

UTSA HUB Program

Historically Underutilized Business Subcontracting Plans (HSP) Tip Sheet

The Historically Underutilized Business (HUB) Program of UT at San Antonio was established to identify Historically Underutilized Businesses and encourage them to participate in the competitive bid process with the objective of increasing the number of contracts awarded to HUB vendors.

Locate bids at: http://esbd.cpa.state.tx.us/ Agency #743

Texas Procurement and Support Services Commission (TPASS) Central Master Bid List (CMBL): <u>http://www.window.state.tx.us/procurement//cmbl/cmblhub.html</u>

Minority/Women Trade Organizations or Development Centers:

Any that handles the SAT area! – Make sure you have an email justifying you solicited and their database has hub vendors in the area.

- a. Business Opportunity for Texans (BOTS)
- b. Alamo City Black Chamber of Commerce
- c. West San Antonio Chamber of Commerce
- d. Greater San Antonio Chamber of Commerce
- e. Hispanic Chamber of Commerce
- f. Women's Chamber of Commerce
- g. Hispanic Contractor's Association
- h. North Chamber of Commerce
- i. Southside Chamber of Commerce
- j. South Texas Women's Business Center
- k. UTSA Small Business Development Center
- I. UTSA Minority Business Development Center
- m. South Central Texas Regional Certification
- n. Southwest Minority Supplier Development Council

The Project Goal is stated in the HUB Subcontract Plan above: "Agency Special Instructions/Additional Requirements".

Determination of Good Faith Efforts when subcontracting:

- Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.
- NEW Give notification in writing to all potential bidders –Notification Form is included in the HSP package. Use of this form is highly recommended.
- NEW You must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your response to the contracting agency. (does not include the day notice was sent)
- NEW Notify a minimum of two (2) minority or women trade organizations or development centers of subcontracting opportunities (see list attached to Rider 104 HUB Plan for contact information). Complete Section B-3 (d) of Option 3 Attachment B.
- Give notification to at least 3 HUBs for each trade identified for the project.

- Provide written justification of the selection process if a HUB is not selected. Complete Section B-4 (b) of Option 3 Attachment B.
- Provide supporting documentation of all good faith efforts. Failure to produce required documentation may result in rejection of your HUB Plan and subsequently your proposal.

HUB Subcontracting Plan Options:

- Participation by respondent in State's Mentor Protégé Program applies as Good Faith Effort if Protégé is a Texas Certified HUB and Protégé is subcontractor selected to perform the subcontracting opportunity listed in Option 3, Section B-1 (Method B).
- Option 1 (Method A) Section 2(c) of HSP: Respondent will subcontract with only HUB vendors. (No continuous contract exists with HUB exceeding 5-years in place.)
- Option 2 (Method A) Section 2(d) of HSP: Respondent will subcontract with HUB and non-HUB vendors but the percentage subcontracted to the HUB meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements." (No continuous contract exists with HUB exceeding 5-years in place.)
- Option 3 (Method B) Section B 1-4 of HSP: Respondent will subcontract with HUB and non-HUB vendors (or only non-HUB vendors), and the aggregate percentage of subcontracting with HUB vendors does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements".
- Option 4 Self-Performance Section 3 of HSP

Completing the Forms

See separate attached HSP Guideline

Possible Causes for Rejection will include:

- Failure to solicit the minimum of 3 HUB vendors per each subcontracting opportunity
- Failure to provide 7 (seven) working days' notice to HUBs
- Failure to properly notify HUBs and/or provide sufficient information to bid
- Failure to notify minimum of two trade organizations
- Failure to include supporting documentation of all Good Faith Efforts
- Telephone logs will not be accepted as documentation of good faith efforts; only fax, e-mail and written correspondence are acceptable.

Following the Award

- **NEW Notification of Award to Subcontractors:** Within ten (10) days following signing of the contract, contractor must notify in writing the subcontractors of their award (Section 4 Affirmation); copy of the notice must also be provided to the contracting agency's point of contact for the contract.
- Reporting After Award: Progress Assessment Reports (PARs) will be required monthly, by the 10th of the month, documenting payments to all subcontractors, HUB and non-HUB.

