3 and SECTION 4.)
- 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 wendors that are not a Texas certified HUBs (i.e., Non-HUB).

$\overline{}$		HL.	Ela .	Non-HEEs
lon F	Subcontracting Opportunity Description	Percentage of the context expected to be subcontracted to Hills with which you have a continuous context in place for the Sulymen or less.	Percentage of the contract expected to be sufficient acid to Willia with which you have a continuous contract in piece for more than the Colymans.	Percetage of the contract expected of the subcontracted to non-Hillin.
1		*	×	*
2		*	*	*
3		*	*	*
4		*	*	*
5		*	*	*
6		*	%	*
7		*	%	*
		*	*	*
9		*	*	*
10		*	%	*
11		*	*	*
12		*	*	*
13		*	*	*
14		*	*	*
15		*	*	*
	Aggregate percentages of the contract expected to be subcontracted:	%	×	*

(Note Type have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hab/flub-subcontracting-plan()

- Check the appropriate box (Yes or No) that indicates whether you will be using <u>ONY</u> Texas certified HUBs to perform <u>All</u> of the subcontracting apportunities you listed in SECTION 2, Item b.
 - You (if You, continue to SECTION 4 and complete on YISP Good Fath Effort Method A (Attachment A)" for each of the subcontracting opportunities you taked.)
 - ND (If No, continue to tien d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected percentage of the contract you will subcontract with Texas contract.

 HUBs with which you have a contract in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- NS (Fixe, continue to SECTION 4 and complete an 163° Good Fath Effort Method A (Abschment A)* for each of the subcontracting apportunities you listed.)
- No (If No, continue to SECTION 4 and complete on 145P Good Fath Effort Method B (Attachment II)* for each of the subcontracting opportunities you listed.)

*Continuous Canhad: Any exhibity or time grown of fielding any moveds that a conscioud in home price contexts and a Hill entits, where in Hill entits provided in the price context will prob at wards under the area canhad by a special probability the Hill entits is suffering and described and the context and a context when the home context and described and the context and described and the context and described and the context and area of the context and area.

Section 4; Affirmation

Signature
Affirms that
Information
Provided is
True and
Correct.

			
Enter you	company's name here:	Requisition #:	
	<u>'</u>		
2501100	SELF PERFORMING JUSTIFICATION (Fyou responded Wo' to :	SECTION 2, florm a, you must complide this SECTION and continu	e to SECTION 4.
	ppropriate box (Yes or No) that indicates whether your response/prop- its own resources.	osal contains an explanation demonstrating how your company w	ill fulfil the order
□-¥es	(if Yes, in the space provided below list the specific page(s)/sect contract with its own equipment, supplies, materials and/or employee		erform the entire
□-No	(if ND, in the space provided below EXPLAIN NOW your company we employees.)	ill perform the entire contract with its own equipment, supplies,	materials and/o
1			

SECTION 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 HEP is true and correct. Respondent understands and agrees that, <u>I awarded any portion of the requisition</u>:

- The respondent will provide notice as soon as practical to all the subcontractors (HLBs and Non-HLBs) 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 in site than ten (10) working days after the contract in awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report PAR) to the contracting agency, verifying to compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is evaluate at http://www.window.slate.iz.us/procurantati/prog/hub/hub-forms/p.ogressassassasmitpi.zis).
- 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 debarrant from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-sits reviews of the company's headquarters and/or work-sits where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date
			Company of the last of the las

- REMINDERC > If you responded "Yes" to SECTION 2, Retris c or d, you must complete an "HSP Good Fath Effort Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
 - If you responded "No" SECTION 2, flores c and d, you must complete an "HSP Good Faith Effort Method B (Attachment B)" for each of the subcontracting apportunities you lated in SECTION 2, Item b.

HSP GFE Method A (Attachment A)

Complete this attachment (Sections A-1 and A-2) for each subcontracting opportunity.

HUB Subcontractor Selection for this Subcontracting Opportunity

Reminders: Notice to subcontractors and UTSA.

HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here:	Requisition	±

MPORTANT: If you responded "Yes" to SECTION 2, items or of of the completed HSP form, you must submit a completed "HSP Good Field Effort - Method A (Abschment A)" for catch of the subcontracting opportunities you lated in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form of http://www.window.doi.bl.bl.ac.phrocurum.mitprog/htsb/bub-forms/HUPSubcontracting/ParAlbichment A doc

STREETING OFFICE UNITY

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 this attachment.

item #: Description

SECTION A-2 SUBCONTRACTOR SELECTION

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 VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUE	VID# (Repted Floor cetted HIII)	Approximate Dollar Amount	Expected Percentage of Contract
	-Yes -No		\$	×.
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
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	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		\$	*

REMINDER: As specified in SECTION 4 of the completed HSP form, I you inspondent are exercised any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HLBs and Non-HLBs) of their selection as a subcontractor. 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 hay the subcontracting opportunity hay the subcontracting opportunity and the expected personnings of the total contact 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.

METHOD II

If any of your subcontracting opportunities will be performed using HUB protégés, complete the following in the HSP:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. List all the portions of work you will subcontract, and indicate the
 percentage of the contract you expect to award to HUB vendors (Page 2 and the
 continuation sheet as needed);
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method B (Attachment B) Complete Section B-1, Section B-2, and Section B-4 only for each subcontracting opportunity as (**Page 1 of 2**).

HSP Information Page

Respondent and Requisition Information





HUB Subcontracting Plan (HSP)

In accordance with Texas Gov1 Code §2161.252, the contracting agency has determined that subcontracting apportunities are probable under this contract. In the properties of the properties of

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 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) 520-13 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 §20.14(d)(1)(D)(ii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting apportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewarde HUB good or the agency specific HUB good, whichever is higher. When a respondent west this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract iff using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

TION T RESPONDENT AND REQUISITION INFORM	
Respondent (Company) Name:	State of Texas VID #:
Point of Contact	Phone #:
E-mail Address:	Fax#:
Is your company a State of Texas certified HUB? - Yes - No	
Requisition #:	Bid Open Date:

Company Name and Requisition

Subcontracting
Intentions:
Complete Section
2-a; Yes, I will be
subcontracting
portions of the
contract.

	_		 П
Enter your company's name here:		Requisition #:	П
	_		_

SERGIOUNIS 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, or "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.

- Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
 - No. I will be subcontracting portions of the contract. (If No., complete item b, of this SECTION and continue to item c of this SECTION.)
 - No, I will not be subcontracting any person of the contract, and I will be fulfilling the entire contract with my own resources. If No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 wendors that are not a Texas certified HUBs (i.e., Non-HUB).

