



**The University of
Texas System**

Exhibit H: Veteran Heroes United in Business Subcontracting Plan Preconstruction Completion Guide

For Use on OCP Capital Construction Projects

Delivery Method: Construction Manager at Risk (CM@R)

**The University of Texas System Office of HUB Programs UTILIZATION OF
VETERAN HEROES UNITED IN BUSINESS (VetHUB)**

In accordance with the [Texas Government Code, Sections 2161.181-182](#) and Rules 20.281, 20.284, and 20.285 of the Texas Administrative Code (TAC), the University of Texas System, shall make a good faith effort to utilize VetHUBs in contracts for construction, services, including professional and consulting services; and commodities contracts in receiving a portion of the total value of all contracts that U. T. System expects to award in a fiscal year in accordance with the statewide HUB utilization qualitative goals and state agency-specific HUB utilization goals as specified in TAC Rule 20.284. . The purpose of the HUB program is to promote full and equal business opportunities for all businesses. The HUB Rules promulgated by the Texas Comptroller of Public Accounts (the “Texas Comptroller”), set forth in [34 TAC Rules 20.281-20.298](#), encourage the use of HUBs by implementing these policies through race-, ethnic- and sex-neutral means.

The annual program goals may be achieved by contracting directly with VetHUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F.

Policy Note (Terminology)

The Texas Comptroller Statewide Procurement Division has rebranded the HUB program as the Veteran Heroes United in Business (VetHUB) program. The terms “Historically Underutilized Businesses” and “HUB” are also used in this statement consistent with Texas Government Code Chapter 2161 and applicable rules.



Construction Manager-at-Risk (CMAR) Subcontracting Plan Completion Guide Preconstruction

Respondents shall submit the completed Pre-Construction Subcontracting Plan (SP) with their RFQ response to the Project Manager identified in the RFQ. A courtesy review of the Subcontracting Plan (SP) is available prior to submission. To request a courtesy review, contact the HUB Coordinator identified for the project. (*Contact information is below*)

Important: *Requesting a courtesy review does not replace the submission requirement. The General Contractor (GC) must still submit the completed SP with its RFQ response.*

The UT System HUB Office is responsible for collecting and reviewing all submitted Subcontracting Plans (SPs) for compliance with HUB requirements and providing the Project Manager with a list of compliant SP submissions.

General Contractors have two options for submitting the Pre-Construction Subcontracting Plan. The following are the two acceptable options for submitting the Pre-Construction Subcontracting Plan. (*Choose Only One*).

- Self-Performing
- Subcontracting

The following pages provide examples of completed Subcontracting Plan as Self-Performing. **Important:** *Instructions are included throughout the Subcontracting Plan. Please read and follow all directions when completing your SP.*

Form Field Responses for Subcontracting Plan – Page 1

- **Agency Coordinator for Courtesy Review**

For OCP-managed projects, use the appropriate HUB Coordinator below:

Stephanie Park

Email: spark@utsystem.edu

Phone: 512-499-4378

Projects: 302-UT Dallas; 801 and 802-UT Tyler

Cynthia Booker

Email: cbooker@utsystem.edu

Phone: 512-322-3779

Projects: 801 and 802-UT Tyler; 805-SFA; 903-UT Rio Grande Valley

Kyle Hayes

Email: khayes@utsystem.edu

Phone: 512-322-3745

Projects: 201-UT El Paso; 501-UT Permian Basin

- **Solicitation Point of Contact:**

Project Manager as listed in the RFQ documents

Option I

Self-Performing

Regional HUB Coordinator
Office of HUB Programs
The University of Texas System
210 W. 7th Street, 14th Floor
Austin, TX 78701

RE: Subcontracting Plan for (Project Title): _____
Project Number: _____

Dear

I have read and understand that the UT system policy is to be compliant with TAC 20.285 (d). In accordance with the requirements outlined in the Subcontracting Plan (SP), attached please find Part 1 of the SP for Preconstruction as part of our proposal in connection with your invitation for request for qualifications/proposals.

Please indicate the forms attached (select only one):

Self-Performing Preconstruction (Sections 1-3 of the SP).

