



The University of  
Texas System

Office of HUB Programs  
512-499-4530  
[www.utsystem.edu/hub](http://www.utsystem.edu/hub)

## Exhibit H – Policy on Utilization Historically Underutilized Businesses

HUB Subcontracting Plan for

- Architectural/ Engineering Professional Services

**Office of Capital Projects (OCP) Managed Projects Only**



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**\*\* Note 1:** *If awarded a contract, the Prime Contractor Progress Assessment Report (PAR) is a required form with each payment application submitted. This form is a condition of payment.*

**\*\* Note 2:** *The UT System Contract Management System Subcontractor Report should be attached to the Prime Contractor Assessment Report (PAR) after subcontractor payments are entered into the UT System Contract Management System.*

For questions or clarifications regarding the HUB Subcontracting Plan, please contact the appropriate HUB Coordinator listed below:

### **UT Dallas and UT Tyler**

Stephanie Park  
Assistant Director  
512-499-4378  
[spark@utsystem.edu](mailto:spark@utsystem.edu)

### **UT Rio Grande Valley and Stephen F. Austin (SFA)**

Cynthia Booker HUB Coordinator  
512-322-3779  
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**The University of Texas System**  
**Office of HUB Programs**

**POLICY ON UTILIZATION OF  
HISTORICALLY UNDERUTILIZED BUSINESSES (HUBs)**

**Introduction**

In accordance with the Texas Government Code, Sections 2161.181-182 and Title 34, Rule 20.281 of the Texas Administrative Code (TAC), The Board of Regents of the University of Texas System, acting through the Office of HUB Programs shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction services, including professional and consulting services; and commodities contracts. 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 gender-neutral means.

The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with UT System specific or statewide HUB goals as specified in TAC Rule 20.284:

- **11.2% for heavy construction other than building contracts;**
- **21.1% for all building construction, including general contractors and operative builders contracts;**
- **32.9% for all special trade construction contracts;**
- **23.7% for professional services contracts;**
- **26% for all other services contracts, and;**
- **21.1% for commodities contracts.**

The University of Texas System shall make a good faith effort to meet or exceed these goals and/or UT System specific goals to assist HUBs in receiving a portion of the total contract value of all contracts that U. T. System expects to award in a fiscal year. The University of Texas System may achieve the annual program goals by contracting directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F.

**UT System Administration  
Historically Underutilized Subcontracting Plans  
(HSP) for Professional Services-23.7%**

All Texas State agencies and institutions of higher education (universities) are required to make a good faith effort to include minority and/or women owned businesses in their procurement opportunities. The State of Texas uses the term Historically Underutilized Businesses (HUB) to distinguish State certified minority and/or women owned businesses.

**Statement of Probability** – OCP has determined that subcontracting opportunities are probable in connection with this solicitation.

**Responses that do not include a completed HUB Subcontracting Plan shall be rejected due to material failure to comply Government Code, §2161.252(b).**

**Determination of Good Faith Effort in developing an HSP for professional services contracts is established if the respondent provides documentation of meeting one of the following options:**

**Option 1 – Self-Performing HSP-Complete:**

- a) Section 1 – Respondent and requisition information. VID # refers to Tax ID number. Requisition is the project number. Include your email address, contact phone number and email address should UT System HUB have any questions.
- b) Section 2A – No, I will not be subcontracting any portion of the contract and will be fulfilling the entire contract with my own resources.
- c) Section 3 – Self Performing Justification – Check no and provide explanation in box \*\*
- d) Section 4 – Affirmation
- e) Letter of HUB Commitment

\*\*Section 3 Sample Statement- edit as needed

\_\_\_\_\_ will be fulfilling the entire contract with our own resources, including employees, goods, services, transportation and delivery. If sub-contracting opportunities are identified at a future date, we will immediately contact the project manager and HUB Coordinator and commit to performance of a Good Faith Effort through solicitation of HUB firms and submit an amended HUB Subcontracting Plan.

