

#### HUB Subcontracting Plans (HSPs) — PAGE 1



### **HUB Subcontracting Plan (HSP)**

In accordance with Texas GoV1 Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas entitled Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bial 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) §20.284 are:

- . 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- · 32.9 percent for all special trade construction contracts,
- · 23.7 percent for professional services contracts
- · 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.
  - - Agency Special Instructions/Additional Requirements -

In accordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified. HUBs for its subcontracting operuntiles if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal with the goal withchever is higher. When a respondent uses this method to demonstrate good faith entire respondent must licentify the HUBs with which it will subcontracts it using existing contracts with Texas certified HUBs to salisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent must be respondent must be respondent must be reported in the subcontracts of the subcontracted to HUBs with which the respondent must be respondent must be reported in the respondent must be

Rev. 2/17

Be sure you are using Rev. 2/17 or later version of the documents

**Every** page after the first page contains a Header. Each page header must have the Company Name and Requisition # complete

Enter your company's name here:

Rev. 2/17

Requisition #:

SEC	TION 1: RESPON	IDENT AND REQUISITION INFORMATION		
a.	Respondent (Com	pany) Name:	State of Te	exas VID #:
	Point of Contact		Phone #:	
	E-mail Address:		Fax#:	
b.	Is your company a	State of Texas certified HUB? - Yes - No		
C.	Requisition #:		Bid Open I	Date:

The Requisition # must be filled in on the first page and the contents of this line will be carried through and reported on **every** page submission





### 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 Final HIPD with the substitution of th

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- . 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

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

Requisition #:

- 21.1 percent for commodities contracts.
- - Agency Special Instructions/Additional Requirements 
  In accordance with 34 TAC \$20.285(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 the discontines it using existing contracts with Treas certified HUBs to satisfy this requirement, only the aggregate personlage of the contracts expected to be subcontracted to HUBs with which he respondent does not have a community of pictor for more than the (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

SECTION 1: RESPONDENT AND REQUISITION INFORMATION

a. Respondent (Company) Name:

Point of Contact

Phone #:

First #

Bid Open Date:

HUB Subcontracting Plans (HSPs) may be completed using 4 basic options:

- Option 1 uses Method A documentation
- Option 2 uses Method A documentation
- Option 3 uses Method B documentation
- Option 4 uses no additional Method documentation but does require at least a paragraph of technical writing

\*\*\*Section 1 on Page 1 (seen here) is completed *regardless* of what option you will be using. <u>All</u>
<u>Options</u> require a complete Section 1



# Section 1: Respondent and Requisition Information (Required)

SECTION 1: RESPONDENT AND REQUISITION INFORMATION								
a.	Respondent (Cor	mpany) Name:	ANY COMPANY, LLC	State of Te	xas VID #:	EIN: 11-13 digits		
	Point of Contact:	NAME, T	TTLE (Typically Project Manager, Owner or Preparer	Phone #:	###	-###-####		
	E-mail Address:	EMAIL	ADDRESS of PM, Owner or Preparer	Fax #:	(Op	tional)		
b.	Is your company	a State of Texas	certified HUB? - Yes - No					
c.	Requisition #:	REQUIRE	D ANSWER – If no Reg # is known, describe project	Bid Open D	)ate: 01-	-01-0001		
						(mm/dd/yyyy)		
			1					

\*\*\*Section 1 on Page 1 (seen here) is completed *regardless* of what option you will be using. All Options require a complete Section 1



#### SECTION 4: AFFIRMATION

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

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date (mm/dd/yyyy)

#### Reminder:

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

\*\*\*Section 4 on Page 3 (seen here) is completed regardless of what option you will be using. All Options require a complete Section 4



- Report that the project will be completed solely by the Prime Contractor
  - No Subcontracting will be used
- > Uses no additional Method documentation but does require at least a paragraph of technical writing
- Must complete Section 1 and Section 4 completely
- Complete Section 2 a.
- Complete Section 3 Self Justification
  - > Technical Writing portion
- Submissions are usually a total of 3 pages



### Reporting Using Option 4 – Self Justification

Must complete Section 1 and Section 4 completely; For instructions,

### refer to:

- > SLIDE 2 Section 1: Respondent and Requisition Information (Required)
- SLIDE 3 Section 1: Respondent and Requisition Information (Required)
- SLIDE 4 Section 4: Affirmation (Required)
- Complete Section 2 a.

### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- **a.** Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)



**Completing Section 2 a.** 

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No. continue to SECTION 3 and SECTION 4.)
- (Next) Complete Section 3 Self Justification
  - > Technical Writing paragraph or attached supplemental explanation



- Complete Section 3 Self Justification
  - > Technical Writing paragraph or attached supplemental explanation

SECTION 3: SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment > (Next) Writing Sample next Slide



Complete Section 3 – Self Justification Technical Writing Sample Format

Company XYZ will be performing Project ABC using their own resources such as:

- Resource 1
- Resource 2
- Resource 3

Company XYZ will use only employees of Company XYZ to complete Project ABC. Company XYZ will use in-house or self-manufactured goods to complete the entire project.

Any commodity, service or tool used in the project that is obtained outside the awardee's direct resource pool is considered subcontracting or outsourcing. The HSP is completed for Options 1, 2 or 3 if subcontracting or outsourcing is expected.

(Your submission should now be complete with signature and date)



In accordance with 34 TAC §20.285, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.282(19)(C).