Resources for assistance with Prime Contractor Training on HSP's, HUB Forms and/or Reports:

Bruce W Williams II HUB Program Manager bruce.williams@utsa.edu 210.458.6491

HUB Participation Requirements

HSP Methods

METHOD I

If all (100%) of your subcontracting opportunities will be performed using only HUB vendors, complete the following in the HSP:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);

METHOD I

If all (100%) of your subcontracting opportunities will be performed using only HUB vendors, complete the following in the HSP (Cont.):

- Section 2 c. Yes, I will be <u>using only Texas certified HUBs</u> to perform all of the subcontracting opportunities listed (Page 2);
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method A (Attachment A) Complete this attachment for each subcontracting opportunity (Page 1 of 1).

HSP Information Page

Respondent and Requisition Information

HUB Subcontracting Plan (HSP)

In accordance with Texas Govit 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 Underublized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bia requisition (solication).

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 lausiness 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) §20.13 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 accombance with 34 TAC §20.14(4)(1)(D)((ii), 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 specified HUBs 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 astaly this requirement, only contracts that have been in place for the years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vender rotation as recommended by the 2009 Texas Disput) Study.

SECTION-1: RESPONDENT AND REQUISITION INFORM

	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	
0.	Requisition #	Bid Open Date:
		immitti toood

Company Name and Requisition

Subcontracting Intentions: Complete Section 2-a; Yes, I will be subcontracting portions of the contract.

	_		
Enter your company's name here:		Regulation #	
	_		

SECTION 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an "Subcontractor" means a person who contracts with a prime contracts to work, to supply commodities, or to contracts to work for a governmental entity.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- Y25, I will be subcontracting portions of the contract. (If Y25, 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. (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 'exam certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texam certified HUBs. (i.e., Non-HUB).

		HL.	Non-HUEh	
lion J	Subcontracting Opportunity Description	Percentage of the contract appecied to be subcontracted to Hills with which you have a continuous contract in place to the 64 years or inte-	Percentage of the contract expected to be subcontracted to Hills with which you have a continuous contract in piece for more than the Gayness	Percentage of the contract expected 10 to subcontracted to non-HUEs .
1		s	x	*
2		5	8	8
3		5	8	8
4		5	8	8
5		5	8	8
6		5	8	8
1		5	8	8
		5	8	8
9		5	8	8
10		5	8	8
11		5	8	8
12		5	8	8
13		5	8	8
н		5	8	8
в		5	8	8
	Aggregate percentages of the canitact expected to be subcontracted:	%	8	8

(ide Fyte have note that from subcriticing opportunities, a contruction sheet is available online at http://window.abia.iz.us/procurement/prog/hub/hub-subcontracting-plan)

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- You (if You, continue to SECTION 4 and complete an YISP Good Faith Effort Method A (Abachment A)" for each of the subcontracting opportunities you listed) • No (If No, continue to term d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate capected percentage of the contract you will subcontract <u>with Texas certified</u> HUBs with which you have a <u>continuous contract</u>^{*} in place with for five (5) years or less mosts or exceeds the HUB goal the contracting agency identified on page 1 in the "<u>Approv</u> Special Instructions\Additional Requirements".

- N25 (Fifex, continue to SECTION 4 and complete an YESP Good Fath Effort - Method A (Abadment A)" for each of the subcontracting opportunities you initial)

- ND (FNo, continue to SECTION 4 and complete an YISP Good Faith Elion - Method 8 (Attachment 8)" for subcontracting opportunities you leted)

"Continuous Caninad: Any existing ar time general (Indulty, any menois their are sensible) before a prine contractor with statistic when the HEI sense prine contractor with grade or warks a wark in same contract is supported of time. The heappeney the HEI sense is allocated or paid at the contract tract minor is a statistic solution of the contract the supported statistic contract relationships and the contract tract minor is a statistic solution of the contract the contract that are endpreceded as an address for different or the sense contract theory (CFA table in Media contracts of the mesonic contract tractions at the statistic in the interactions of the sense of the contract tract.