**Option 2 – Complete the following if all sub-contracting opportunities are to be performed by ONLY state of Texas certified HUB vendors.**

- a) Section 1 – Respondent and requisition information. VID # refers to Tax ID number. Requisition is the project number. Include your email address, contact phone number should UT System HUB have any questions.
- b) Section 2A – Yes, I will be subcontracting portions of the contract.  
Section 2B – List all the portions of work to be subcontracted, and indicate the percentage of the contract you expect to award to HUB vendors.
- c) Section 2C – Yes
- d) Section 4 – Affirmation
- e) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity listed in Section 2B
- f) Letter of Transmittal

**Option 3 – Complete the following if sub-contracting opportunities by both HUB and non-HUB vendors meets or exceeds the HUB professional services goal stated above:**

- c) Section 1 – Respondent and requisition information. VID # refers to Tax ID number. Requisition is the project number. Include your email address, contact phone number should UT System HUB have any questions.
- a) Section 2A – Yes, I will be subcontracting portions of the contract.
- b) Section 2B – List all portions of work to be subcontracted and indicate the percentage of the contract you expect to award to HUB vendors and Non-HUB vendors.
- c) Section 2C – No
- d) Section 2D – Yes
- e) Section 4 – Affirmation
- f) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity listed in 2B.

*-Instructions continued next page-*

*- Instructions continued -*

**Option 4** – If you are subcontracting with HUB vendors and Non-HUB vendors (or only Non-HUB vendors), and the total percentage subcontracting with HUB vendors **does not meet or exceed the HUB Goal**, complete the following:

- a) Section 1 - Respondent and Requisition Information. VID number refers to Tax ID number.
- b) Section 2A – Yes, I will be subcontracting portions of the contract.
- c) Section 2B – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors and Non-HUB vendors
- d) Section 2C –No
- e) Section 2D –No
- f) Section 4 –Affirmation  
Good Faith Effort (Attachment B) – Complete and attach your Good Faith Effort documentation including one copy of the invitation to bid (ITB) and an excel spreadsheet listing all subcontractors contacted about the opportunity.  
**Note: Submit one Attachment B page 1 and 2, for each scope of work**

**Determination of Good Faith Effort in developing an HSP for professional services contracts includes but is not limited to the following:**

1. Divide the work into reasonable lots or portions to the extent consistent with prudent industry practices.
2. **Provide notice to a minimum of two (2) minority/ women trade organizations** or development centers of sub- consulting opportunities to be disseminated to their membership. The notice shall include scope of work; required qualifications; and identify a contact person (including phone number and email address). Notify the minority/women organizations of contracting opportunities with reasonable time to disseminate information to members/participants (no less than **seven (7)** working days from receipt of notice). *Weekends and holidays do not count toward the 7-day notice. The day the notification is sent and the day the proposal is due, do not count toward the 7-day notice.*
3. **Notify three (3) or more HUBs of for each discipline that is to be subcontracted in writing.** The notice shall include scope of work; required qualifications; and identify a contact person (including phone number and email address). Notify the HUBs of contracting opportunities with reasonable time to respond (**no less than seven (7)** working days from receipt of notice). *Weekends and holidays do not count toward the 7-day notice. The day the notification is sent and the day the proposal is due, do not count toward the 7-day notice.*
4. Provide written justification of the selection process if the selected sub-consultant is not a HUB.
5. The respondent shall use the Centralized Master Bidders List (CMBL), HUB Directory, Internet and other directories as identified by the agency when searching for HUB sub-consultants. The Centralized Master Bidders List (CMBL) can be found at: <https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do>. The respondent must keep and provide if requested official written documentation (i.e. electronic mail, written correspondence, etc.) to demonstrate compliance.
6. **Minority prime firms are required to complete the HUB Plan identifying all sub-consultants.**

### **Changes to Plan**

Changes to the HSP must be approved in writing by UT System OCP Project Manager and HUB Coordinator **prior** to any work taking place by the new sub-consultant. Justification is required to explain the sub-consultant substitutions. Once the contract has been awarded the HSP is considered part of the contract. Violations to the HSP will be deemed in breach of the contract by UT System.

### **Reporting – After Award**

Prime firm payment requests shall include: The University of Texas Contract Management System Report (UTCMS) attached to State of Texas Prime Contractor Progress Assessment Report (PAR) identifying all 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> tier sub-consultant payments. **It is a condition of payment to report HUB subcontracting expenditures.** Training will be provided to the prime for the UTCMS System at no cost.

**Exhibit H Attachments:** <http://www.utsystem.edu/offices/historically-underutilized-business/hub-forms>. Please use the forms posted with this RFQ to complete HSP.