Subcontracting Preconstruction (Refer to SP Sections 4,5, and 6)

If awarded the contract, we understand that as subcontractors are solicited, Part Two (2) Good Faith Effort SP, good faith effort documentation, and GFE letter are required for all scopes of work solicited. Each Good Faith Effort SP submission must be approved by the HUB Coordinator before subcontractors are recommended to the Project Owner/ Office of Capital Projects (OCP). We also understand that as subcontractors are awarded, Part Three (3) - Subcontractor Selection SP is required along with the scoring matrix and proof of State of Texas HUB certification. These documents shall be submitted to the HUB Coordinator at the time recommendation letters are signed by Office of Capital Projects (OCP).

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

Sincerely,

(signature)

(print name)
Project Executive/Project Manager



State of Texas Subcontracting Plan

When is a subcontracting plan required?

A subcontracting plan is required for state of Texas contracts when the contracting agency has determined that subcontracting opportunities are probable with prospective vendors certified by the Texas Comptroller through the Veteran Heroes United in Business (VetHUB) program, for a contract with an expected value of \$100,000 or more. ([Texas Government Code Chapter 2161, Subchapter F](#); [34 Texas Administrative Code Section 20.285](#).)

When a state agency requires a subcontracting plan as part of the contract solicitation, a bid, proposal, offer or other applicable expression of interest must contain a completed plan to be considered responsive.

Who completes a subcontracting plan?

Every responding vendor — whether a prime contractor or self-performing with no subcontractors — must submit a complete subcontracting plan.

A vendor who intends to use subcontractors must demonstrate their good faith effort to recruit certified VetHUBs, whether or not they ultimately award business to them. *A state agency will not use the subcontractors' VetHUB status to select the winning vendor.* All subcontractors must be listed in the subcontracting plan.

A self-performing vendor who will not subcontract any of the work on the contract must indicate that it will complete the contract with its own resources and submit the completed subcontracting plan.

Does a subcontracting plan have to be followed?

The subcontracting plan forms part of the contract. Subcontractors may not be dropped or replaced without amending the subcontracting plan with approval by the agency. A self-performing contractor may not use subcontractors without amending the subcontracting plan.

SUBCONTRACTING PLAN INSTRUCTIONS

The contracting agency must complete this section and include this form in the solicitation.

Solicitation Number

Solicitation Title

Agency Number

Agency Name

AGENCY COORDINATOR FOR COURTESY REVIEWS (OPTIONAL)

Name

Email Address

Phone Number: (Point of Contact)

SOLICITATION POINT OF CONTACT

Name

Email Address

Phone Number: (Point of Contact)

The contracting agency must describe the subcontracting goal and provide examples of potential subcontracting opportunities. This information may also be included in the solicitation document.

Section 1: Respondent Information

Respondent (Company) Name

State of Texas Vendor ID #/Tax ID #

Point of Contact

Email Address

Phone Number

Is your company a state of Texas Certified VetHUB? ☐ Yes ☐ No

Requisition/Solicitation No.

Bid/Response Due Date (mm/dd/yyyy)

Section 2: Declaration of Self-performing or Subcontracting

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. 34 Texas Administrative Code Section 20.282 defines a "Subcontractor" as an entity that contracts with a prime contractor to work or contribute toward completing work under a purchase order or other contract. *The term does not include employees of the contractor but includes contracted workers who will work on the contract.*

Will your company fulfill the entire contract with its own resources, including employees, goods and services?

☐ Yes, my company will self-perform the entire contract.
Submit pages 1 and 2 only. (DO NOT submit Sections 4, 5 & 6)

☐ No, my company will subcontract portions of the contract.
Go to Section 4: Respondent's Subcontracting Opportunities (Section 3 will become non-editable and auto-skip to Section 4)

Section 3: Affirmation of Self-performing Contractor

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 subcontracting plan is true and correct. Respondent understands and agrees that, if awarded any portion of the contract:

- The respondent must seek approval from the contracting agency prior to making any modifications to its subcontracting plan, including hiring subcontractors to perform any work under this contract. If the subcontracting plan is modified with-out the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work site where services are being performed and must provide documentation regarding staffing and other resources.