(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)

- **➢Option 1 GFE Method A Documentation**
- **➢Option 2 GFE Method A Documentation**
- **➢Option 3 GFE Method B Documentation**



- Report that all Subcontracting work will be awarded and paid to Texas
  Certified HUB Vendors
- Uses GFE Method A Documentation
- Must complete Section 1 and Section 4 completely
- Complete Section 2 a.
- Complete Section 2 b.
- Complete Section 2 c.
- Submissions vary in number of pages
- Submissions include emails showing time/date stamp you invited HUBs and trade associations
- ➤ If awarded, requires monthly submissions of the Progress Assessment Report (PAR) Form



Must complete Section 1 and Section 4 completely; For instructions,

### refer to:

- > SLIDE 2 Section 1: Respondent and Requisition Information (Required)
- > SLIDE 3 Section 1: Respondent and Requisition Information (Required)
- SLIDE 4 Section 4: Affirmation (Required)
- > Complete Section 2 a.

### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- **a.** Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)



Completing Section 2 a.

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)
- (Next) Complete Section 2 b. and 2 c.

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Completing Section 2 b.

### **Examples:**

- **Painting**
- Concrete
- Roofing
- **Flooring**
- **Data Migration**
- **Data Analysis**
- Equipment Rental
- 8. Design

### **Reporting Using Option 1 Awarding all Subcontracting Opportunities to Texas Certified HUB Vendors**

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)
- b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

		HUBs					Non-HUBs	
Item #	Subcontracting Opportunity Description	evnec	centage of the contract ted to be subcontracted to with which you do not have tinuous contract* in place more than five (5) years.	expect	centage of the contract ted to be subcontracted to s with which you have a uous contract* in place for one than five (5) years.	Perce expect	entage of the contract ed to be subcontracted to non-HUBs.	
1			%		%		%	
2			%		%		9	
3			%		%	\		
4			%		%			
5			%		%			
6			%		%			
7			%		%			
8			%		%			
9			%		%			
10			%		%			
11			%		%			
12			%		%			
13			%		%	7		
14			%		%			
15			%		%		%	
	Aggregate percentages of the contract expected to be subcontracted:		%		%		%	
(Note: If	Aggregate percentages of the contract expected to be subcontracted: you have more than fifteen subcontracting opportunities, a continuation sheet is a	available		omptrol		/vendor/	17	

\* For Option 1, the **Non-HUB Column** will not be used or Zero's will be entered

> (Next) Complete 2 c.



> Completing Section 2 c.

- **c.** Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
  - □ Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
  - No (If No, continue to Item d, of this SECTION.)

(Next) Complete METHOD A for each subcontracting opportunity.

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- > Completing METHOD A's
  - One sheet for each Subcontracting Opportunity

### **Examples:**

- 1. Painting
- 2. Concrete
- 3. Roofing
- 4. Flooring
- 5. Data Migration
- 6. Data Analysis
- 7. Equipment Rental
- 8. Design

(Your submission should now be complete with signature & date)

# **Reporting Using Option 1 Awarding all Subcontracting Opportunities to Texas Certified HUB Vendors**

	rt - Method A (Attachment A)	Rex 2/17			
Enter your company's name here:  IMPORTANT: If you responded "Yes" to SECTION 2, Items Nethod A (Attachment A)" for each of the subcontracting opportunit	HSP Good Faith Effort	- Method A (Attachment A)	Rex. 2/17		
page or download the form at https://www.comptroller.texas.gov/purch	Enter your company's name here:	Requisition #:			
SUBCONTRACTING OPPORTUNITY  First the Item number and description of the subcontracting opportunity  tem Number: 1  Description: Painting	IMPORTANT: If you responded "Yes" to SECTION 2, Items c or of Method A (Attachment A!" for each of the subconhading apportunities y' page or deveload the form at they shaw complete taxes acyturchase SECTION AST: SUBCONTRACTING OPPORTUNITY	of the completed HSP form, you must submit a completed HSP Good Faith Effort	0	A (Attachment A)	Rev. 2/1
SECTION A-2: SUBCONTRACTOR SELECTION	Enter the item number and description of the subcontracting opportunity :	Enter your company's name here:		Requisition #:	
List the subcontractor(s) you selected to perform the subcontracting HUB and their Texas Vendor Identification (VID) Number or fede subcontracted, and the expected percentage of work to be subcontra- use the State of Texas' Centralized Master Bidders List	tem Number: 2 Description: Concrete SECTION A-2 SUBCONTRACTOR SELECTION	IMPORTANT: If you responded "Yes" to SECTION 2, Items o or Method A (Attachment A)" for each of the subcontracting opportunities you page or download the form at has a livew completive texts acceptant/sample.	listed in SECTION 2, It	tern b of the completed HSP form. You may	
http://microsc.com/state-to-us/topssomk/search/index.jsp. HUB status or	List the subcontractor(s) you selected to perform the subcontracting opport	SECTION A-1: SUBCONTRACTING OPPORTUNITY		• Re	ectangular Si
Company Name	HUB and their Texas Vendor Identification (VID) Number or federal i subcontracted, and the expected percentage of work to be subcontracted	Enter the item number and description of the subcontracting opportunity yo the attachment.		m is, of the completed HSP form for which yo	ou are completin
Company 123	use the State of Texas' Centralized Master Bidders List (CM http://mycea.coa.state.br.us/possconb/search/index.isp. HUB status.code.*	tem Number: 7 Description: Equipment	Rental		
Company 234	Company Name	SECTION A-2: SUBCONTRACTOR SELECTION			
Company 345	Company 99	List the subcontractor(s) you selected to perform the subcontracting opport HUB and their Texas Vendor Identification (VID) Number or federal En			
Company 5+5	Company 000	subcontracted, and the expected percentage of work to be subcontracted. Vuse the State of Texas' Centralized Master Bidders List (CMBI.	When searching for Texas ) - Historically Underutila	certified HUBs and verifying their HUB status, sed Business (HUB) Directory Search I	, ensure that yo
	Company 990	http://myceo.ceo.state.tv.uc/bossomkiseorch/index.isp, HUB status.code*A Company Name	Signifies that the company	y is a Texas confided HUB.  Texas VID of LEIN As Dollars on the Confidence Series Seri	Expected Percentage of Contract
		Company 777	YesNo		,
		Company 1010	-Yes -No	5	*
			-Yes -No		1
		Company 6	-Yes -No	\$	,
			-Yes -No	\$	*
			-Yes -No	\$	×
			-Yes -No	\$	
			-Yes -No	\$	*
			- Yes - No	5	-
			- Yes - No		,
			-Yes -No	\$	*
			-Yes -No	\$	
			-Yes -No	\$	*
EMINDER: As specified in SECTION 4 of the completed it			-Yes -No	\$	*
ovide notice as soon as practical to <u>all</u> the subcontractors (HUBs a intracting agency's name and its point of contact for the contract, the			-Yes -No	\$	
proximate dollar value of the subcontracting opportunity and the exp e notice required by this section must also be provided to the cont	DELIMINED.		- Yes - No		
ontract is awarded.	REMINDER: As specified in SECTION 4 of the completed HSP		G - 166 G - NO	•	,