	_		
inter your company's name here:		Regulation #:	
	 -		

STOREDUNES 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, or "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodilies, or to contracts to work for a governmental entity.

- Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- Y25, I will be subcontracting portions of the contract. (If Y25, 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. (# No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 'second addition's that are not a Texas certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texas certified HUBs. (i.e., Non-HUB).

	HEn		Non-HEEh	
lion /	Subcontracting Opportunity Description	Percentage of the contract respected to be subcontracted to HUDs with which you have a continuous contract, in place to the day service lists.	Percentage of the contract expected to be sufficient activation to VLDs with which you have a continuous contract in piece for more than the Gayness	Percentage of the contract supected 10 to subcontracte to non-HLBs.
1		8	8	8
2		5	8	*
3		8	8	*
4		5	8	*
5		5	8	*
9		5	8	8
1		8	s	*
		5	8	*
9		s	8	8
10		8	8	8
п		8	s	x
12		5	8	8
в		5	8	s
н		5	8	8
в		5	8	8
	Aggregate percentages of the canitaci expected to be subcontracted:	%	s	x

(Nois: Fyou have more than filters abcorring opportunities, a continuation sheet is available online of http://window.abia.iz.un/procarement/prog/tab/tab-aut/continucting.plan()

C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you letted in SECTION 2, Item b.

• You (If You, continue to SECTION 4 and complete an HSP Good Fath Effort - Method A (Abachment A)² for each of the subcontracting opportunities you listed)
• No (FiNo, continue to term d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the appropriate expected percentage of the contract you will subcontract <u>with Texas cartified</u> HUBs with which you have a <u>continuous contract</u>^{*} in place with for five (5) years or less modes or exceeds the HUB goal the contracting agency identified on page 1 in the "<u>Approv Special Instructions/Additional Requirements</u>^{*}.

Not (if Yes, continue to SECTION 4 and complete an YESP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you inited)

- No (FNo, continue to SECTION 4 and complete an YISP Good Faith Effort - Method B (Attachment B)' for cach, of the subcontracting opportunities you listed)

"Codinates Carinet: Any estimage one of (including any mesodo the innovancing) indexes a principal of an IRII series where in HII series protection prime estimates where you are series under the same carinet is asymptified from both query to HII series is allowed or paid during the inter of the carinet is not mission in white the carinet is considered continues. The other series are carried personality or an and the both personality of the both information while the carinet is an an and carinet and the same carinet personality or and the both are placed and by CA to be information with the common for each estimate in the carinet is said valued on the placed of the same can all the same carinet place and the formation of the carinet of the carinet

2

Complete Section 2-b; List all the portions of work you will subcontract, and indicate the % of the contract you expect to award to all HUBs.

Complete Section 2-c; Yes if you will be using only HUBs to perform all Subcontracting Opportunities in 2-b.

6

Enter your company's name here:

Regulation #:

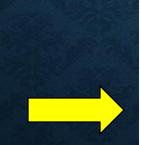
220 [10] 8 SELF PERFORMING JUSTIFICATION (If you responded 'We' to SECTION 2, Item a, you must complete the SECTION and continue to SECTION 4.)

Check the appropriate box (Yes or No) that indicates whether your response/proposel contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- Yes (if Nos, in the space provided below list the specific page(s)/Section(s) of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
- -No (if ND, in the space provided below EXplain how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

Section 4; Affirmation

Signature Affirms that Information Provided is True and Correct.



SECTION 4 AFFIRMATION

As evidenced by my signature below, I aftern 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, <u>if awarded any portion of the recubilitor</u>:

- The respondent will provide notice as soon as practical to all the subcontractors (HUEs and Non-HUEs) 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 several 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 item than ten (10) working days after the contact 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 evaluate at http://www.including.its.usprocurations/including/i
- 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 detament 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.



- REMINDER: > If you responded "Xts" to SECTION 2, Items C or d, you must complete an "HSP Good Faith Effort Method A (Attachment A)" for <u>each</u> 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 <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

7

Complete this attachment (Sections A-1 and A-2) for each subcontracting opportunity.

HUB Subcontractor Selection for this Subcontracting Opportunity

Reminders: Notice to subcontractors and UTSA.

HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here:

Regulation #:

Sec. 02/12

MPORTANT: If you responded 'Yes' to SECILION 2, Bottles c or d of the completed HSP form, you must submit a completed HSP Good Faith Effort - Method A (Attachment A)' for cach of the subcontending opportunities you lated in SECILION 2, Bottl b of the completed HSP form. You may photo-copy this page or download the form at TAB_-Menurashington-catal Lizzapprocurrament/programbababab.cmmsHUESabcontractingPlanAtabchmontA.doc

SECTION AT 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 this attachment.

ten & Description

SECTION A.2 SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you inted above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dolar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUE	VID # (Regional # Traum contract (100)	Approximate Dollar Amount	Expected Percentage of Contract
	-Yes -No		\$	8
	- Yes - No		5	x
	- Yes - No		\$	x
	-Yes -No		\$	8
	- Yes - No		5	x
	- Yes - No		\$	x
	-Yes -No		\$	8
	- Yes - No		5	8
	-Yes -No		5	8
	-Yes -No		\$	8
	-Yes -No		\$	8
	-Yes -No		5	8
	-Yes -No		5	8
	-Yes -No		\$	8
	- Yes - No		5	8
	- Yes - No		\$	8
	- Yes - No		5	8
	- Yes - No		5	8
	- Yes - No		5	8
	- Yes - No		\$	8
	- Yes - No		\$	8
	- Yes - No		\$	8
	-Yes -No		\$	8

REMINDER: As specified in SECTION 4 of the completed HSP form, <u>if you (respondent) are method any portion of the resultation</u>, you are required to provide notice as soon as predical to <u>all</u> the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting experision and its point of contact if the contract the contract the subcontractors (HUBs and Non-HUBs) of their selection number, the subcontractors the subcontracting opportunity target the subcontracting opportunity targets and the point of contact if the contract the contract the contract, 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 in a term target (10) working days after the contract to meredide.

Page 1 of 1

(Attachment A)

8

METHOD II

If any of your subcontracting opportunities will be performed using HUB protégés, complete the following in the HSP:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method B (Attachment B) Complete Section B-1, Section B-2, and Section B-4 only for each subcontracting opportunity as (Page 1 of 2).

HSP Information Page



In accordance with Texas Gov? Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable uniter 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 bit 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) §20.13 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 §20.14(6)(1)(D)(ii), 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 was 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 a texa or the specified HUB goal or the agency specific HUB goal. It is an existing contracts with Texas certified HUBs to a texa or texa or texas the specified HUBs to a texa or texas o

Respondent and Requisition Information



Bespondent AND REQUISITION INFORM Respondent (Company) Name: State of Texas VID #: Point of Contact: Email Address: Fax #: State of Texas certified HUB? - Yes - No Reguisition #: Bid Open Date: Immittypp:

Company Name and Requisition

Subcontracting Intentions: Complete Section 2-a; Yes, I will be subcontracting portions of the contract.

	 _		
Enter your company's name here:		Regulation #	
	-		

SECTION 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an "Subcontractor" means a person who contracts with a prime contracts to work, to supply commotive, no contracts to work for a governmental entity.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- N25, I will be subcontracting portions of the contract. (If No., 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. (# 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 'exam certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texam certified HUBs. (i.e., Non-HUB).

\square		H	Non-HEEn	
lion J	Subcontracting Opportunity Description	Percentage of the contract repected to be subcontracted to Hills with which you have a continuous contract in place to the day service inter-	Percentage of the contract expected to be sufficient activa- te VLDs with which you have a continuous contract in piece for more than the Gayners.	Percentage of the contract expected to be subcontracted to non-HLEs.
1		8	8	*
2		5	8	8
3		5	8	8
4		5	8	8
5		5	8	8
6		5	8	8
1		5	8	8
		5	8	8
9		5	8	8
10		5	8	8
11		5	8	8
12		5	8	8
13		5	8	8
н		5	8	8
в		5	8	8
	Aggregate percentages of the canitaci expected to be subcontracted:	%	x	s

() Kits: If you have more than filter a abcontracting opportunities, a continuation sheet is available online at http://window.abia.iz.us/procarement/prog/hab/hab-subcontracting-plan()

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- You (if You, continue to SECTION 4 and complete an YISP Good Faith Effort Method A (Abachment A)" for each of the subcontracting opportunities you listed) • No (If No, continue to term d, of this SECTION.)
- 6. Check the appropriate box (Yes or No) that indicates whether the aggregate capacital percentage of the contract you will subcontract with Texas certified HUBs with which you have a <u>continuous contract</u>² in place with for five (5) years or less modes or exceeds the HUB goal the contracting gency identified on

page 1 in the "Agency Special Instructions/Additional Recurrements".