$\overline{}$		HL.	Ela .	Non-HEEs
lon F	Subcontracting Opportunity Description	Percentage of the context expected to be subcontracted to Hills with which you have a continuous context in place for the Sulymen or less.	Percentage of the contract expected to be sufficient acid to Willia with which you have a continuous contract in piece for more than the Colymans.	Percetage of the contract expected of the subcontracted to non-Hillin.
1		*	×	*
2		*	*	*
3		*	*	*
4		*	*	*
5		*	*	*
6		*	%	*
7		*	%	*
		*	*	*
9		*	*	*
10		*	%	*
11		*	*	*
12		*	*	*
13		*	*	*
14		*	*	*
15		*	*	*
	Aggregate percentages of the contract expected to be subcontracted:	%	×	*

(Note Type have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hab/flub-subcontracting-plan()

- Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Yeses certified HJBs to perform <u>all</u> of the subcontracting apportunities you letted in SECTION 2, Item b.
- Year (if Year, continue to SICTION 4 and complete on "HSP Good Faith Effort Method A (Attachment A)" for under of the subcontracting opportunities you listed.)
- ND (If No, continue to tien d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected porcentage of the contract you will subcontract with Team contract.

 HUBs with which you have a continuous contract* in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- N25 (FKxx, continue to SECTION 4 and complete an YISP Good Fath Effort Method A (Abadment A)* for cook of the subcontracting apportunities you indeed)
- No (File, continue to SECT ON 4 and complete on 145P Good Fath Effort Method B (Attachment B)* for gads of the subcontracting apportunities you listed.)

"Continuous Canitad: Any exhityer literage error (including any errors in but an executive) between a prince critical and a HEII verify, where the HEII verify is a restrict and the canada and a superificial point of the III. Bether party in HEII verify is a literal or in the first and the canada hand exhaustic shift where the advantage of the literal and the canada hand exhaustic shift where the canada and the literal and the canada and the literal and liter

Complete Section
2-b; List all the
portions of work you
will subcontract, and
indicate the % of the
contract you expect to
award to HUB
Protégés.

Skip Sections 2-c and 2-d.



	<u> </u>
·	
Enter your company's name here:	Regulation #
Cital year company a name nate.	The agency of the

SERGIOLIE 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, then respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an "Subcontraction" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- 2. 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.)
 - Mo, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (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 "recom certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texas certified HUBs (i.e., Non-HUBS).

$\overline{}$		H	En .	Non-HEEs
lom F	Subcontracting Opportunity Description	Percentage of the control expected to be subcontracted to 1600s with which you have a continuous control in piece for the 64 years or less.	Percentage of the contract expected to be subcontracted to Willia with which you have a continuous contract in piece for more than the Common.	Percetage of the contract expected (5 to subcontracted to non-Hillin.
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12		*	*	*
13		*	*	*
14	_	*	*	*
15		*	*	*
	Aggregate percentages of the contract expected to be subcontracted:	%	×	×

(Note: If you have more than filtern subcontracting opportunities, a continuation steel is available online at http://levindow.ubde.iz.us/procurement/prog/hab/hab-udvoretracting-plans)

- Check the appropriate box (Yes or No) that indicates whether you will be using <u>00lly</u> Texas certified HUBs to perform <u>all</u> of the subcontracting apportunities you listed in SECTION 2, Item b.
 - Yes (if Yar, continue to SECTION 4 and complete on YISP Good Faith (liftert Mathod A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed.)
 - No (If No, continue to tern d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregatic expected percentage of the contract you will subcontract with Texas contract.

 HUBs with which you have a continuous contract* in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
 - NS (if Rox, continue to SECTION 4 and complete an "HSP" Good Faith Effort Method A (Albachment A)" for <u>each</u> of the subcontracting apportunities you listed.)
- No (File continue to SECT ON 4 and complete on YISP Good Fath Elliot Method B (Attachment III) for such of the subcontracting opportunities you listed.)

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Section 4; Affirmation

Signature
Affirms that
Information
Provided is
True and
Correct.

		SECTION 2, flom a, you must complete this SECTION and continue to cosal contains an explanation demonstrating how your company will ful
	to own resources.	
- Yes	(if Yes, in the space provided below list the specific page(s)/sec contract with its own equipment, supplies, materials and/or employe	(3015) of your proposal which explains how your company will perfor es.)
- No	(if \emph{ND} , in the space provided below EXPlain how your company employees.)	will perform the entire contract with its own equipment, supplies, mat

SECTION 4 AFFIRMATION

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

- The respondent will provide notice as soon as practical to all the subcontractors (Hubbs and Non-Hubbs) 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 expectate 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 item than ten (10) working days after the contract in awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report PAR) to the contracting agency, verifying to compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is evaluate at http://www.window.slate.iz.us/procurantati/prog/hub/hub-forms/p.ogressassassasmitpi.zis).
- 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 determinant from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-sits reviews of the company's headquarters and/or work-sits where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date
			Company of the last of the las

REMINDERC > If you responded "Nos" to SECTION 2, Items c or d, you must complete an "HSP Good Fath Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you lated in SECTION 2, Item b.

If you responded "No" SECTION 2, flores c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting apportunities you lated in SECTION 2, Item b. Complete Sections B-1

B-2 <u>only</u> for each HUB Protégé subcontracting opportunity.

HSP Good Faith Effort - Method B (Attachment B)

	•	_		 _
Enter your company's name here:			Regulation #:	
		_		

MPORTANT: If you responded "No" to SECTION 2, items c and if of the completed HSP form, you must submit a completed HSP Good Faith Effort - Method 8 (Attachment B)* for <u>patch</u> of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.tu.org/procurement/prog/hub/hub-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/hub/faith-f

SECREDOVERS 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 this attachment.

tem #: Description

STRUCTURE PROTECT 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 HUS) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUS 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 Proteign.

- Yes (If Yes, to continue to SECTION 8-4.)
- No / Not Applicable (if No or Not Applicable, continue to SECTION 8-3 and SECTION 8-4.)

SEMBOOMERS MODERCATION OF SUBCONTRACTING DIPPORTUNITY

When completing this section you <u>MUST</u> comply with items <u>a. b. C and d.</u> thereby demonstrating your Good Faith Effort of having notified Fexas certified HUBs <u>and</u> minority or women table 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 represents on the process of your subcontracting apportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at http://www.window.state.bu.us/procurrenent/prog/futh-flub-subcontracting-plan/

Ratain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good fath effort to notify the Texas certified HUBs and minority or women 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 decisared closed by its executive officer. The initial day the subcontracting opportunity notice is serill/provided to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the service) working days.