Regional HUB Coordinator  
 The University of Texas System  
 Office of HUB Programs  
 210 W. 7<sup>th</sup> Street  
 Austin, Texas 78701

RE: Historically Underutilized Business Plan for (Project Title): \_\_\_\_\_  
 Project/ RFP/ RFQ Number: \_\_\_\_\_ - \_\_\_\_\_

Dear

I am pleased to forward this HUB Subcontracting Plan as an integral part of our response in connection with your invitation for Request for Proposals referencing the above project.

I have read and understand The University of Texas System Policy on Utilization of Historically Underutilized Businesses (HUBs). I also understand the State of Texas Annual Procurement Goal according to 34 Texas Administrative Code Section 20.284, and the goal as stated in the Agency Special Instructions section of the HUB Subcontracting Plan, page 5.

Subcontractors	No. of Subcontractors	Total Subcontract \$ Value	Total Estimated Subcontracting	% Minority Owned	% Woman Owned	% Service Disabled Veteran
HUB			%	%	%	%
NON-HUB			%			
TOTAL			%			

I understand the above HUB percentages must represent Texas Comptroller HUB certification standards. For each of the listed HUB firms, I have attached a Texas Comptroller HUB Certification document.

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

Sincerely,

\_\_\_\_\_  
 (signature)

\_\_\_\_\_  
 (print name)

Project Executive  
 cc: Project Manager



# 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 respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid 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 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 it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent **does not** have a **continuous contract\*** in place for **more than five (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.*

In accordance with 34 TAC §20.13(d)(1)(D)(iii), the goals below are the applicable goals for **The University of Texas System Administration only** effective January 1, 2018.

## Professional Services – 23.7% See page 2-3 for HSP completion instructions

- Respondents shall submit a completed HUB Subcontracting Plan (HSP) to be considered responsive. Failure to submit a completed HSP shall result in the bid, proposal or other expression of interest to be considered Non-responsive.
- Prime Contractor Progress Assessment Report (PAR) shall be submitted with each request for payment as a condition of payment. A copy of the UT System Contract Management System (UTCMS) Compliance Report shall be attached to the State of Texas HUB PAR and shall be submitted with each request for payment as a condition of payment.
- Please note that phone logs are no longer acceptable documentation of Good Faith Effort. Only fax, email and certified letter are acceptable.

### SECTION 1: RESPONDENT AND REQUISITION INFORMATION

a. Respondent (Company) Name: \_\_\_\_\_ State of Texas 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 Date: \_\_\_\_\_  
(mm/dd/yyyy)

**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).

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

(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>)

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** 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.)

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.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



Enter your company's name here: \_\_\_\_\_

Requisition #: \_\_\_\_\_

**SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)**

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing 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).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years.</b>	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years.</b>	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: \_\_\_\_\_

Requisition #: \_\_\_\_\_

**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.

[Large empty rectangular box for providing justification]

**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/vendor/hub/forms.php>).
- 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 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.

Signature	Printed Name	Title	Date (mm/dd/yyyy)
	email address	Phone Number	

**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.

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

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**IMPORTANT:** If you responded "Yes" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" 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 format <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>

## SECTION A-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: \_\_\_\_\_

## SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-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 <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	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		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%
	- Yes   - No		\$	%

**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 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 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.

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

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**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/vendor/hub/forms.php>

## 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: \_\_\_\_\_

## SECTION B-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 opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards 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.

- 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 B-1. Your notice should include the scope of work, information 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 online at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>

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 organizations or development centers. Also, be mindful 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 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 (7) working days to respond to the notice prior to you submitting your bid 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 Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do>. 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 opportunity notice.

Company Name	Texas VID <small>(Do not enter Social Security Numbers.)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond?
			- Yes    - No
			- Yes    - No
			- Yes    - No

- c.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade 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 your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade 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.comptroller.texas.gov/purchasing/vendor/hub/resources.php>

- 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 <small>(mm/dd/yyyy)</small>	Was the Notice Accepted?
		- Yes    - No
		- Yes    - No

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

Enter your company's name here: _____	Requisition #: _____
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## SECTION B-4: SUBCONTRACTOR SELECTION

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.

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

**Item Number:** \_\_\_\_\_ **Description:** \_\_\_\_\_

- 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 <https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	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 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 days after the contract is awarded.



# HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in **Section B** has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.285 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its 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).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in **Section C, Item 2**, reply no later than the date and time identified in **Section C, Item 1**. Submit your response to the point-of-contact referenced in **Section A**.

<b>SECTION A: PRIME CONTRACTOR'S INFORMATION</b>	
Company Name: _____	State of Texas VID #: _____
Point-of-Contact: _____	Phone #: _____
E-mail Address: _____	Fax #: _____

<b>SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION</b>	
Agency Name: _____	Phone #: _____
Point-of-Contact: _____	Bid Open Date: _____
Requisition #: _____	(mm/dd/yyyy)

<b>SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE DESCRIPTION REQUIREMENTS AND RELATED INFORMATION</b>
<p><b>1. Potential Subcontractor's Bid Response Due Date.</b></p> <p>If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2, we must receive your bid response no later than _____ on _____, _____ Central Time on _____ Date (mm/dd/yyyy).</p> <p><i>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 America n, Black American, Hispanic America n, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.282(19)(C).</i></p> <p><i>(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. The day the proposal is due also does not count toward the 7-day notice).</i></p>

<b>2. Subcontracting Opportunity Scope of Work:</b>

<b>3. Required Qualifications:</b>	<input type="checkbox"/> - NotApplicable

<b>4. Bonding/Insurance Requirements:</b>	<input type="checkbox"/> - NotApplicable

<b>5. Location to review plans/specifications:</b>	<input type="checkbox"/> - NotApplicable

**HUB Subcontracting Plan (HSP)  
Prime Contractor Progress Assessment Report (PAR)**

**Form Completion Instructions (please complete ALL sections):**

1	Contract number assigned by UT System Administration (UTS).
2	Date contract was signed by both UTS and prime contractor.
3	Leave blank (completed by UTS).
4	Enter the RFP number that the Prime responded to before award.
5	Enter the Pay App Number
6	Change Order Number (if applicable)
7	Project Number assigned by Office of Capital Projects
8	Contractor name.
9	State of Texas VID (14 digits) or Fed ID- (9 digits) of prime contractor.
10	Awarded company (prime) contact person
11	
12	Contractor's UTS Contract Number
13	Contractor's Pay App Number
14	Contractor's UTS Contract Number = "Y" or "V" = "Y" or "V"
15	Contractor's UTS Contract Number = "Y" or "V" = "Y" or "V"
16	Contractor's UTS Contract Number = "Y" or "V" = "Y" or "V"
17	Total amount subcontractors under this contract = "Y" or "V" = "Y" or "V"
18	Contractor's UTS Contract Number = "Y" or "V" = "Y" or "V"
19	Contractor's UTS Contract Number = "Y" or "V" = "Y" or "V"
20	Contractor's UTS Contract Number = "Y" or "V" = "Y" or "V"
21	Will be automatically calculated
22	Will be automatically calculated
23	Signature of authorized person in prime contractor, who has verified the report is correct.
24	Title of signing authority.
25	Date signed
26	Printed Name of authorized person in prime contractor, who has verified the report is correct
27	Phone Number of authorized person in prime contractor, who has verified the report is correct.



# HUB Subcontracting Plan (HSP)

## Prime Contractor Progress Assessment Report (PAR)

(for Construction related Services use only)

**This form must be completed and submitted to the contracting agency with each pay app to document compliance with your HSP.**

UTS Contract No.: 1 \_\_\_\_\_ Date of Award: 2 \_\_\_\_\_ Object Code: 3 \_\_\_\_\_  
(mm/dd/yyyy) (Agency Use Only)

UTSRFP No.: 4 \_\_\_\_\_

PayApp Number: 5 \_\_\_\_\_

Change Order No. \*: 6 \_\_\_\_\_

OCP Project No.: 7 \_\_\_\_\_ \* if applicable

Contracting Agency/University Name: The University of Texas System Administration

Contractor (Company) Name: 8 \_\_\_\_\_ State of Texas VID #: 9 \_\_\_\_\_

Point of Contact: 10 \_\_\_\_\_ Phone #: 11 \_\_\_\_\_

Reporting (Month) Period: 12 \_\_\_\_\_ Total Amount Paid this Reporting Period to Contractor: \$ 13 \_\_\_\_\_

### **Report HUB and Non-HUB subcontractor information**

When verifying subcontractors' HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized (HUB) Directory Search located at: <https://mycpa.cpa.state.tx.us/passcdblsearch/passcdblsearch.do> HUB status code "A-Active" signifies that the company is a Texas certified HUB.