- Y25 (Fites, continue to SECTION 4 and complete an "HSP Good Fath Effort- Method A (Abschmert A)" for each of the subcontracting opportunities you load)
- No (If No, continue to SECT ON 4 and complete an YIGP Good Faith Effort Method 8 (Attachment II)" for each of the subcontracting opportunities you listed)

"Continuous Caninad: Any additive line general (it daily any encode line are consisted in bosons princated at a Hill write when in Hill write positive in princation with goals a write under its same carried in separated of time. Beitraparay its Hill write its allowder pild during its item of the cartiest in any mixed in write write which are allowed and any and the same and the same and the same and the same and the cartiest is any initial advectory of the cartiest and any and the same and the line of the same and the line of the same and the

2

Enter your company's name here:	· · · · · · · · · · · · · · · · · · ·	Regulation #	 Π
	•		

SECTION & 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, or "Subcontractor" means a person who contracts with a prime contractor to work, to supply commotities, or to contractual toward completing work for a governmential entity.

- Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- Y25, I will be subcontracting portions of the contract. (# X25, 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. (# No, continue to SECTION 3 and SECTION 4.)
- b. Lat 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 search to Texas certified HUBs, and the percentage of the contract you expect to search to vendors that are not a Texas certified HUB (i.e., Non-HUB).

		HLEs		Non-HUEs
lion #	Subcontracting Opportunity Description	Percentage of the contract repected to be subcontracted to HUDs with which you have a continuous contract in place to the day service inter-	Percentage of the contract expected to be sub-contracted to VLDs with which you have a continuous contract in piece for more than the Gayners.	Percentage of the contract expected to be subcontracted to non-Hillin .
1		8	x	x
2		5	8	8
3		8	8	8
4		8	8	8
5		5	8	8
6		8	8	8
1		8	8	8
		8	s	x
9		8	8	8
10		8	8	8
п		8	8	x
12		s	x	x
в		s	x	<u>s</u>
н		s	x	s
в		s	x	<u>s</u>
	Aggregate percentages of the canitact expected to be subcontracted:	%	8	x

(Nois: Type have more than them subcontracting opportunities, a continuation sheet is available online at http://window.abia.izu.o/procarament/prog/habhub-subcontracting-plan()

C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>ONITY</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you lated in SECTION 2, Item b.

• You (If You, continue to SECTION 4 and complete an HSP Good Fath Effort - Method A (Abachment A)² for each of the subcontracting opportunities you listed)
• No (If No, continue to term d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the appropriate expected percentage of the contract you will subcontract <u>with Texas certified</u> HUIs with which you have a <u>continuous contract</u>^{*} in place with for the (3) years or less modes or exceeds the HUB goal the contracting agency identified on page 1 in the "<u>Security Receipt Instructions</u>" (Receipt and Texas).

N25 (If Nov, continue to SECTION 4 and complete an YESP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

- MD (F No, continue to SECTION 4 and complete an YISP Good Faith Effort - Method 8 (Attachment B) for succentracting opportunities you leted)