**sign
here** ➡

Signature

Title

**print
here** ➡

Printed Name

Date (mm/dd/yyyy)

Addendum to CMAR SP

B2GNOW COMPLIANCE REPORTING SYSTEM

As part of the UT System HUB Office commitment to assist Prime Contractors to conveniently comply with legal and contractual requirements, the University of Texas System HUB Office maintains an online electronic Contract Compliance System known as the B2GNow Compliance Reporting System.

All Office of Capital Projects (OCP)–managed projects are subject to compliance monitoring. The Prime Contractor is required to register all subcontractors in the B2GNow Compliance Reporting System within seven (7) business days of execution of each subcontractor agreement. The Prime Contractor must also provide complete contact information of subcontractor, enter initial contract values, and update contract amounts on a monthly basis, as applicable. In addition, the Prime Contractor is responsible for reporting project payment activity for all subcontractors, including first-, second-, and third-tier firms, which includes, but is not limited to, monthly payments and progress reporting in the B2GNow Reporting System.

Furthermore, the Prime Contractor is required to submit a monthly Progress Assessment Report (PAR) with each Payment Application submitted to OCP. The UT System HUB Office reserves the right to request additional project-related HUB information to be submitted electronically through the compliance system at any time before, during, or after project award.

The Prime Contractor agrees to advise ALL subcontractors in writing of the requirement to submit all payment information for 2nd and 3rd tier subcontractors to the Prime Contractor who will post those payments in the B2GNow Compliance Reporting System electronically. The Prime Contractor further agrees and understands it is their responsibility to ensure all subcontractors have reported all payment information and cleared any discrepancies monthly.

Prime Contractor agrees to advise ALL subcontractors in writing of their obligation to provide current contact information to the Prime Contractor. It is understood that the subcontractor will be confirming payments added to B2G therefore, the Prime Contractor understands that its contact information and that of its subcontractors must remain accurate and up to date in the B2GNow Reporting System. The Prime Contractor agrees to timely notify the UT System HUB Office of any changes to its contact information or that of a subcontractor. From time to time, the UT System HUB Office may require additional information from the Prime Contractor and/or its subcontractors and Prime Contractor agrees that it will provide such information, within five (5) business days via email to the UT System HUB Coordinator. The Prime Contractor understands its obligations hereunder continue through project closeout.

At project close-out, the Prime Contractor agrees to provide a final SP that will match the contract amounts in B2G. The Prime Contractor also agrees that the total paid to subcontractor will match the contract amount in B2G and the HSP.

Information concerning access to the B2GNow Reporting System will be provided to the Prime Contractor by the UT System HUB Office. The B2GNow Reporting System is web-based and can be accessed at the following Internet address:
<https://utsystem.diversitycompliance.com/?TN=utsystem>.

The Prime Contractor shall contact the UT System HUB Office to register for training and support for the B2GNow Reporting System. Contact your HUB Coordinator to register for training. Below is a list of HUB Coordinators and the OCP campuses they cover.

Stephanie Park

Associate Director-HUB Programs
OCP Capital Construction
UT Dallas, UT Tyler
512-499-4378
spark@utsystem.edu

Cynthia Booker

Senior HUB Coordinator
OCP Capital Construction
UT Rio Grande Valley,
UT Stephen F Austin, and
UT Tyler
512-322-3779
cbooker@utsystem.edu

Kyle Hayes

HUB Coordinator
OCP Capital Construction
UT El Paso and UT Permian Basin
512-322-3745
Khayes@utsystem.edu

ADDITIONAL PROJECT REQUIREMENTS

The Prime Contractor agrees to the following:

1. Sponsor and host a minimum of two (2) VetHUB outreach events.
2. Maintain all written correspondence with subcontractors related to the project.
3. Host a Subcontractor Training Class (two (2) days per week, 4:00–7:00 PM, for two (2) weeks); coordinate with the project HUB Coordinator to develop the training agenda and provide Contractor project team presenters.
4. Ensure Contractor project team attendance at the On-Board meeting.
5. Assign and designate personnel to attend B2G training and manage all B2G system maintenance.
6. Ensure that B2G-assigned personnel enter subcontractors into the B2G system (including HUB and non-HUB, across 1st, 2nd, and 3rd tiers) as contracts are executed, and record all subcontractor payments in the B2G database.
7. Ensure that B2G-assigned personnel maintain and monitor subcontractor contract values and payments throughout the project lifecycle.
8. At project closeout, provide a final Subcontracting Plan (SP) that reconciles with B2G data, including total payments made to all subcontractors.
9. Comply with the Subcontracting Plan (SP) Process (Section 5) included in this package.

Please acknowledge that you have read and understand this Addendum.

Signature

Print Name

Date

Construction Manager-at-Risk (CMAR) Subcontracting Plan Completion Guide Preconstruction

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Important: Requesting a courtesy review does not replace the submission requirement. The General Contractor (GC) must still submit the completed SP with its RFQ response.

The UT System HUB Office is responsible for collecting and reviewing all submitted Subcontracting Plans (SPs) for compliance with HUB requirements and providing the Project Manager with a list of compliant SP submissions.

General Contractors have two options for submitting the Pre-Construction Subcontracting Plan. The following are the two acceptable options for submitting the Pre-Construction Subcontracting Plan.

- Self-Performing
- Subcontracting

The following pages provide examples of completed a Subcontracting Plan as Subcontracting. **Important: Instructions are included throughout the Subcontracting Plan. Please read and follow all directions when completing your SP.**

Form Field Responses for Subcontracting Plan

- **Section 3**
Skip this Section in the Subcontracting Scenario.
- **Section 4-Respondants Subcontracting Opportunities**
In the Subcontracting Opportunities column, list only general scopes of work (e.g., concrete, painting, roofing).
Enter the appropriate Division Code for each scope of work
Include the percentage of the total contract value that each scope represents.
- **Section 5-Good Faith Effort**
Each entry in Section 4 must have a corresponding Section 5.
In Subsection 5.3, list the names of two HUB firms contacted for the solicitation identified in Subsection 5.1.
Include:
The VID number, if applicable
The date the ITB was sent
The firm's response
In Subsection 5.4, enter the name of the subcontractor selected for the scope of work identified in Subsection 5.1.
Include:
The VID number, if applicable
The contract amount
The percentage that the contract amount represents of the total contract value.
Attach the required Good Faith Effort documentation as shown in the example Subcontracting Plan.
- **Section 6: Affirmation of Prime Contractor**
Sign the document.
Enter the date signed.
Provide the name and title of the person signing the document.

If you have questions regarding the Subcontracting Plan or would like to schedule a Courtesy Review of your Subcontracting Plan, contact the appropriate HUB Coordinator below.

Stephanie Park

Email: spark@utsystem.edu

Phone: 512-499-4378

OCP Projects: 302-UT Dallas; 801 and 802-UT Tyler

Cynthia Booker

Email: cbooker@utsystem.edu

Phone: 512-322-3779

OCP Projects: 801 and 802-UT Tyler; 805-SFA; 903-UT Rio Grande Valley

Kyle Hayes

Email: khayes@utsystem.edu

Phone: 512-322-3745

OCP Projects: 201-UT El Paso; 501-UT Permian Basin

Solicitation Point of Contact:

Project Manager as listed in the RFQ documents

Option II

Subcontracting Option

Regional HUB Coordinator
Office of HUB Programs
The University of Texas System
210 W. 7th Street, 14th Floor
Austin, TX 78701

RE: Subcontracting Plan for (Project Title): _____
Project Number: _____

Dear

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Please indicate the forms attached (select only one):

Self-Performing Preconstruction (Sections 1-3 of the SP).

Subcontracting Preconstruction (Refer to SP Sections 4,5, and 6)

If awarded the contract, we understand that as subcontractors are solicited, Part Two (2) Good Faith Effort SP, good faith effort documentation, and GFE letter are required for all scopes of work solicited. Each Good Faith Effort SP submission must be approved by the HUB Coordinator before subcontractors are recommended to the Project Owner/ Office of Capital Projects (OCP). We also understand that as subcontractors are awarded, Part Three (3) - Subcontractor Selection SP is required along with the scoring matrix and proof of State of Texas HUB certification. These documents shall be submitted to the HUB Coordinator at the time recommendation letters are signed by Office of Capital Projects (OCP).