- a. Provide written notification of the subcontracting apportunity you listed in SECTION 8-1, to three (5) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working date; to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas Centralized Master Bidders List (CMBL) and Historically Understitized Business (HUB) Search directory located at http://www.window.state.br.ussprocurement/cmbi/cmbi/hub.html. HUB Status code "A signifies that the company is a Texas certified HUB.
- List the time (3) Texas certified HUEs you notified regarding the subcontracting opportunity you lated in SECTION 8-1. Include the company's Vendor ID (VID) number, the date you sent notice to that company, and include whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Namo	VID#	Date Notice Sent (math/port)	Did the HUE Respond?
			□-¥m □- ‰
			□-Ym □-Mo
			-Ym -%

- c. Provide written notification of the subcontracting opportunity you listed in SECTION 8-1 to two (2) or more minority or women trade organizations or development centers in Tagos to senist in identifying potential NUEs by descentanting the subcontracting opportunity to their members/participants. Unless the contracting apency specified a different time period, you must provide your subcontracting opportunity notice to minority or women 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 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 appreciated an interest in receiving notices of subcontracting opportunities is available on the Statewide HUS Program's webpage at http://www.window.state.bu.subprocurement/programs/all-sines-17
- d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Tools Organizations or Development Contens	Date Notice Sent	Was the Notice Accepted?
		-Yes -No
		- Yes - No

HSP GFE Method B (Attachment B)

Indicate subcontracting opportunity

List the HUB Protégé(s)

HSP Good Faith Effort - Method B (Attachment B) cont.

Yes No S X X Yes No S X X Yes No S X X X X X X X X X	 List the subcontractor(s) you selected to perform the subco HUB and their VID number, the approximate dollar value of whether the company is a Texas certified HUB. 	orbracing opportunity you listed in S if the work to be sub-contracted, the o	ECTION B-1. Also expected percentage	identify whether the a of work to be subo	y are a Texas o contracted, and is
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c. If any of the subcontractors you have selected to perform the subcontracting opportunity you lated in SECTION B-1 is ROLe Texas certified HUB, provide		-Yex -No		\$	%
		☐-Yes ☐-No		1	%
	justification for your selection process (attach additional pag	e if necessary);			

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. 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 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 in awarded.

Page 2 of 2 (Attachment B)

METHOD III

If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, which meets or exceeds the HUB Goal identified in the solicitation, complete the following in the HSP:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. List all the portions of work you will subcontract, and indicate the
 percentage of the contract you expect to award to HUB vendors (Page 2 and the
 continuation sheet as needed);
- Section 2 c. No, I will <u>not be using **only** Texas certified HUBs</u> to perform **all** of the subcontracting opportunities listed (Page 2);

METHOD III (cont.)

If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, which meets or exceeds the HUB Goal identified in the solicitation, complete the following in the HSP (cont.):

- Section 2 d. Yes, the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs, which you have a contract in place for five (5) years or less, meets or exceeds the HUB goal in the solicitation (Page 2)
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method A (Attachment A) Complete this attachment for each subcontracting opportunity (Page 1 of 1).

HSP Information Page

Respondent and Requisition Information



HUB Subcontracting Plan (HSP)

In accordance with Texas Gov1 Code §2161.252, the contracting agency has determined that subcontracting agencymities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Lundeutsitized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicutation).

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 controct 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) §20.13 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.

Respondent (Company) Name:
 Point of Contact

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

Agency Special Instructions/Additional Requirements - -

In accordance with 34 TAC §20.14(d)(1)(D)(di), 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, one through the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

Ŀ			
SECTION-1: RESPONDENT	AND REQUISITION INFORM		

Bid Open Date:

Company Name and Requisition

Subcontracting Intentions:
Complete Section 2-a; Yes, I will be subcontracting portions of the contract.

Enter your company's name here:	Requisition #:	 1
		 -

SEQUOTE SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prodent 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 goods and services, will be subcontracted. Not in accordance with 34 TAC §20.11, an "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.

- 2. 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. If No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 wendors that are not a Texas certified HUBs (i.e., Non-HUB).

\Box		HL	En	Non-HEED
lom F	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to 140 to with which you have a continuous contract in piece for the 64 years or less.	Percentage of the contract expected to be subcontracted to Willia with which you have a continuous contract in piece for more from the Colymans.	Percetage of the contract expected of the subcontracted to non-Hillin.
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15		*	*	*
	Aggregate percentages of the contract expected to be subcontracted:	%	×	*

(Note Type have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hab/flub-subcontracting-plan()

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>ORM</u> Texas certified HJBs to perform <u>all</u> of the subcontracting apportunities you listed in SECTION 2, Item b.
- Year (If You, continue to SECTION 4 and complete on 145P Good Fath (Start Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to tiem d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected porcentage of the contract you will subcontract with Team contract.

 HUBs with which you have a continuous contract* in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- NS (if Rex, continue to SECTION 4 and complete on "HSP" Good Fath Effort Method A (Abadment A)" for cook of the subcontracting apportunities you indeed.)
- NO (If No., continue to SECTION 4 and complete an 145P Good Fath Effort Method B (Attachment III)* for gagh; of the subcontracting apportunities you listed.)

*Continuous Contrad: Any existinger time greatest (including any mension for an executed between print contrader and HAII entry, where the HAII enter protein the print contracter with greater a water and at a superallel profes of an interdepency in HAII enter is suffered by the term of the contract trade elements within the contract of contract in the contract and contract the contract of the contract is referred by the contract to the contract of the contract trade is a contract of the contract trade is an enterly the contract trade is an enterly the contract trade in the contract trade is an enterly the contract trade in the contract trade is an enterly the contract trade in the contract trade is an enterly the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract trade in the contract trade is a contract trade in the contract

2-b; List all the portions of work you will subcontract, and indicate the % of the contract you expect to award to HUBs and Non-HUBs.

Complete Section
2-c; No to using
only HUBs to perform
all Subcontracting
Opportunities in 2-b.

	-			ч
Enter your company's name here:		Regulation #:		
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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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an 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.

- 2. 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 person of the contract, and I will be fulfilling the entire contract with my own resources. 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 "recom certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texas certified HUBs (i.e., Non-HUBS).

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	Aggregate percentages of the contract expected to be subcontracted:	%	*	×

(Note Type have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hab/flub-subcontracting-plan()

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>ORM</u> Texas certified HJBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- Year (if Year, continue to SECTION 4 and complete on "HSP Good Faith Effort Method A (Attachment A)" for under of the subcontracting apportunities you listed.)
- No (If No, continue to tiem d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected percentage of the contract you will subcontract with Texas contract.

 HUBs with which you have a contract in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- NS (If Nov, continue to SECTION 4 and complete an YISP Good Faith Effort Method A (Attachment A)" for cach of the subcontracting apportunities you linked)
- No (File , continue to SECTION 4 and complete on 14SP Good Fath Elliot Method B (Attachment III) for cach of the subcontracting opportunities you taked)

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Complete Section
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Enter your company's name here:		Requisition #:	

SECTION & 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an 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.