- Report that Subcontracting work will be awarded and paid to Texas Certified HUB Vendors and Non-HUB Vendors
- Uses GFE Method A Documentation
- Must complete Section 1 and Section 4 completely
- Complete Section 2 a.
- Complete Section 2 b.
- Complete Section 2 c.
- Complete Section 2 d.
- > Submissions vary in number of pages
- Submissions include emails showing time/date stamp you invited HUBs and trade associations
- ➤ If awarded, requires monthly submissions of the Progress Assessment Report (PAR)

  Form



Must complete Section 1 and Section 4 completely; For instructions,

### refer to:

- > SLIDE 2 Section 1: Respondent and Requisition Information (Required)
- > SLIDE 3 Section 1: Respondent and Requisition Information (Required)
- > SLIDE 4 Section 4: Affirmation (Required)
- > Complete Section 2 a.

### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- **a.** Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)



Completing Section 2 a.

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)
- (Next) Complete Section 2 b., 2 c., and 2 d.

# THE University of Texas at TYLER

### > Completing Section 2 b.

### **Examples:**

- 1. Painting
- 2. Concrete
- 3. Roofing
- 4. Flooring
- 5. Data Migration
- 6. Data Analysis
- 7. Equipment Rental
- 8. Design

### > (Next) Complete 2 c.

# Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)
- b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

			Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract" in place for more than five (3) years.				Non-HUBs
Item #	Subcontracting Opportunity Description	HUBs v					entage of the contract ted to be subcontracted to non-HUBs.
1			%		%		%
2			%		%		%
3			%		%		%
4			%		%		%
5			%		%		%
6			%		%		%
7			%		%		%
8			%		%		%
9			%		%		%
10			%		%		%
11			%		%		%
12			%		%		%
13			%		%		%
14			%		%		%
15			%		%		%
	Aggregate percentages of the contract expected to be subcontracted:		%		%		%
/Note: If	you have more than fifteen subcontracting opportunities, a continuation sheet is a	vailahl	e online at https://www.c	nmntrol	ler tevas nov/nurchasino	Juendor	/huh/forms.nhn\

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php



- > Completing Section 2 c.
  - C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
    - - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
    - No (If No, continue to Item d, of this SECTION.)

(Next) Complete Section 2 d.



- > Completing Section 2 d.
  - d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract\* in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."
    - 🔲 Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
    - No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort Method B (Attachment B)" for each of the subcontracting opportunities you listed.)
- (Next) Complete METHOD A for each subcontracting opportunity.

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- > Completing METHOD A's
  - One sheet for eachSubcontractingOpportunity

#### **Examples:**

- 1. Painting
- 2. Concrete
- 3. Roofing
- 4. Flooring
- 5. Data Migration
- 6. Data Analysis
- 7. Equipment Rental
- 8. Design

(Your submission should now be complete with signature, date & emails)

# Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

HSP Good Faith Effo	ort - Method A (Attachment A)	Rex 2/17			
Enter your company's name here:  IMPORTANT: if you responded "Yes" to SECTION 2, items Method A (Attachment A)" for said of the subcontracting opportunit	HSP Good Faith Effort	t - Method A (Attachment A)	lex 2/17		
page or download the form at https://www.comptroller.texas.gov/purch	Enter your company's name here:	Requisition #:			
SECTION AS: Suscontractine Opportunity Exter the item number and description of the subcontracting opportune the stackment.  1 Description: Painting	IMPORTANT: If you responded "Yes" to SECTION 2, items o or of Method A (Attachment A)" for saids of the subcontracting opportunities of page or developed the form at If you know completed taxos activated such school SECTION AST: SUBCONTRACTING OPPORTUNITY	of the completed HSP form, you must submit a completed HSP Good Faith  HSP Good Faith Effort	0	A (Attachment A)	Rev. 2/17
SECTION A-2: SUBCONTRACTOR SELECTION	Enter the item number and description of the subcontracting opportunity :	Enter your company's name here:		Requisition #:	
List the subcontractor(s) you selected to perform the subcontractor(s) that Description (VID) Number or fiside subcontracted, and the expected percentage of work to be subcontracted, and the expected percentage of work to be subcontrause the State of Texas' Centralized Master Bidders List that United States are stated to the United States of the Stat	tem Number: 2 Description: CONCrete  SECTION A-2: SUBCONTRACTOR SELECTION	IMPORTANT: If you responded "Yes" to SECTION 2, Items o or of Method A (Attachment A)" for gads of the subcontracting opportunities you i page or download the form at https://www.comptoller.tex.is.gov/purchasing/de	Isted in SECTION 2, I	tem b of the completed HSP form. You may	
	List the subcontractor(s) you selected to perform the subcontracting oppx HUB and their Texas Vendor Identification (VID) Number or federal (	SECTION A-1: SUBCONTRACTING OPPORTUNITY		• Re	ectangular Si
Company Name	subcontracted, and the expected percentage of work to be subcontracted use the State of Texas' Centralized Master Bidders List (CM	Enter the item number and description of the subcontracting opportunity you the attachment.		em is, of the completed HSP form for which yo	ow are completin
Company 123	http://mycga.cga.state.tr.us/passomb/search/index.isp. HUB status code *	ten Number: 7 Description: Equipment F	Rental		
Company 234	Company Name	SECTION A-2: SUBCONTRACTOR SELECTION			
	Company 99	List the subcontractor(s) you selected to perform the subcontracting opportu			
Company 345		HUB and their Texas Vendor Identification (VID) Number or federal Empaulation tracted, and the expected percentage of work to be subcontracted.	hen searching for Texas	certified HUBs and verifying their HUB status	s, ensure that yo
	Company 000	use the State of Texas' Centrolized Master Bidders List (CMBL) http://mropa.co.a.state.br.us/tpasson/bisearch/index.isp. HUB status.code "A":			located at
	Company 990	Company Name	Texas	Texas VID of EIN As the property of the Control of	Expected Percentage of Contract
		Company 777	-Yes -No		<b>—</b> `
		Company 1010	- Yes - No		*
			- Yes - No		-
		Company 6	□-Yee □-No		
			□-Yes □-No	\$	*
			-Yes -No	\$	×
			-Yes -No	5	*
			-Yes -No	\$	*
			-Yee -No		*
			- Yes - No	•	*
			-Yes -No		
			-Yes -No	5	
			-Yes -No	\$	*
REMINDER: As specified in SECTION 4 of the completed ?			- Yes - No		*
provide notice as soon as practical to <u>all</u> the subcontractors (HUBs a			-Yes -No	\$	×
contracting agency's name and its point of contact for the contract, the approximate dollar value of the subcontracting opportunity and the exp			-Yes -No	\$	*
the notice required by this section must also be provided to the cont contract is awarded.	REMINDER: As specified in SECTION 4 of the completed HSP		- Yes - No	\$	*
	erovide enfine as soon as exactinal to all the submetractors (HI Rs and I		C. Yes C. No.		1



- Report that Subcontracting work will be awarded and paid to Texas Certified HUB Vendors and Non-HUB Vendors
- Uses GFE Method B Documentation
- Must complete Section 1 and Section 4 completely
- Complete Section 2 a.
- Complete Section 2 b.
- Complete Section 2 c.
- Complete Section 2 d.
- Submissions vary in number of pages
- Submissions include emails showing time/date stamp you invited HUBs and trade associations
- > If awarded, requires monthly submissions of the Progress Assessment Report (PAR) Form

# The University of Texas at

# Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

Must complete Section 1 and Section 4 completely; For instructions,

### refer to:

- > SLIDE 2 Section 1: Respondent and Requisition Information (Required)
- > SLIDE 3 Section 1: Respondent and Requisition Information (Required)
- > SLIDE 4 **Section 4: Affirmation (Required)**
- Completes Section 2 a.

### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- **a.** Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)



Completing Section 2 a.

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- **a.** Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No. I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)
- (Next) Complete Section 2 b., 2 c., and 2 d.

# The University of Texas at TYLER

### > Completing Section 2 b.

### **Examples:**

- 1. Painting
- 2. Concrete
- 3. Roofing
- 4. Flooring
- 5. Data Migration
- 6. Data Analysis
- 7. Equipment Rental
- 8. Design

## Reporting Using Option 3 Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)
- b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

		HUBs				Non-HUBs  Percentage of the contract expected to be subcontracted to non-HUBs.		
Item #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (3) years.						
1			%		%			%
2			%		%			%
3			%		%			%
4			%		%			%
5			%		%			%
6			%		%			%
7			%		%			%
8			%		%			%
9			%		%			%
10			%		%			%
11			%		%			%
12			%		%			%
13			%		%			%
14			%		%			%
15			%		%			%
	Aggregate percentages of the contract expected to be subcontracted:		%		%			%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php)

(Next) Completes 2 c.



- > Completing Section 2 c.
  - C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
    - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
    - No (If No, continue to Item d, of this SECTION.)

(Next) Complete Section 2 d.



- > Completing Section 2 d.
  - d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract\* in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."
    - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
    - No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort Method B (Attachment B)" for each of the subcontracting opportunities you listed.)
- (Next) Complete METHOD B for each subcontracting opportunity.



- Completing METHOD B's
  - One sheet set for each Subcontracting **Opportunity**

#### **Examples:**

- 1. Painting
- 2. Design
- 3. Equipment Rental

#### HSP Good Faith Effort - Method B (Attachment B)

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

#### SECTION B-1: SUBCONTRACTING OPPORTUNITY

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

Item Number: Description:

Enter your company's name here:

#### SECTION 3-2: MENTOR PROTÉGÉ PROGRAM

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

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

- Yes (If Yes, continue to SECTION B.4.)

