

# Contract Modifications Form For HUB Compliance

## Procedures

- **HUB Form for Contract Modification** shall be completed for each Price Request leading to a project Additional Services Request (ASR) or Change Order, which expands the original scope of work.
- **The HUB Form for Contract Modification** is a tool to assist the University and the Architect or General Contractor in determining if a HUB Subcontracting Plan is required for any additional scope/s of work leading to an increase in price which impacts the design or construction cost.
- **A HUB Subcontracting Plan** shall be required to comply with the provisions of Chapter 111, Executive Administration Division, Subchapter B, Historically Underutilized Business Program, Section 1 TAC 20.14 related to the development of HUB Subcontracting Plans.

*“If the contractor/vendor subcontracts any of the additional subcontracting opportunities identified by the agency without prior authorization and without complying with this section, the contractor/vendor would be deemed to have breached the contract and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, state law and this section.”*

- ASRs/Change Orders with a value greater than \$100,000 shall be accompanied by a HUB Subcontracting Plan.
- Additional work requiring an additional subconsultant/subcontractor shall require a HUB Subcontracting Plan documenting “Good Faith Effort” to utilize a HUB firm.
- “If NO, complete the following statements.....”
  - Complete these statements to provide clarification to the HUB Coordinator on how the ASR/Change Order work will be completed in accordance with the existing HUB Subcontracting Plan.
- The Prime Contractor/Consultant must submit a signed HUB Form for Contract Modification with pricing information to the PM/RCM and HUB Coordinator for approval.