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

Sincerely,

(signature)

(print name)
Project Administrator



State of Texas Subcontracting Plan

When is a subcontracting plan required?

A subcontracting plan is required for state of Texas contracts when the contracting agency has determined that subcontracting opportunities are probable with prospective vendors certified by the Texas Comptroller through the Veteran Heroes United in Business (VetHUB) program, for a contract with an expected value of \$100,000 or more. ([Texas Government Code Chapter 2161, Subchapter F](#); [34 Texas Administrative Code Section 20.285](#).)

When a state agency requires a subcontracting plan as part of the contract solicitation, a bid, proposal, offer or other applicable expression of interest must contain a completed plan to be considered responsive.

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Every responding vendor — whether a prime contractor or self-performing with no subcontractors — must submit a complete subcontracting plan.

A vendor who intends to use subcontractors must demonstrate their good faith effort to recruit certified VetHUBs, whether or not they ultimately award business to them. *A state agency will not use the subcontractors' VetHUB status to select the winning vendor.* All subcontractors must be listed in the subcontracting plan.

A self-performing vendor who will not subcontract any of the work on the contract must indicate that it will complete the contract with its own resources and submit the completed subcontracting plan.

Does a subcontracting plan have to be followed?

The subcontracting plan forms part of the contract. Subcontractors may not be dropped or replaced without amending the subcontracting plan with approval by the agency. A self-performing contractor may not use subcontractors without amending the subcontracting plan.

SUBCONTRACTING PLAN INSTRUCTIONS

The contracting agency must complete this section and include this form in the solicitation.

Solicitation Number

Solicitation Title

Agency Number

Agency Name

AGENCY COORDINATOR FOR COURTESY REVIEWS (OPTIONAL)

Name

Email Address

Phone Number: (Point of Contact)

SOLICITATION POINT OF CONTACT

Name

Email Address

Phone Number: (Point of Contact)

The contracting agency must describe the subcontracting goal and provide examples of potential subcontracting opportunities. This information may also be included in the solicitation document.

Section 1: Respondent Information

ABC Construction		75-00000000
Respondent (Company) Name	State of Texas Vendor ID Number	
John Smith	jsmith@abcconstruction.com	512-123-4567
Point of Contact	Email Address	Phone Number
Is your company a state of Texas Certified VetHUB? ☐ Yes ☒ No		
302-1000	01/31/2002	
Requisition/Solicitation No.	Bid/Response Due Date (mm/dd/yyyy)	

Section 2: Declaration of Self-performing or Subcontracting

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. 34 Texas Administrative Code Section 20.282 defines a "Subcontractor" as an entity that contracts with a prime contractor to work or contribute toward completing work under a purchase order or other contract. *The term does not include employees of the contractor but includes contracted workers who will work on the contract.*

Will your company fulfill the entire contract with its own resources, including employees, goods and services?

- ☐ Yes, my company will self-perform the entire contract.
Submit pages 1 and 2 only. (DO NOT submit Sections 4, 5 & 6)
- ☒ No, my company will subcontract portions of the contract.
Go to Section 4: Respondent's Subcontracting Opportunities (Section 3 will become non-editable and auto-skip to Section 4)

Section 3: Affirmation of Self-performing Contractor

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 subcontracting plan is true and correct. Respondent understands and agrees that, if awarded any portion of the contract:

- The respondent must seek approval from the contracting agency prior to making any modifications to its subcontracting plan, including hiring subcontractors to perform any work under this contract. If the subcontracting plan is modified with-out the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work site where services are being performed and must provide documentation regarding staffing and other resources.

sign here ➔	print here ➔
_____ Signature	_____ Printed Name
_____ Title	_____ Date (mm/dd/yyyy)

Section 4: Respondent’s Subcontracting Opportunities

This section must be completed by all respondents who propose to subcontract portions of the contract work.