- 2. 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 person of the contract, and I will be fulfilling the entire contract with my own resources. 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 feed to a feed in the percentage of the contract you expect to award to wendors that are not a Texas certified HUB (i.e., Non-HUB).

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	Aggregate percentages of the contract expected to be subcontracted:			%	*	*

(Note Type have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hab/flub-subcontracting-plan()

- Check the appropriate box (Yes or No) that indicates whether you will be using <u>ONY</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, item b.
 - Year (if Year, continue to SICTION 4 and complete on "HSP Good Faith Effort Method A (Attachment A)" for under of the subcontracting opportunities you listed.)
 - No (If No, continue to tiem d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected porcentage of the contract you will subcontract with Team contract.

 HUBs with which you have a continuous contract* in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- NS (If Rex, continue to SECTION 4 and complete on "HSP" Good Fath Effort Method A (Attachment A)" for <u>each</u> of the subcontracting apportunities you listed.)
- No (If No, continue to SECT ON 4 and complete on 145P Good Fath Elliot Method B (Attachment III) for such of the subcontracting opportunities you listed.)

*Continuous Carinat: Any addinger lineage and (including any meres) that are executed in beams prince described and is HEB entire that provide its provided prince of some continuous to HEB enter in utilization point and the contact that advantage described contained contact and advantage of the contact an

Section 4; Affirmation

Signature
Affirms that
Information
Provided is
True and
Correct.

inter your	company's name here:	Regulation #:
	•	
240110	SELE PERSONAING JUSTIFICATION (If you responded "Wo"	to SECTION 2, Nom.a., you must complete this SECTION and continue to SECTIO
	propriets box (Yes or No) that indicates whether your responsely to own resources.	roposal contains an explanation demonstrating how your company will fulfill the e
□-¥es	(if Yes, in the space provided below list the specific page(s)/s contract with its own equipment, supplies, materials and/or employees.	CCIONE) of your proposal which explains how your company will perform the e year.)
□- N b	(If ND, in the space provided below EXPlain how your companiemployees.)	y will perform the entire contract with its own equipment, supplies, materials or

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 HEP is true and correct. Respondent understands and agrees that, I awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HLBs and Non-HLBs) 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 in awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report PAR) to the contracting agency, verifying to compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is evaluate at http://www.window.slate.iz.us/procurantati/prog/hub/hub-forms/p.ogressassassasmitpi.zis).
- 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 determinant 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
			(manufacture and

REMINDERC > If you responded "Yes" to SECTION 2, Retris c or d, you must complete an "HSP Good Fath Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

If you responded "No" SECTION 2, firsts c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for <u>each</u> of the subcontracting apportunities you lated in SECTION 2, Item b.

Subcontractor
Selection (HUBs and Non-HUBs)

Reminders: Notice to subcontractors and UTSA.

HSP Good Faith Effort - Method A (Attachment A)

	 •	
Enter your company's name here:	Regulation #:	

MPORTANT: If you responded "Yes" to SECTION 2, items or of of the completed HSP form, you must submit a completed "HSP Good Field Effort - Method A (Abschment A)" for catch of the subcontracting opportunities you lated in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form of http://www.window.doi.bl.bl.ac.phrocurum.mitprog/htsb/bub-forms/HUPSubcontracting/ParAlbichment A doc

STEPHIOD AND 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 this attachment.

item & Description

SUBCONTRACTOR SELECTION

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 VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Terms certified HUB	VID# (Empired #Tream continue (EEE)	Approximate Dolar Amount	Expected Percentage of Contract
	-Yes -No		\$	×
	-Yes -No		\$	*
	-Yes -No		1	*
	-Yes -No		\$	×
	-Yes -No		1	*
	-Yes -No		1	*
	-Yes -No		\$	*
	-Yes -No		1	*
	-Yes -No		1	*
	-Yes -No		\$	*
	-Yes -No		\$	*
	-Yes -No		1	*
	-Yes -No		\$	*
	-Yes -No		1	*
	-Yes -No		\$	*
	-Yes -No		1	*
	-Yes -No		\$	×
	-YexNo		1	×
	-Yes -No		1	*
	-Yes -No		1	*
	-Yes -No		1	*
	-Yes -No		1	*
	-Yes -No		\$	*

REMINDER: As specified in SECTION 4 of the completed HSP form, if you improved any portion of the requisition, you are required to provide notice as soon as precised to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting appropriate and its point of contact for the contract, the outbook subcontracting opportunity they fits subcontracting opportunity they fits subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A capy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract on later than ten (10) working days after the contract in swarded.

METHOD IV

If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, does not meet or exceed the HUB Goal identified in the solicitation, complete the following in the HSP:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. List all the portions of work you will subcontract, and indicate the
 percentage of the contract you expect to award to HUB vendors (Page 2 and the
 continuation sheet as needed);
- Section 2 c. No, I will <u>not be using only Texas certified HUBs</u> to perform **all** of the subcontracting opportunities listed (Page 2);

METHOD IV (cont.)

If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, does not meet or exceed the HUB Goal identified in the solicitation, complete the following in the HSP (cont.):

- Section 2 d. No, the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs, which you have a contract in place for five (5) years or less, does not meet or exceed the HUB goal in the solicitation (Page 2)
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method B (Attachment B) Complete this attachment for each subcontracting opportunity (Page 1 of 1).

HSP Information Page

Respondent and Requisition Information



Rev. 101

HUB Subcontracting Plan (HSP)

In accordance with Texas Govt 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 Underutitized 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 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 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 §20.14(d)(1)(D)(iii), 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 contracts that have been in place for the years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Dispatrly Study.

RESPONDENT AND REQUISITION INFORM	
Respondent (Company) Name:	State of Texas VID #:
Point of Contact:	Phone #:
E-mail Address:	Fax#:

Company Name and Requisition

Subcontracting Intentions:
Complete Section 2-a; Yes, I will be subcontracting portions of the contract.

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

SERGIOON 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an "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.

- 2. 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 person of the contract, and I will be fulfilling the entire contract with my own resources. If No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 wendors that are not a Texas certified HUBs (i.e., Non-HUB).