"Codinate: Carinet: Any eddinger line grownel (helding any encode their area material) in bosons prince of an definition with reader that provide the prince attractive threads of a series under the same carinet is separated of time. The hepperty the Hill senter had based print date give term of the carinet is not missering within the order of a carinet reader of the same carinet is the same reader within a series of the same carinet is not independent of the same carinet is any carinet show an analysis of the same carinet within a same carinet and the carinet is independent on the the memory of the same carinet is the same carinet year on the same from the same carinet and the CA to be independent on the the memory of carinets in the same carinet same and the same carinet is an efficient of the same carinet in the same carinet is the same carinet is an efficient of the same carinet in the same carinet is the same carinet is an efficient of the same carinet in the same carinet is the same carinet in the same carinet is the same carinet in the same carinet is the same carinet in the same carinet in the same carinet is the same carinet is the same carinet is the same carinet is the same carinet in the same carinet in the same carinet is the same carinet in the same carinet is the same carinet in the same carinet is the same carinet in the sam

Complete Section 2-b; List all the portions of work you will subcontract, and indicate the % of the contract you expect to award to HUB Protégés.

Skip Sections 2-c and 2-d.

Enter your company's name here:

Regulation #:

SEP [10] SELF PERSORANCE JUSTIFICATION (If you responded 'We' to SECTION 2, Item a, you must complete the SECTION and continue to SECTION 4.)

Check the appropriate box (Yes or No) that indicates whether your response/proposel contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- Yes (if Nes, in the space provided below list the specific page(s)/Section(s) of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or empkayees.)
- -No (if ND, in the space provided below EXplain how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

Section 4; Affirmation

Signature Affirms that Information Provided is True and Correct.

SECTION 4 AFFIRMATION

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

- The respondent will provide notice as soon as practical to all the subcontractors (HUEs and Non-HUEs) 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 several 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 item than ten (10) working days after the contact 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 evaluate at http://www.including.its.usprocurations/including/i
- 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 detament 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.



- REMINDER: > If you responded "Xts" to SECTION 2, Items C or d, you must complete an "HSP Good Faith Effort Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
 - If you responded 'No' SECTION 2, Barns c and d, you must complete an 'HSP Good Faith Effort Method B (Attachment B)' for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

Complete **Sections B-1**

B-2 only for each HUB Protégé subcontracting opportunity.

HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here:

Regulation #:

Bev. 02/12

MPORTANT: If you responded 'No' to SECTION 2, forms c and d of the completed HSP form, you must submit a completed 'HSP Good Faith Effort - Method B (Attachment B)* for gach of the subcontracting opportunities you listed in SECTION 2, family of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment/8.doc

SECTION BY SUBCOMPACTING DEPORTUNITY

Enter the item number and description of the subcontracting opportunity you inted in SECTION 2, item b, of the completed HSP form for which you are completing this marchment

ttem 🛃 Description:

Manne Prontict Process

If respondent is participating as a Mentor in a State of Texas Mentor Protegé Program, submitting its Protegé (Protegé 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 Proteign.

Tes (# Nes, to continue to SECTION 8-4.)

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

SECTION B3 NOTESCATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items 2. b. C and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and minority or women 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 evaluation of http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/

Ratain supporting documentation (i.e., cartified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and minority or women 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 minority or women 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 lated in SECTION 8-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must alke the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at http://www.window.state.bc.us/procurement/Cmb/icmb/inub.html. 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 Vendor ID (VID). number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notion.

Company Name	VID #	Date Notice Sent (multilizers)	Did the HUE Respond?
			0-¥m 0-¥m
			0-¥m 0-16
			0-¥m 0-№

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more minority or women 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 notion to minority or women trade organizations or development centers at least seven (7) earling 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 a http://www.window.state.tx.us/procurement/prognut/metb-links-1/

d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you lated in SECTION B-1. include the date when you sent notice to it and indicate if it accepted or rejected your notice.

MinorityWomen Trade Organizations or Development Centers	Date Notice Sent	Was the Notice Accepted?
		-Yes - No
		0-Ym 0-10

14

Page 1 of 2 (Attachment B)

Indicate subcontracting opportunity

List the HUB Protégé(s)

HSP Good Faith Effort - Method B (Attachment B) cont.

Enter your company's name here:

Regulation #:

SECTION B45 SUBCONTRACTOR SELECTION

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment 8 continuation page.
 - tem #: Description:
- b. List the subcontractor(a) you selected to perform the subcontracting apportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Toxo are stilled HUB.

