



**The University of
Texas System**

**Exhibit H: Veteran Heroes United in Business (Vet HUB)
Subcontracting Plan
Subcontracting/Good Faith Effort (GFE)
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 Subcontracting/Good Faith Effort (GFE)

Submit a completed Subcontracting/Good Faith Effort (GFE) Plan when subcontractor solicitations are issued. Whether one sub is solicited or a group of subs (bid package) are solicited, a Subcontracting Plan is required for each. For example, if there are four bid packages, four Subcontracting Plans must be submitted. The Subcontracting Plan will include a completed Section 5 and Good Faith Effort (GFE) documentation for each scope of work in each bid package.

Each Subcontracting Plan is due within five (5) days after the solicitation is distributed. The plan must be submitted to the HUB Coordinator for review and approval of the good-faith effort.

The following pages provide an example of a completed Subcontracting Plan for the solicitation of subcontractors.

Important: Instructions are included throughout the Subcontracting Plan. Please read and follow all directions when completing your SP.

Subcontracting Plan Form Field responses

- Subcontracting Letter (page 4) and Section 4 of the Subcontracting Plan
The Letter must include a package #, release date and due date
The trades listed in the letter and in Section 4 must match.
- Each scope of work listed on the letter and in Section 4 must have a corresponding Section 5, Subsections 5.1, 5.2, 5.3 completed.
- VID # can be found on the Centralized Master Bidders List (CMBL). See "How to Search the CMBL" in the HUB Resource Library at: <https://www.utsystem.edu/offices/historically-underutilized-business/resource-library>
- The project HUB Coordinator is listed on the first page of the SP. 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

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

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), please find attached **Part Two (2) -Sections 5.1, 5.2, and 5.3 of SP** along with GFE documentation for each scope listed below. I understand that the HUB Coordinator must approve in writing the GFE documentation prior to award.

Bid Package No(s): _____		Release Date: _____	Due Date: _____
Bid Package Description(s) (i.e., Early Release, Design Assist, Sitework, Finishes, etc. ^{**}): _____			
1. _____	8. _____	15. _____	
2. _____	9. _____	16. _____	
3. _____	10. _____	17. _____	
4. _____	11. _____	18. _____	
5. _____	12. _____	19. _____	
6. _____	13. _____	20. _____	
7. _____	14. _____	21. _____	

I have confirmed that all VetHUB companies solicited in this package were certified at time of the package release date per the State Comptroller VetHUB Directory.

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# or 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)

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 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: 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 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.

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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: 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

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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 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
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- Name of state agency
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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

Good Faith Effort (GFE)
Excel Spreadsheet List of All Subs, broken out by
trade, Solicited for the Scope-"Concrete, Excavation,
Underground Utilities"
Here

**One copy of the Invitation to Bid (ITB) for
"Concrete, Excavation, Underground
Utilities" 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 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)

EXAMPLE