When a HUB Subcontracting Plan (HSP) is required with the submittal of a response to a solicitation, please take extra care to review it. Here are the

**Top 3 Reasons for Rejection**

1. **NO HSP is submitted with the Bid/Proposal/Response:**
   - An HSP is REQUIRED even if you plan to self-perform the project.
   - You still need to submit a completed HSP even if you are a certified HUB vendor.

2. **An alternate or outdated form is substituted for the HSP form.**

3. **The Section 6(a), (b) and (c) requirements of the HSP are not all met, including the mandatory notifications:**
   - Section 6(a)- When 3 inactive or no HUB vendors were notified and given an opportunity to bid on this project *(Please check the State CMBL or the HUB Directory for HUBs).*
   - Section 6(c)- When 5 working days, or the time specified in the solicitation’s instructions, for notification was not allowed for a HUB vendor to respond.
   - No documentation of “Good Faith Effort” as identified for Section 6(a), (b) and (c).

**Don’t get rejected!**

For assistance, please call Irene Maldonado at (210) 458-4068 or email Irene.maldonado@utsa.edu

You can also visit the State HSP website for written and video instructions, HSP template at:

http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/