\Box		HL	En	Non-HEED
lom F	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to 140 to with which you have a continuous contract in piece for the 64 years or less.	Percentage of the contract expected to be subcontracted to Willia with which you have a continuous contract in piece for more from the Colymans.	Percetage of the contract expected of the subcontracted to non-Hillin.
1		*	×	×
2		*	*	*
3		*	*	*
4		*	*	*
5		*	*	*
6		*	*	*
7		*	*	*
		*	*	*
9		*	*	*
10		*	*	*
11		*	*	*
12		*	*	*
13		*	*	*
14		*	*	*
15		*	*	*
	Aggregate percentages of the contract expected to be subcontracted:	%	×	*

(Note Type have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hab/flub-subcontracting-plan()

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>000ly</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- Yes (if Yor, continue to SECTION 4 and complete on YISP Good Fath Effort Method A (Abachment A)" for <u>each</u> of the subcontracting apportunities you listed.)
- No (If No, continue to tiem d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected porcentage of the contract you will subcontract with Team contract.

 HUBs with which you have a continuous contract* in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- NS (if Rex, continue to SECTION 4 and complete on "HSP" Good Fath Effort Method A (Abadment A)" for cook of the subcontracting apportunities you indeed.)
- NO (If No., continue to SECTION 4 and complete an 145P Good Fath Effort Method B (Attachment III)* for gagh; of the subcontracting apportunities you listed.)

*Continuous Contract: Any exhibity or time grown of facility any consort finite occupated in because prince of social entitle entity, where the HEI words produce in the contract of a separated profest of time. The hopping the HEI words to suffer the first in time of the contract in the

Complete Section
2-b; List all the
portions of work
you will subcontract,
and indicated the % of
the contract you
expect to award to
HUBs and Non-HUBs.

Complete Section
2-c; No, to using only HUBs to perform all Subcontracting Opportunities in 2-b.

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

SECTION & SUBCONTRACTING INTENTION

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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an 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.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
 - NES, I will be subcontracting portions of the contract. (If NES, 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. (If No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 wendors that are not a Texas certified HUBs (i.e., Non-HUB).

${}$		ж	En	Non-HEEn
liom #	Subcontracting Opportunity Description	Percentage of the context expected to be subcontracted to 140th with which you have a continuous context in piece for the 64 years or less.	Percentage of the contract expected to be subcontracted to Willia with which you have a continuous contract in piece for more from the Colymans.	Percetage of the contract expected of the subcontracted to non-Hillin.
1		*	*	×
2		*	*	*
3		*	*	*
4		*	×	*
5		*	*	*
6		*	*	*
7		*	*	*
		*	*	*
9		*	*	×
10		*	*	*
11		*	*	×
12		*	*	×
13		*	*	×
14		*	×	×
15		*	*	×
	Aggregate percentages of the contract expected to be subcontracted:	%	×	*

(Note Type have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hab/flub-subcontracting-plan()

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>ORM</u> Texas certified HJBs to perform <u>all</u> of the subcontracting apportunities you listed in SECTION 2, Item b.
- Year (if Year, continue to SECTION 4 and complete on "HSP Good Fath Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to tien d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capacited percentage of the contract you will subcontend with Texas contract.

 HUBs with which you have a contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
 - NS (if Kex, continue to SECTION 4 and complete an "HSP" Good Fath Effort Method A (Attachment A)" for each of the subcontracting apportunities you indeed)
- No (If No, continue to SECTION 4 and complete on 145P Good Fath Effort Method B (Attachment II)* for each of the subcontracting opportunities you listed.)

*Codinate Central: Any addinger line ground (including any memoli del are constant) in beams prince described and is HEI words provided in prince of social and a word of the same contact for a separate profet of the . Both squarry in HEI words is sufficiently described to contact and a sistent is white the contact described to contact and contact and contact and the second of the contact and contact and the second of the contact and contact and the contact a

Complete Section
2-d; No, to the
Aggregate % of the
contract expected to
be subcontracted to
HUBs to meet or
exceed the HUB goal,
which you have
a contract
agreement in place for
five (5) years or less.

Enter your company's name here:	_	Requisition #:	٦
	_		_

SECRETOR 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an 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.

- 2. 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. 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 femal certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texas certified HUB (i.e., Non-HUB).

$\overline{}$		WL.	En	Non-HEEs
lom F	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to 160th with which you have a continuous contract in place for the 64 years or less.	Percentage of the contract expected to be subcontracted to Willia with which you have a continuous contract in piece for more from the Colymans.	Percetage of the contract expected (5 to subcontracted to non-Hillin.
1		*	*	*
2		*	*	*
3		*	*	*
4		*	*	*
5		*	*	*
6		*	*	*
7		*	*	*
		*	*	*
9		*	*	*
10		*	*	*
11		*	*	*
12		*	×	×
13		*	*	*
14		*	*	×
15		*	×	*
	Aggregate percentages of the contract expected to be subcontracted:	%	×	×

(Note Type have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hab/flub-subcontracting-plan()

- Check the appropriate box (Yes or No) that indicates whether you will be using <u>ONY</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, item b.
 - Year (if Year, continue to SICTION 4 and complete on "HSP Good Faith Effort Method A (Attachment A)" for under of the subcontracting opportunities you listed.)
 - ND (If No, continue to tien d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected porcertage of the contract you will subcontract with Team contract.

 HUBs with which you have a continuous contract* in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- NSS (Fixe, continue to SECTION 4 and complete on 16P Good Fath Effort Method A (Attachment A)* for each of the subcontracting apportunities you insted.)
- No (If No, continue to SECT ON 4 and complete an YISP Good Faith Effort Method B (Attachment III)" for <u>each</u> of the subcontracting opportunities you listed.)

*Codinate Central: Any addinger line ground (including any memoli del are constant) in beams prince described and is HEI words provided in prince of social and a word of the same contact for a separate profet of the . Both squarry in HEI words is sufficiently described to contact and a sistent is white the contact described to contact and contact and contact and the second of the contact and contact and the second of the contact and contact and the contact a

Section 4; Affirmation

Signature
Affirms that
Information
Provided is
True and
Correct.

nter your	company's name here:	Requisition #:
see in the	Star Brigging hererative in	to SECTION 2, Nom a, you must complete this SECTION and continue to SECTI
teck the sp		roposal contains an explanation demonstrating how your company will fulfill the
□-¥es	(if Yes, in the space provided below list the specific page(s)/ contract with its own equipment, supplies, materials and/or empk	sxCBOR(5) of your proposal which explains how your company will perform the year.)
□- N o	(if ND, in the space provided below Explain how your comparemployees.)	y will perform the entire contract with its own equipment, supplies, materials

SECTION 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, <u>I availed any portion of the requisition</u>:

- The respondent will provide notice as soon as practical to all the subcontractors (HLBs and Non-HLBs) 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 in site than ten (10) working days after the contract in awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report PAR) to the contracting agency, verifying to compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is evaluate at http://www.window.slate.iz.us/procurantati/prog/hub/hub-forms/p.ogressassassasmitpi.zis).
- 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 determinant from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-sits reviews of the company's headquarters and/or work-sits where services are being performed and must provide documentation regarding staffing and other resources.