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

#### SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a. b. c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION 8-1. Your notice should include the scope of work information regarding the location to review plans and specifications, knowing and insurance requirements, required qualifications, and identify a contact person When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at https://www.comptroller.texas.gov/purchasing/idocs/hub-forms/HUBSubcontracting/Opportunity/NotificationForm.pdf.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade recall appearing work manager (e.g., comparing the property of the subsection of the property the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUSs at least even if proching days to respond to the notice prior to be admitted to the second to the HUSs at least even if proching days to respond to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to the notice prior to you admitting upon the reported to you admitted upon the repor
- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting

- Photography and the state of					
Company Name	(Do no	Texas VID tenter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB	Respond?
				☐ - Yes	- No
				☐ - Yes	- No
				□ - Yes	- No

- c. Provide written notification of the sulcombacting apportunity you listed in SECTION B-1 to two (2) or more bade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members-portiopants. Unless the contracting agency specified a different time period, you must provide you subcontracting opportunity notice to tode organizations or development centers but bacts seem (7) working days prior to swimthing you like represent or the contracting agency. A list of bade organizations and development centers but have expressed an initiensal in receiving notices. of subcontracting opportunities is available on the Statewide HUB Program's webpage at https://www.comptroller.texas.gov/purchasing/vendor/hub/resou
- d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/ddyyyy)	Was the Notice	Accepted?
		- Yes	- No
		-Yes	- No
•			

Page 1 of 2

#### HSP Good Faith Effort - Method B (Attachment B) Cont.

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

#### SECTION B-4: SUBCONTRACTOR SELECTION

mber and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mvcpa.coa.state.tx.us/toasscmiolsearch/index.isp. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas cert	filed HUB	Texas VID or federal EIN Do not enter Social Security Numbers. If you do not know their VID / EIN, Issue their VID / EIN field blank.	Approximate Dollar Amount	Expected Percentage of Contract
	□-Yes	□-No		\$	*
	- Yes	□-No		\$	×
	□ - Yes	□-No		\$	*
	□ - Yes	- No		\$	ж.
	□ - Yes	- No		\$	*
	Yes	- No		\$	*
	□-Yes	□-No		\$	*
	□-Yes	□ - No		\$	*
	□- Yes	□-No		\$	*
	- Yes	□ - No		\$	*

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page 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 subcombactors (HUBs and Non-HUBs) of their selection as a subcombactor. The notice must specify at a minimum the combacting agency's name and its point of contact for the combact, the combact award number, the subcombacting opportunity it (the subcombactor) 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

> Page 2 of 2 (Attachment B)

# The University of Texas at

### Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Reporting Using Option 5 (Doctor Report Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs 1/50 Cond Egith Effort - Method B (Attachment B) Cont. No. 2017

- Completing METHOD B's
  - One sheet for each **Subcontracting Opportunity**

### **Examples:**

- 1. Painting
- 2. Design
- 3. Equipment Rental

### **Notifying Vendors** & Associations:

- 1. List HUBs notified
- 2. List **Associations Notified**

#### HSP Good Faith Effort - Method B (Attachment B) Enter your company's name here: IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort Method B (Attachment B)<sup>1</sup> for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-slocent-plan-gle-achm-b.pdf. SECTION 6-1: SUBCONTRACTING OPPORTUNITY Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item to, of the completed HSP form for which you are **Painting** Item Number: \_\_\_\_ Description: SECTION B-2: MENTOR PROTÈGÉ PROGRAM If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that 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 Protéais - Yes (If Yes continue to SECTION B-4.) - No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.) SECTION E-S: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY When completing this section you MUST comply with items a. b. c and d. thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centles about the successfooting operating out sets of the CECTION B-1. You make any invalidation of the control of the c Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade segarizations or development centers. Also, be mineful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days. a. Provide written holification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified, a different time period, you must allow the HUBs at least seven (1) working days to respond to the notice prior to you submitting your bild response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bildders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mycga.cga.state.tx.us/tgasscmb/search/index.jsg. HUB status code "A" signifies that the company is a Texas certified HUB. b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendo Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting Date Notice Sent Did the HUB Respond? FULL VID # 01-01-1900 - Yes -No Painting Co A FULL VID # 01-01-1900 - Yes - No Painting Co B FULL VID # 01-01-1900 Painting Co C c. Provide written notification of the subcontracting opportunity you listed in SECTION B. to <u>two (2)</u> or more trade organizations or development centers in <u>Texas</u> to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your kild response to the contracting agency. A list of bade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at https://www.com

d. List two [2] 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.

Page 1 of 2

Trade Organizations or Development Centers

Trade Assoc

Trade Assoc

Date Notice Sent Was the Notice Accepted

01-01-1900 \_\_-Yes \_\_-No

01-01-1900 -Yes -No

HSP Good Faith Effort - N	Method B (Attachment B) Cont.
Enter your company's name here:	Requisition #:
SECTION B4. SUBCONTRACTOR SELECTION  Enter the item number and description of the subcontracting opportunity you i  the attachment.  a. Enter the item number and description of the subcontracting opportunity  Item Number.  Description:	isted in SECTION 2, Item b, of the completed HSP form for which you are completing for which you are completing this Attachment B continuation page.
b. List the subcontractor(s) you selected to perform the subcontracting opp HUB and their Texas Vendor Identification (VID) Number or federal is subcontracted, and the expected percentage of work to be subcontract	portunity you listed in SECTION B-1. Also identify whether they are a Texas certified Employer Identification Number (EIN), the approximate dollar value of the work to be set. When searching for Texas certified HUBs and verifying their HUB status, ensure that (CMEL) - Historially Understillized Business (HUB) Diectory Search located at le 'A' signifies that the company is a Texas certified HUB.
	Texas certified HUB Construct Social Secret Number Approximate Expected