Subcontractor's Name	Subcontractor's VID or HUB Certificate Number <small>(if Non- HUB, leave blank)</small>	Texas Certified HUB? <small>(Yes or No)</small>	Total Contract \$ Amount from HSP with Subcontractor	Total \$ Amount Paid This Reporting Period to Subcontractor	Total Contract \$ Amount Paid to Date to Subcontractor	Object Code <small>(Agency Use Only)</small>
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">14</span> _____	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">15</span> _____	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">16</span> _____	\$ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">17</span> _____	\$ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">18</span> _____	\$ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">19</span> _____	
			\$	\$	\$	
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<b>TOTALS:</b>			\$ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">20</span> _____	0.00	\$ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">21</span> _____	0.00
					\$ <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">22</span> _____	0.00

Signature: 23 \_\_\_\_\_ Title: 24 \_\_\_\_\_ Date: 25 \_\_\_\_\_

Printed Name: 26 \_\_\_\_\_ Phone #: 27 \_\_\_\_\_





## HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR)

(for Construction related Services use only)

**This form must be completed and submitted to the contracting agency with each pay app to document compliance with your HSP.**

UTS ContractNo.: \_\_\_\_\_ Date of Award: \_\_\_\_\_ Object Code: \_\_\_\_\_  
(mm/dd/yyyy) (Agency Use Only)

UTSRFPNo.: \_\_\_\_\_

PayAppNumber: \_\_\_\_\_

Change Order No.\*: \_\_\_\_\_ \* if applicable

OCPProjectNo.: \_\_\_\_\_

Contracting Agency/University Name: \_\_\_\_\_

Contractor (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reporting (Month) Period: \_\_\_\_\_ Total Amount Paid this Reporting Period to Contractor: \$ \_\_\_\_\_

### **Report HUB and Non-HUB subcontractor information**

When verifying subcontractors' HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized (HUB) Directory Search located at: <https://mycpa.cpa.state.tx.us/passcmlsearch/passcmlsearch.do> HUB status code "A-Active" signifies that the company is a Texas certified HUB.

Subcontractor's Name	Subcontractor's VID or HUB Certificate Number <small>(if Non- HUB, leave blank)</small>	Texas Certified HUB? <small>(Yes or No)</small>	Total Contract \$ Amount from HSP with Subcontractor	Total \$ Amount Paid This Reporting Period to Subcontractor	Total Contract \$ Amount Paid to Date to Subcontractor	Object Code <small>(Agency Use Only)</small>
			\$	\$	\$	
			\$	\$	\$	
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			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
<b>TOTALS:</b>			\$	\$	\$	

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Addendum to A/E HSP

## B2GNOW COMPLIANCE REPORTING SYSTEM

As part of the UT System HUB Office commitment to assist Prime Architects 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 OCP managed projects are subject to compliance tracking and the Prime Architect is **required** to use the B2GNow Compliance Reporting System to submit contact information, enter beginning contract amounts and update contract amounts monthly as needed, post project payment information including, but not limited to, monthly payments and progress reports for all subconsultants, (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> tier). The Prime Architect is also responsible for entering monthly progress payment reports and other information related to HUB participation. The UT System HUB Office may require additional information related to the project to be provided electronically through the system at any time before, during, or after the project award.

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

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

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

Information concerning access to the B2GNow Reporting System will be provided to the Prime Architect 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 Architect 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 Program  
OCP Capital Construction  
UT Dallas, UT Tyler  
512-499-4378  
spark@utsystem.edu

**Cynthia Booker**

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

**Kyle Hayes**

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

**ADDITIONAL PROJECT REQUIREMENTS**

In addition to the HSP requirements, the Prime Architect agrees to the following:

1. A/E Project team shall attend On-Board meeting and B2G training.
2. Prime Architect will add ALL subconsultants (both HUB and non-HUB) to the B2G database for the project.
3. Enter subconsultant payments both HUB (1st, 2nd and 3rd tier) and non-HUB in the B2G system.
4. Maintain and monitor subconsultant contract amounts and payments throughout the project.
5. At project close-out, provide the final HSP that matches B2G, and total payments made to the subconsultant.

Please acknowledge that you have read and understand this Addendum.

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Signature

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Print Name

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Date