	_		
Signature	Printed Name	Title	Date
			Complete and

REMINDERC > If you responded "Yes" to SECTION 2, Retris c or d, you must complete an "HSP Good Fath Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you letted in SECTION 2, Item b.

> If you responded "No" SECTION 2, firsts c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for <u>each</u> of the subcontracting apportunities you lated in SECTION 2, Item b.

Complete Section B-1; and

Section B-2 only for each subcontracting opportunity.

Good Faith
Efforts to find
Texas Certified
HUB Vendors

HSP Good Faith Effort - Method B (Attachment B)

	_		 _
Enter your company's name here:		Regulation #:	
			_

MPORTANT: If you responded "No" to SECTION 2, Botts C and if of the completed HSP form, you must submit a completed "HSP Good Feith Effort - Method 8 (Attachment B)" to <u>south</u> of the subcontracting opportunities you listed in SECTION 2, Bott bird five completed HSP from. You may photo-copy this page or download the form at http://www.window.state.tu.us/procurement/prophub/hub-forms/HUBS-ptc-ontracting/hunAttachment-8.doc

SERVICE SUBCONTRACTING DEPORTUNITY

Enter the item number and description of the subcontracting apportunity you listed in SECTION 2, item b, of the completed HSP form for which you are completing this attachment.

n #: Descriptio

SERVICON 1994 MENTOR PROTECT PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protigis Program, submitting its Protigis (Protigis must be a State of Texas certified HUE) as a subcontractor to perform the subcontracting opportunity listed in SECTION 8-1, constitutes a good faith effort to subcontract with a Texas certified HUE 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 8-1 to your Proteigé.

- Yes (If Yes, to continue to SECTION 8-4.)
- No / Not Applicable (if No or Not Applicable, continue to SECTION 8-3 and SECTION 8-4.)

SECURION 1381 Nonfication Of Subcontracting Opportunity

When completing this section you <u>MUST</u> comply with items <u>a. b. c and d.</u> thereby demonstrating your Good Fieth Effort of having notified Texas certified HUBs <u>and</u> minotify or women table 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 exalibite online at http://www.window.state.bu.ss/procurement/prog/futh-fluid-subcontracting-plan/

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good fath effort to notify the Texas certified HUBs and minority or women 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 decisred closed by its executive officer. The initial day the subcontracting opportunity notice is sentiliprovided to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the server (7) working days.

- a. Provide written notification of the subcontracting opportunity you lated in SECTION 8-1, to three (5) or more Team certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs of least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Team certified HUBs, ensure that you use the State of Team" Centralized Menter Bidders List (CMBL) and Historically Understitled Business (HUB) Search directory located at http://www.window.state.tb.us/procurement/cmb/lcmb/llub.html. HUB Status code "A" signifies that the company is a Team certified HUB.
- List the tires (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION 8-1, include the company's Vendor ID (VID) number, the data you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VID#	Date Notice Sent (mobilered)	Did the HUE Respond?
			¥m %
			□-Ym □-Mo
			¥m %

- c. Provide written notification of the subcontracting opportunity you listed in SECTION 8-1 to two (2) or more minority or women trade organizations or development contracting agency specified a different time period, you must subcontracting opportunity notice to minority or women trade organizations or development contracting agency specified a different time period, you must subcontracting opportunity notice to minority or women trade organizations or development contract at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development contract that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewish HUS Program's webpage at http://www.window.state.bu.us/programmon/pos/full/marky/links-1/7
- d. Lint hep (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Toole Organizations or Development Centers	Date Notice Sent	Was the Notice Accepted?
		□-Ym □-No
		□-Ym □-No

Written
Notification
Requirements

List Three (3)
HUBs Contacted
for this
Subcontracting
Opportunity

HSP Good Faith Effort - Method B (Attachment B)

	•	_		 _
Enter your company's name here:			Regulation #:	
		_		

MPORTANT: If you responded "No" to SECTION 2, items c and if of the completed HSP form, you must submit a completed HSP Good Faith Effort - Method 8 (Attachment B)* for <u>patch</u> of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.tu.org/procurement/prog/hub/hub-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/HUBSubcontracting/hub/faith-forms/hub/faith-f

SISTERION BET SUBCONTRACTING DIFFORTUNITY

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 this attachment.

m*l*e: Descripti

SERVICE PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protegé Program, submitting its Protegé (Protegé must be a State of Texas certified HUE) as a subcontractiv to perform the subcontracting apportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUE 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 Protegé.

- Yes (if Yes, to continue to SECTION 8-4.)
- No / Not Applicable (if No or Not Applicable, continue to SECTION 8-3 and SECTION 8-4.)

SECURIOR IS Notification Of Subcontracting Opportunity

When completing this section you <u>MUST</u> comply with items <u>a. b. c and d.</u> thereby demonstrating your Good Fath Effort of having notified Texas certified HUBs <u>and</u> minority or women table 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 enabled entire at http://www.window.state.locus/procurement/programs/subcontracting-plan/

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good fath effort to notify the Texas certified HUBs and minority or women 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 holders, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sentilipsychiad to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (i) working days.

- a. Provide written notification of the subcontracting opportunity you lated in SECTION 8-1, to three (5) 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 your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidden List (CMBL) and Historically Understitized Business (HUB) Search directory located at http://www.window.state.tb.us/procurement/icmbi/cmbi/lub.html. HUB Seatus code "X signifies that the company is a Texas certified HUB.
- List the three (3) Texas certified HUEs you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the company's Vendor ID (VID) number, the data you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VD#	Date Notice Sent (mobilered)	Did the HUE Respond?
			□-¥m □- ‰
			Ym№
			¥m₩

- c. Provide written notification of the subcontracting opportunity you listed in SECTION 8-1 to two (2) or more minority or women trade organizations or development contracting agency specified a different time period, you must subcontracting opportunity notice to minority or women 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 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 Statewise HUB Program's webpage at http://www.windows.state.bu.subprocurement/program/simmel-links-17
- d. Lint hep (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Tools Organizations or Development Contens	Date Notice Sent	Was the Notice Accepted?
		-Yes -No
		- Yes - No

HSP GFE Method B (Attachment B)

Written
Notification To
Trade Organizations

List Two (2)Trade
Organizations Notified
with Dates
Sent/Accepted.

HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here:		Regulation #:	
	_		 _

MPORTANT: If you responded "No" to SECTION 2, florits c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method 8 (Attachment B)" for <u>sects</u> of the subcontracting opportunities you listed in SECTION 2, florit b of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.bu.us/procurement/prog/hub/hub-forms/HUBSubcontracting/PlanAttachment-8.doc

SISTERION BET SUBCONTRACTING DIFFORTUNITY

Enter the item number and description of the subcontracting apportunity you listed in SECTION 2, item b, of the completed HSP form for which you are completing this attachment.

n #: Descriptio

STRUCTURE MENTOR PROTECT PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protegé Program, submitting its Protegé (Protegé must be a State of Texas certified HUE) as a subcontractiv to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUE 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 Protegé.

- Yes (if Nes, to continue to SECTION 8-4.)
- No I Not Applicable (if No or Not Applicable, continue to SECTION 8-3 and SECTION 8-4.)

SECREDON 1:34 Moneycamon De Suncontracting Deportunity

When completing this section you <u>MUST</u> comply with items <u>a. b. c and di</u> thereby demonstrating your Good Fieth Effort of having notified Flazar certified HUBs <u>and</u> minotify or women trade organizations or development centers about the subcontracting opportunity you listed in DECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insure requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the standard HUB Subcontracting Opportunity Notice form, which is also examined in http://www.window.state.ib.us/procurement/prog/futh/hubs.subcontracting-plan/

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and minority or women 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 sentil provided to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the server (i) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION 8-1, to three (5) or more Texas certified HUEs. Unless the contracting agency specified a different time period, you must sike the HUEs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUEs, arouse that you use the State of Texas Centralized Master Bidden Ltd (CMBL) and Historically Understitized Business (HUE) Search directory located at http://www.windows.state.bs.us/procurement/cmb/lcmb/hub.html. HUE Status code "X" signifies that the company is a Texas certified HUE.
- List the tires (3) Texas certified HUEs you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the company's Vendor ID (VID) number, the data you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VID#	Date Notice Sent (math/port)	Did the HUE Respond?
			□-¥m □- ‰
			□-Ym □- % o
			¥m %

- c. Provide written notification of the subcontracting opportunity you listed in SECTION 8-1 to two (2) or more minority or women trade organizations or development contracting agency specified a different time period, you must subcontracting opportunity notice to minority or women trade organizations or development contracting agency specified a different time period, you must subcontracting opportunity notice to minority or women trade organizations or development contract at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development contract that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewish HUS Program's webpage at http://www.window.state.bu.us/programmon/pos/full/marky/links-1/7
- d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Tools Organizations or Development Contens	Date Notice Sent (melikhara)	Was the Notice Accepted?
		-Yes -No
		- Yes - No

HSP GFE Method B (Attachment B)

List the subcontractors



Provide written justification why HUB was not selected for this Subcontracting Opportunity



Reminders: Notice to subcontractors and UTSA.

HSP Good Faith Effort - Method B (Attachment B) cont.

Company Name Texts or of the HUBI Observation	 List the subcontractor(s) y HUS and their VID number whether the company is a 	er, the approximate dollar value of	intracting opportunity you listed in S the work to be subcontracted, the o	ECTION B-1. Also expected percentage	identify whether the e of work to be sub-	ey are a Yexas certi contracted, and indic
Yes No S X		Company Name				Expected Percents of Contract
- Yes			□-Yes □-No		\$	×.
- Yes			□-Yex □-No		\$	×.
- Yes			□-Yex □-No		\$	*
- Yes			□-Yes □-No		1	*
- Yes			□-Yes □-No		\$	*
_ Yes			□-Yes □-No		1	*
- Yes: -No S S S - Yes: -No S S S - Yes: -No S S S If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is BDL a Texas certified HUB, provide w			□-Yes □-No		1	*
_ Yes: _ No _ \$ % L. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is 100 a Texas certified HUB, provide w			□-Yex □-No		1	*
c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is 100 a Texas certified HUB, provide w						
c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is 100 a Texas certified HUB, provide w			□-Yes □-No		\$	*
	- Kendhadara		□-Yes □-No	alla esperiore si d	1	×
			Yes -No	ed in SECTION B-1	1	×
			Yes -No	ed in SECTION B-1	1	×
			Yes -No	ed in SECTION B-1	1	×
			Yes -No	ed in SECTION B-1	1	×
			Yes -No	ed in SECTION B-1	1	×
			Yes -No	ed in SECTION B-1	1	×
			Yes -No	ed in SECTION B-1	1	×
			Yes -No	ed in SECTION B-1	1	×
			Yes -No	ed in SECTION B-1	1	×

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are exerted any portion of the requisition, you are required to provide notice as soon as precised to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract exercit number, 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 exercised.

Page 2 of 2 (Attachment B)

METHOD V

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:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources (Page 2);
- Section 3 Self Performing Justification that explains how your company will fulfill the entire contract with its own resources (Page 3); and,
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3);

Dec 100

HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting apportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Understitized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bit in 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 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 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.

a. Respondent (Company) Name

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

Point of Contact: E-mail Address:

- - Agency Special Instructions/Additional Requirements - -

In accordance with 34 TAC §20.14(a)(1)(D)(ii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontractory opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewise 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 contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less sha qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Studies of the second s

Respondent and Requisition Information

HSP Information

Page



Company Name and Requisition

Subcontracting
Intentions:
Complete Section
2-a; No, I will not be
subcontracting any
portion of the
contract.

Enter your company's name here:	Requisition #:	

SERGIOON 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an "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.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
 - No.s, I will be subcontracting portions of the contract. (If No.s, complete item b, of this SECTION and continue to item c of this SECTION.)
 - Mq, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. If Mq, continue to SECTION 3 and SECTION 4.)
- b. Let 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 wendors that are not a Texas certified HUBs (i.e., Non-HUB).

${}$		ж	En	Non-HEEn
liom #	Subcontracting Opportunity Description	Percentage of the context expected to be subcontracted to 140th with which you have a continuous context in piece for the 64 years or less.	Percentage of the contract expected to be subcontracted to Willia with which you have a continuous contract in piece for more from the Colymans.	Percetage of the contract expected of the subcontracted to non-Hillin.
1		*	*	×
2		*	*	*
3		*	*	*
4		*	×	*
5		*	*	*
6		*	*	*
7		*	*	*
		*	*	*
9		*	*	*
10		*	*	*
11		*	*	×
12		*	*	×
13		*	*	×
14		*	×	×
15		*	*	×
	Aggregate percentages of the contract expected to be subcontracted:	%	×	*

(Note: Typu have more than filtern subcontracting opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procurement/prog/hub/flub-subcontracting-plan()

- Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HJBs to perform <u>all</u> of the subcontracting apportunities you listed in SECTION 2, Item b.
- Year (if Year, continue to SECTION 4 and complete on "HSP Good Fath Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to tiem d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected porcertage of the contract you will subcontract with Team contract.