List below all opportunities (commodities, services or contractor staffing) you will subcontract. Also, based on the total value of the contract, provide the percentage of the contract you expect to subcontract to certified VetHUBs, and the percentage of the contract you expect to award to other subcontractors.

Search NIGP Code Book at <https://commbook.app.cpa.state.tx.us/>

Item Number	Subcontracting Opportunity Description	NIGP Code or CSI Division Code	VetHUB-certified subcontracted percentage of total contract	Other subcontracted percentage of total contract
1			%	%
2			%	%
3			%	%
4			%	%
5			%	%
6			%	%
7			%	%
8			%	%
9			%	%
10			%	%
11			%	%
12			%	%
13			%	%
14			%	%
15			%	%
16			%	%
17			%	%
18			%	%
19			%	%
20			%	%
21			%	%
22			%	%
23			%	%
24			%	%
25			%	%



Section 5: Subcontracting Plan – Good Faith Effort

Section 5.1: Subcontracting Opportunity

Submit a copy of Section 5 for each subcontracting opportunity you listed in Section 4. Download additional forms at

<https://utsystem.edu/offices/historically-underutilized-business/hub-subcontracting-plan-forms/hub-plan-templates-ocp-projects>

Enter the item number and description of the subcontracting opportunity you listed in Section 4.

Item Number	Subcontracting Opportunity

Section 5.2 Mentor Protégé Program

If respondent is participating as a mentor in a state of Texas Mentor Protégé Program, submitting a protégé (protégé must be a state of Texas certified VetHUB) as a subcontractor to perform the subcontracting opportunity listed in **Section 5.1** constitutes a good faith effort for that specific portion of work.

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

- ☐ No. Go to Section 5.3: Notification of Subcontracting Opportunity.
- ☐ Yes. Go to Section 5.4: Subcontractor Selection. (Section 5.3 will become non-editable and auto-skip to Section 5.4)

Section 5.3 Notification of Subcontracting Opportunity

Demonstrate your good faith effort to notify Texas certified VetHUBs by communicating each subcontracting opportunity you listed in Section 4.

Search the [VetHUB Directory](#) by business category or NIGP code to identify appropriate VetHUBs that work in the area where you are seeking subcontractors. Certified VetHUBs can be sourced using the VetHUB-only search and will be marked with the Active Bidder (A-Approved) VetHUB status.

Send either the [Subcontracting Opportunity Notification template](#) or an email notice that includes at minimum:

- Scope of work
- Location to review plans and specifications (if applicable)
- Bonding and insurance requirements
- Required qualifications
- Name of state agency
- State agency's point of contact
- State agency point of contact's phone number
- Requisition/solicitation number
- Prime contractor's contact name
- Prime contractor's contact email
- Prime contractor's contact phone number
- Date response required; allow at least seven business days for response excluding weekends and state holidays.

Save copies of emails sent to VetHUBs and the responses received and attach to your subcontracting plan to document the good faith effort. A contract shall not be awarded to a prime contractor whose subcontracting plan good faith effort does not contain accurate supporting documentation.

List two VetHUBs you notified of the subcontracting opportunity listed in Section 5.3. Include the company's Texas Vendor Identification (VID) Number, the date of the notice and indicate whether the HUB responded.

Company Name	Texas VID (Do not enter Social Security Nos.)	Date Notice Sent (mm/dd/yyyy)	VetHUB Response
			☐ Yes ☐ No
			☐ Yes ☐ No

Section 5.4 Subcontractor Selection

A copy of Section 5 must be completed for each subcontracting opportunity you listed in Section 4. Download additional forms at <https://utsystem.edu/offices/historically-underutilized-business/hub-subcontracting-plan-forms/hub-plan-templates-ocp-projects>

Company Name	Certified VetHUB	Texas VID or Federal EIN (Do not enter Social Security Nos.)	Approximate Dollar Amount	Expected Percentage of Contract
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%

Good Faith Effort (GFE)
Excel Spreadsheet List of All Subs Solicited for
the Scope-"Program Scheduling"
Here