Company Name	Texas certified HUB		Texas certified HUB		Texas certified HUB		Texas certified HUB		Texas certified HUB		Texas VID or federal EIN Do not enter Social Security Numbers. If you do not know their VID / EIN, Issue their VID / EIN field blank.	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		\$	*								

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page 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 subcombactors (HUBs and Non-HUBs) of their selection as a subcombactor. The notice must specify at a minimum the combacting agency's name and its point of contact for the combact, the combact award number, the subcombacting opportunity it (the subcombactor) 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

Page 2 of 2 (Attachment B)

# The University of Texas at TYLER

# Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

#### HSP Good Faith Effort - Method B (Attachment B)

Rev

Enter your company's name here: Requir

IMPORTANT: If you responded "No" to SECTION 2, items c and d of the completed HSP form, you must submit a completed HSP Good Faith Effort.

Method 8 (Matchiners 8) for space of the subcontracting opportunities you issed in SECTION 2, item to of the completed HSP form. You may photo-copy this
space or destroid on first in this Children completed instance and invaded contracting the completed in the submitted in the completed in

#### SECTION SAL SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting apportunity you listed in SECTION 2, item is, of the completed HSP form for which you are

m Number 1 Description Painting

#### SECTION B-2: MENTOR PROTEGE PROGRAM

The spondert is participating as a Mentor in a State of Texas Mentor Protigie Program, submitting its Protigie Protigie must be a State of Texas certified HUBI) as a subcombacturing experiments subcombacturing experimently issed in SECTION 8-1, constitutes a good faith effort to subcombact with a Texas certified HUBI towards that specific profits 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 continue to SECTION B.4.)

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

#### SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you <u>MUST</u> comply with items <u>a</u> <u>b</u> <u>g and <u>d</u> thereby demonstrating your Good Faith Effort of having notified Texas certified HUSS <u>and</u> trade organizations or development centers about the subcombarding opportunity you listed in SECTION 8-1. Your notice should include the source of work, information reperfunding the location to eview plants and specializations, noting and instruction experiments, requiring qualifications, and insertly a contact person. When sensing notice of your subcombarding opportunity, you are encouraged to use the attached HUS Subcombarding Opportunity Notice form, which is also available online at this; if we completely expend applications of the form HUS Subcombarding Opportunity Notice form, which is also available online at this; if we completely the subcombarding opportunity Notice form, which is also available.</u>

Ration supporting documentation (i.e., certified later, flux, e-mail) elementating evidence of your good bith effort to notify the Texas certified HUBs agail basic organizations or development centers. Also, be ministed fail to anothing sky) to encisished a normal knairces sky of a state agency, not independent, fished or state holistyrs, or skys the agency is declared closed by its executive office. The initial sky the subcontracting opportunity notice is sentigravised to the HUBs agail to the tools organizations or development centers is considered bith "bits" and discent or cours it can or of the sever (if) underling skys.

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

ĺ	Company Name	Texas VID (Scotlanter Social Security Numbers.)	Date Notice Sent (ministros)	Did the HUB Respond?
	HUB Painting Co A	FULL VID#	01-01-190	O □ - Yes □ - No
	HUB Painting Co B	FULL VID#	01-01-190	O - Yee - No
ļ	HUB Painting Co C	FULL VID #	01-01-190	O -Yes []-No

- c. Provide written notification of the subcontracting opportunity you issted in SECTION 8-1 to too (2) or more basic organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/punctionate. Unless the contracting supersy specified a different time period you waster provide your subcontrolling opportunity in notice to basic organizations or development centers of gloss specified plants and times the provide your subcontrolling specified provides to the controlling agency. A list of basic organizations and development centers that have expressed an interest in moving notices of subcontrolling opportunities is available on the Schemister HUB Program weekpage at their, liviness complications are purpositional previously assistant and the provides of subcontrolling opportunities in available on the Schemister HUB Program weekpage at their liviness complication improvements and the provides of the provide
- d. List <u>two\_(2)</u> 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.

Trade Organizations or Development Centers		Was the Notice	
Trade Assoc	01-01-1900	- Yes	□ - No
Trade Assoc	01-01-1900	-Yes	- No

Page 1 of 2 (Attachment B)

#### HSP Good Faith Effort - Method B (Attachment B) Cont.

Enter your company's name here: Requisition #:

SECTION 84.5 SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form to subcontracting you listed in SECTION 2, Item b, of the completed HSP form to subcontracting you listed in SECTION 2, Item b, of the completed HSP form to subcontracting you listed in SECTION 2, Item b, of the completed HSP form to subcontracting you listed in SECTION 2, I

Company Name	Texas certified HUB		Texas VID or federal EIN Do not enter Social Security Numbers If you do not know their VID / EIN, leave their VID / EIN field blank.	Approximate Dollar Amount	Pe	Expected roentage of Contract	
Selected Vendor No. 1	□-Yes	□-No		+	H	_ ×	L
Selected Vendor No. 2	- Yes	□ - No		\$		*	]
Selected Vendor No. 3	- Yes	□ - No		\$		*	K
Sciected Vehidol No. 5	-Yes	□ - No		\$	C	×	[ <b>`</b>
	□ - Yes	□ - No		\$		*	]
	□-Yes	- No		\$		×	
	□ - Yes	□ - No		\$		\ x	]
	□-Yes	□-No		\$		*	
	☐- Yes	□-No		\$		*	Λ
	□- Yes	□ - No		\$	L	*	] `

If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is <u>not</u> a Texas certified HUB, provide <u>written</u> justification for your selection process (attach additional page if necessary);