 HUBs with which you have a continuous contract* in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
- NS (if You, continue to SECTION 4 and complete an YISP Good Faith Ellori Method A (Attachment A)* for <u>each</u> of the subcontracting apportunities you listed.)
- No (File, continue to SECT ON 4 and complete on 145P Good Fath Effort Method B (Attachment B)* for gads of the subcontracting apportunities you listed.)

"Continuous Contrad: Any existing relating reported producting any more distinct contrady between prince contrady and a HAT white which we have product the prime contrady and a contrady

Section 3; Self Performing Justification

List the specific page(s)/section(s) of your proposal response, OR in the space provided, which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.

Enter your	company's name here:	Requisition #:
2401100	SELF PERSORMING JUSTIFICAT	ION (If you responded "No" to SECTION 2, New a, you must complete this SECTION and continue to SECTION
	propriete box (Yes or No) that indicat its own resources.	as whether your responselyroposal contains an explanation demonstrating how your company will fulfill the enti
O-Yes	(if N25, in the space provided below contract with its own equipment, supp	list the specific page(s)/section(s) of your proposal which explains how your company will perform the enti- sies, materials and/or employees.)
□- ‰	(If Ab, in the space provided below employees.)	explain how your company will perform the entire contract with its own equipment, supplies, materials and

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 <u>If averaged any person of the requisition</u>:

- The respondent will provide notice as soon as practical to All the subcontractors (HLRs and Non-HLRs) 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 subcontracting 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 in later than ten (10) working days after the contract in awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report PAR) to the contracting agency, verifying to compliance with the HSP, including the use of and expenditures made to be subcontractors (HUBs and Non-HUBs). (The PAR is available at http://www.entdow.state.ix.us/procurem.ant/prog/hub/hub/forms/progress/assessmentpl.usk).
- 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 determinant from all states 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
			Company of the Compan

IEMINDER: > If you responded "Yes" to SECTION 2, North C. you must complete an "HSP Good Fath Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, North b.

If you responded "No" SECTION 2, flores c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for gach of the subcontracting apportunities you lated in SECTION 2, Item b.

Section 4; Affirmation

Signature
Affirms that
Information
Provided is
True and
Correct.

te appropriate box (*	Yes or No) that indicates w			a, you must complete to explanation demonstrat		
with its own resource		,,			,,.	,
	space provided below list is own equipment, supplies,			reposal which explains	how your company w	vill perform
No (if No, in the s employees.)	space provided below EXP	fain how your compo	my will perform the e	ntire contract with its o	en equipment, supp	lies, materia

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 HEP is true and correct. Respondent understands and agrees that, I awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HLBs and Non-HLBs) 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 in 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 evaluate at http://www.window.slate.iz.us/procurantat/prog/hub/hub-forms/p.agressassassasmintpl.zis).
- 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 determinant from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-sits reviews of the company's headquarters and/or work-sits where services are being performed and must provide documentation regarding starting and other resources.

	_		
Signature	Printed Name	Title	Date
			(manufacture of

REMINDERC > If you responded "Yes" to SECTION 2, Retris c or d, you must complete an "HSP Good Fath Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you letted in SECTION 2, Item b.

> If you responded "No" SECTION 2, firsts c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for <u>each</u> of the subcontracting apportunities you lated in SECTION 2, Item b.

HUB Subcontracting Plan (HSP) Overview

HUB Subcontracting Opportunity Notification Form

http://www.cpa.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf

(Rev. 10

Sample for Respondent's Use.



This form is used to notify vendors of potential subcontracting opportunities related to a specific agency solicitation. This is not a required form, just a sample notification form

HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Soction B has determined that subcontracting opportunities are probable under the regulation to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least <u>twee (3)</u> Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs <u>at least seven (7)</u> working <u>days</u> to respond to the notice prior to the respondent submitting its bid response to the contracting appending, the respondent must provide notice of each of its subcontracting appending to minority/women tead organizations or development centers <u>at least seven (7) working days</u> prior to submitting its bid response to the contracting appending.

We respectfully request that vendors interested in bidding on the subcontracting apportunity identified in Section C reply no later than the date and time identified in Section C, Itam 1. Submit your response to the point-of-contact referenced in Section A.

Section A	Prime Contractor's Information		
Company Name:		State of Texas VID #:	
Point-of-Contact:		Phone #:	
E-mail Address:		Fax d:	
Section B	CONTRACTING STATE AGENCY AND REQUISITION INFORMATION		
Agency Name:			
Point-of-Contact:		Phone #:	
Requisition #:		Bid Open Date:	
Section C	SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQU	IREMENTS AND RELATED INFO	RMATION
1.	Our firm must receive your bid response to this subco than 5:00 P.M., Central Daylight Standard Time on:		y no later
Potential Subcontractor's Bid Response Due Date:	(Note: In accordance with 34 TAC §20.14, each notice of subcontracting Texas certified HUBs, and allow the HUBs <u>at least seven (7) working days</u> t response to the contracting agency. In addition, we must provide the sam development centers <u>at least seven (7) working days</u> prior to submitting ou	io respond to the notice prior t e notice to minority/women to	to submitting our bid ade organizations or
2. Scope of Work:			
3. Required Qualifications:			
4. Bonding/Insurance Requirements: - Not Applicable			
5. Location to review plans/specifications:			

Post Award HUB Requirements

RFP Section Historically Underutilized Business Participation Requirements

- Post Award Meetings
- HSP Prime Contractor Progress Assessment Report
- HSP Changes After Contract Award
- Reporting and Compliance with the HSP

HSP Prime Contractor Progress Assessment Report

HSP Prime Contractor Progress Assessment Report

- Required with ALL Pay Requests
- List ALL Sub payments (HUBs & Non-HUBs)
- Required even if not subcontracting



HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report

This torm mast be complete	ca ana sammitea to ar	e combacu	ry agency caen mi	onan to aocament com	onance with your	mor.
Contract/Requisition Number:			Date of Award:		Object Code:	
		-		(mm/dd/yyyy)	•	(Agency Ure Only)
Contracting Agency/University Name:						
Contractor (Company) Name:				State of Texas VID #.		
Point of Contact				Phone #.		
Reporting (Month) Period:		Total Amo	unt Paid this Report	ing Period to Contractor:	\$	-
Report HU	IB <u>and</u> Noi	n-HUE	3 subcon	tractor info	rmation	
		*Texas			Total Contract \$	
		Certified	Total Contract \$	Total \$ Amount Paid	Amount Paid to	
	Subcontractor's VID or	HUB?	Amount from HSP	This Reporting Period to	Date to	Object Code
Subcontractor's Name	HUB Certificate Number	(Yes or No)	with Subcontractor	Subcontractor	Subcontractor	(Agency Use Only)
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
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