One copy of the Invitation to Bid (ITB) for Program
Scheduling Scope
Here

Your Invitation to Bid (ITB) must include:

- Description of Subcontracting Opportunity /Scope of Work
- Required Qualifications
- Bonding and Insurance Requirements
- Location or web link to view plans and specs
- Any other requirements for the project



Section 5: Subcontracting Plan – Good Faith Effort

Section 5.1: Subcontracting Opportunity

Submit a copy of Section 5 for each subcontracting opportunity you listed in Section 4. Download additional forms at

<https://utsystem.edu/offices/historically-underutilized-business/hub-subcontracting-plan-forms/hub-plan-templates-ocp-projects>

Enter the item number and description of the subcontracting opportunity you listed in Section 4.

Item Number	Subcontracting Opportunity

Section 5.2 Mentor Protégé Program

If respondent is participating as a mentor in a state of Texas Mentor Protégé Program, submitting a protégé (protégé must be a state of Texas certified VetHUB) as a subcontractor to perform the subcontracting opportunity listed in **Section 5.1** constitutes a good faith effort for that specific portion of work.

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

- ☐ No. Go to Section 5.3: Notification of Subcontracting Opportunity.
- ☐ Yes. Go to Section 5.4: Subcontractor Selection. (Section 5.3 will become non-editable and auto-skip to Section 5.4)

Section 5.3 Notification of Subcontracting Opportunity

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- Scope of work
- Location to review plans and specifications (if applicable)
- Bonding and insurance requirements
- Required qualifications
- Name of state agency
- State agency's point of contact
- State agency point of contact's phone number
- Requisition/solicitation number
- Prime contractor's contact name
- Prime contractor's contact email
- Prime contractor's contact phone number
- Date response required; allow at least seven business days for response excluding weekends and state holidays.

Save copies of emails sent to VetHUBs and the responses received and attach to your subcontracting plan to document the good faith effort. A contract shall not be awarded to a prime contractor whose subcontracting plan good faith effort does not contain accurate supporting documentation.

List two VetHUBs you notified of the subcontracting opportunity listed in Section 5.3. Include the company's Texas Vendor Identification (VID) Number, the date of the notice and indicate whether the HUB responded.

Company Name	Texas VID (Do not enter Social Security Nos.)	Date Notice Sent (mm/dd/yyyy)	VetHUB Response
			☐ Yes ☐ No
			☐ Yes ☐ No

Section 5.4 Subcontractor Selection

A copy of Section 5 must be completed for each subcontracting opportunity you listed in Section 4. Download additional forms at <https://utsystem.edu/offices/historically-underutilized-business/hub-subcontracting-plan-forms/hub-plan-templates-ocp-projects>

Company Name	Certified VetHUB	Texas VID or Federal EIN (Do not enter Social Security Nos.)	Approximate Dollar Amount	Expected Percentage of Contract
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%
	☐ Yes ☐ No		\$	%

Example

Good Faith Effort (GFE)
Excel Spreadsheet List of All Subs Solicited for the
Scope-"Constructability"
Here

One copy of the Invitation to Bid (ITB) for
Scope-"Constructability"
Here

Section 6: Affirmation of Prime Contractor

I am an authorized representative of the respondent listed in Section 1 ("Respondent"). I affirm that the information and supporting documentation submitted with this subcontracting plan is true and correct. Respondent understands and agrees that, if awarded a contract:

- Respondent will promptly notify all the subcontractors of their selection as a subcontractor for the contract. The notice must specify the contracting agency's name, point of contact for the contract, the contract award number, the subcontracting opportunity the subcontractor will perform and the value of the subcontract.
- Respondent must obtain approval from the contracting agency prior to modifying its subcontracting plan, including hiring subcontractors to perform any work under this contract.
- Respondent must submit progress assessment reports (PAR) with each invoice to the contracting agency. The PAR template for OCP managed projects is available [here](#), and the PAR template for Goods & Services is located [here](#).
- Respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and work site where services are being performed and provide documentation regarding staffing and other resources.

**sign
here** ➡

Signature

Title

**print
here** ➡

Printed Name

Date (mm/dd/yyyy)