REMINDER: As specified in SECTION 4 of the completed HSP form, if you be googneded, are awarded any portion of the resultation, you are required to provide notice as soon as practical to all the subconductors; (MLBs and Non-Hubb) of their selection as a subconductor, their section and the provided in the subconductors; (MLBs and Non-Hubb) of their selection as a subconductor, and a subconductory will perform, the contracting agency's name and its point of contact for the contract ward number, the subconducting opportunity the light value of the subconductoring agency and with the superior despectation of the contract for the result contract first the result contract for the result in the subconduction and the superior despectation of the contract for the contra

Page 2 of 2 (Attachment B)

#### **Examples:**

- 1. Painting
- 2. Design
- 3. Equipment Rental

List subs you selected (HUB or Non-HUB)

- 1. Expected
  Percentage of
  Contract
- 2. Indicate Dollar Amounts
- 3. Use VIDs
- Completing METHOD B's
  - One sheet set for each Subcontracting Opportunity

# The University of Texas at TYLER

# Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

Requisition #.

#### HSP Good Faith Effort - Method B (Attachment B)

Rev. 21

. . . . . .

IMPORTANT: If you responded "No" is SECTION 2, Items is and if the completed HSP form, you must submit a completed HSP Good Faith Effort.

Method 8 (Matchiners 8) for space of the subcontracting opportunities you issue in SECTION 2, Item is of the completed HSP form. You may photo-copy this
same or destricted from the Intelligence completed instance in including contracting transportunities.

#### SECTION 6-1: SUBCONTRACTING OPPORTUNITY

Enter your company's name here.

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

m Number 1 Painting

#### SECTION B-2: MENTOR PROTEGE PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protigie Program, submitting its Protigie (Protigie) must be a State of Texas certified HUB) as a subcombactur to perform the subcombacting opportunity issed in SECTION 8-1, constitutes a good faith effort to subcombact with a Texas certified HUB towards that specific profron in onci.

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 continue to SECTION B.4.)

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

#### SECTION E-S: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you <u>MUST</u> comply with items <u>a</u> <u>b</u> <u>q</u> and <u>d</u> thereby demonstrating your Good Faith Effort of having notified Texas certified HUSS <u>and</u> tobic organizations or development centers about the subcontracting opportunity you listed in SECTION 8-1. Your notice should include the source information repetiting the location to eview plants and specializations, contain and instruction repetiting be location to eview plants and specializations, and instruction repetitions repetitions and instruction repetitions and specializations, and instruction repetitions. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUS Subcontracting Opportunity Notice form, which is also available online at this; if we completely text on a policy activity of the form of the Subcontracting Opportunity Notice form, which is also available online at this; if we completely text on a policy and expenditure of the contraction of the subcontracting Opportunity Notice form, which is also available online at this; if we completely record in the contraction of the

Ration supporting documentation (i.e., certified inter, fax, e-mail) demonstrating evidence of your good bith effort to notify the Tracs certified HLDs agail basis comparations or sheekegement centers. Also, be minimal that a socking sky is considered a normal knairces sky of a best agains, not holdered evidended. Select or state holders, or skys the agency is declared closed by the securities office. The initial sky the subcontracting opportunity notice is sentigenoised to the HLDs agail to the tools organizations or devisionement centers is considered to be "bity are" and discent course, one of the severe (i) coviding skys.

- a. Provide entitin notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different for period, you must not share the SECTION B-1, to three (3) or more Texas certified by use list reasoners to the contracting agency. When searching for Texas certified HUBs and writing their HUB state, ensure that you are the State of Texas Certified Moster Bidders List (CMB). I relationally Undervallated Business (HUB) Directory Search located at <a href="http://doi.org/10.1081/j.ncha.no.nd/">http://doi.org/10.1081/j.ncha.no.nd/</a>.
- b. List the <u>three (3)</u> Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting consorted in the company.

Company Name	Texas VID (So not enter Social Security Numbers.)	Date Notice Sent (ministros)	Did the HUB Respond?
HUB Painting Co A	FULL VID #	01-01-190	O□-Y## □-No
HUB Painting Co B	FULL VID #	01-01-190	O - Yes - No
HUB Painting Co C	FULL VID #		□ - Yes □ - No

- c. Provide written notification of the subcontracting opportunity you issted in SECTION 8-1 to too (2) or more basic organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/punctionate. Unless the contracting supersy specified a different time period you waster provide your subcontrolling opportunity in notice to basic organizations or development centers of gloss specified plants and times the provide your subcontrolling specified provides to the controlling agency. A list of basic organizations and development centers that have expressed an interest in moving notices of subcontrolling opportunities is available on the Schemister HUB Program weekpage at their, liviness complications are purpositional previously assistant and the provides of subcontrolling opportunities in available on the Schemister HUB Program weekpage at their liviness complication improvements and the provides of the provide
- d. List <u>two\_(2)</u> 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.

Trade Organizations or Development Centers	Date Notice Sent Was the Notice Accepted
Trade Assoc	01-01-1900 D-Yes D-No
Trade Assoc	01-01-1900 -Y** -No

Page 1 of 2 (Attachment B) HSP Good Faith Effort - Method B (Attachment B) Cont.

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SECTION B-4: SUBCONTRACTOR SELECTION

Enter your company's name here:

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

- b. List the subcontroctor(s) your selected to perform the subcontracting apportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their Texas Vendor identification (VIO) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontrolated, and the expected percentage of work to be subcontrolated. When searching for Texas certified HUBs and verifying heir HUB status, ensure that you use the State of Texas' Certailized Moster Bidders List (CMBL) I Historically Undersitized Business (HUB) Directory Search located at <a href="https://maiora.gov/list-public-pub

Company Name	Texas certified HUB	Texas VID or federal EIN Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.	Approximate Dollar Amount	Expected Percentage of Contract
Selected Vendor No. 1	- Yes - No	FULL VID#	<b>\$</b> \$\$\$	% *
Selected Vendor No. 2	-Yes -No	FULL VID #	\$ \$\$\$	% *
Selected Vendor No. 3	-Yes -No	FULL VID #	\$	*
Sciected Vehicol IVO. 5	-Yes -No	FULL VID #	\$\$\$	<b>%</b> ∗
	-Yes -No		\$	×
	□-Yes □-No		\$	×
	□-Yes □-No		\$	×
	□-Yes □-No		\$	×
	□- Yes □ - No		\$	*
	□ - Yes □ - No		\$	*

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is <u>not</u> a Texas certified HUB, provide <u>written</u> justification for your selection process (attach additional page if necessary):

For each Non-HUB you awarded, justify the reason here.

REMINDER: As specified in SECTION 4 of the completed HSP form, if you inespondent) are awarded any portion of the regulation, you are required to provide notice as soon as practical to <u>all</u> the subcombactors (HUBs and Non-HUBs) of their selection as a subcombactor. The notice must specify at a minimum the comboding agency's name and its point of contact for the contract, the contract award number, the subcombactor poportunity it (the subcombactory will perform, the approximate dollar value of the subcombactory and the expected percentage of the bital contract that the subcombactory 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 plate than in rull, bursting along after

Page 2 of 2 (Attachment B)

- Completing METHOD B's
  - One sheet set for each SubcontractingOpportunity

# The University of Texas at

### Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

- Completing METHOD B's
  - One sheet for each **Subcontracting Opportunity**

#### **Examples:**

- 1. Painting
- Design
- 3. Equipment Rental

### **Notifying Vendors & Associations:**

- 1. List HUBs notified
- 2. List Associations **Notified**

(Your submission should now be complete with signature, date & emails)

#### HSP Good Faith Effort - Method B (Attachment B) Enter your company's name here: IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort Method B (Attachment B)<sup>1</sup> for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-slocent-plan-gle-achm-b.pdf. SECTION B-1: SUBCONTRACTING OPPORTUNITY Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item to, of the completed HSP form for which you are completing the attachment. Design Item Number: A Description:

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

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

- Yes (If Yes continue to SECTION B-4.)

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

#### SECTION E-S: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a. b. c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and mizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work n regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade representations of development certifications. So that the state of th the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (1) working days to respond to the notice prior to you submitting your bild response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bildders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mycga.cpa.state.tx.us/hpasscmb/search/index.jsg. HUB status code "A" signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent	Did the HUB I	Respond?
Design Co A	FULL VID#	01-01-190	O 🗆 - Yes	- No
Design Co B	FULL VID#	01-01-190	O □ - Yes	- No
	FULL VID #	01 01 100	Yes	- No
Design Co C	FULL VID #	01-01-190	IU .	

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two [2] or more brade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide you subcontracting opportunity notice to bed organizations or development certers at least sever. (I) working day prior to submitting your list reposters to the contracting agency. A list of bade organizations and development certers that have expressed an interest in receiving notices. of subcontracting opportunities is available on the Statewide HUB Program's webpage at https://www.com
- d. List two (2) 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.

Trade Organizations or Development Centers	(mm/ddfyyyy)	Was the Notice	Accepted?
Trade Assoc (	1-01-1900	- Yes	- No
Trade Assoc C	1-01-1900	-Yes	- No

Page 1 of 2

#### HSP Good Faith Effort - Method B (Attachment B) Cont.

SECTION B4: SUBCONTRACTOR SELECTION

Enter your company's name here:

inter 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 complete

h. List the subcontractor(s) you selected to perform the subcontractory you listed in SECTION B-1. Also identify whether twy are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dolar value of the work to be subcombacted, and the expected percentage of work to be subcombacted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mvopa.coa.state.tx.us/tsasscrip/search/index.isp. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certi	fied HUB	Do not o			Approximate Dollar Amount	Per	Expecte coentag Contrac	e of
Selected Vendor No. 1	□-Yee	□ - No	Fυ	LL VI	D#	sss s	П	% %	×
Selected Vendor No. 2	□-Yee	□-No	FUI	ĹĹVÍ	D #	\$\$\$ \$\$\$		%	×
Selected Vendor No. 3	- Yes	□ - No	FUI	LL VI	D #	<b>\$</b> \$\$\$		%	×
ociceted vendor ivo. o	□-Yes	□-No				\$	П		×
	□-Yes	□ - No				\$			×
	□-Yes	□-No				\$			×
	□-Yes	□-No				\$			×
	□-Yee	□-No				ŝ	Ш		×
	D- Yes	□-No				\$			x
	D-Yes	□-No				\$			N.

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION 8-1 is not a Texas certified HUB, provide written

For each Non-HUB vou awarded. justify the reason here.

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 <u>all</u> 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 it (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 along after the

(Attachment B)



- University of Texas at Tyler is a Pre-Review HUB Office
  - ➤ Bidders can submit their HUB documents unexecuted for HUB Coordinator Review up and until the day before the bid opening
  - > Indicate the RFP #, Requisition or Project Identifier throughout every page
  - > Enter all Texas Vendor Identification (VIDs) or EINs
  - Submit the emails used to reach out to HUBs and Trade Associations
  - \* If awarded, PARs can be submitted prior to invoicing for HUB Coordinator review and assistance