Company Name	Texas certified HUE	VID # Property (Trans control (188)	Approximale Dolar Amount	Expected Percentage of Contract
	-Yes -No		1	x
	- Yes - No		\$	x
	-Yes -No		5	x
	-Yes -No		\$	x
	-Yes -No		\$	x
	- Yes - No		\$	<u>s</u>
	-Yes -No		5	<u>s</u>
	-Yes -No		5	<u>s</u>
	-Yes -No		\$	x
	- Yes - No		1	<u>s</u>

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

REMINDER: As specified in SECTION 4 of the completed HSP form, I you (respondent) are mented any portion of the requisition, you are required to provide notion as non-minimum the provide in the subcontractor (HLBs and Non-HLBs) of their selection as a subcontractor. The notion must specify at a minimum the contract the genery's name and its point of contact for the contract the contract the subcontractor. The notion must specify at a minimum the subcontractor genery's name and its point of contact for the contract the contract the subcontractor. The notion must specify at a minimum the subcontractor genery's name and its point of contact for the contract the contract the subcontractor generative subcontractor. If the subcontractor we contract the subcontractor of the subcontracting opportunity represents. A copy of the notion required by this section must also be provided to the contracting agency's point of contract for the contract mode inter them ten (10) working days after the contract the working.

METHOD III

If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, which meets or exceeds the HUB Goal identified in the solicitation, complete the following in the HSP:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
- Section 2 c. No, I will <u>not be using **only** Texas certified HUBs</u> to perform **all** of the subcontracting opportunities listed (Page 2);



If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, which <u>meets or</u> exceeds the HUB Goal identified in the solicitation, complete the following in the HSP (cont.):

- Section 2 d. Yes, the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs, which you have a contract in place for five (5) years or less, meets or exceeds the HUB goal in the solicitation (Page 2)
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method A (Attachment A) Complete this attachment for each subcontracting opportunity (Page 1 of 1).

HSP Information Page

HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting apportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underublized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicition).

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) §20.13 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 §20.14(d)(1)(D)(ii), 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 was 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 the sequence of the specific state of the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for the years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

Respondent and Requisition Information



Respondent (Company) Name: State of Texas VID #: Point of Contact Email Address: Is your company a State of Texas certified HUB? - Yes Requisition #: Requisition #:

18

(mmilliono)

Company Name and Requisition

Subcontracting Intentions: Complete Section 2-a; Yes, I will be subcontracting portions of the contract.

	_		
Enter your company's name here:	Regulation #		

SECTION 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, or "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodilies, or to contracts to work for a governmental entity.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- Y25, I will be subcontracting portions of the contract. (If Y85, 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. (# No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 fexam certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texam certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texam certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texam certified HUBs.

		H	Non-Hillin	
lion J	Subcontracting Opportunity Description	Percentage of the contract repected to be subcontracted to HUDs with which you have a <u>continuous contract</u> in place to the <u>Gaymen contract</u>	Percentage of the contract expected to be sufficient activa- te Willin with which you have a continuous contract in piece for more than the Gayness	Peromises of the contract expected to be subcontracted to non-HLEs.
1		8	8	*
2		8	8	8
3		8	8	8
4		5	8	8
5		8	8	8
6		8	8	8
1		5	8	8
		8	8	8
9		8	8	8
10		5	8	8
- 11		8	8	8
12		8	8	8
в		8	8	*
14		8	8	*
в		8	×	*
	Aggregate percentages of the canitact expected to be subcontracted:	*	x	x

Ficie Fyou have more than fileen subcontracting opportunities, a continuation sheet is available online at http://window.abia.iz.us/procarement/prog/hab/hab-subcontracting-plan/)

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>ONY</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- Nos (if Nax, continue to SECTION 4 and complete an YISP Good Fath Effort Method A (Abachment A)² for <u>each</u> of the subcontracting opportunities you listed) • No (If Nax, continue to term d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the appropriate expected percentage of the contract you will subcontract <u>with Texas contract</u>. HUEs with which you have a <u>continuous contract</u>, in place with for five (5) years or less modes or exceeds the HUB goal the contracting agency identified on page 1 in the "<u>Approv Special Instructions</u>"Additional Requirements."

- N25 (Fixes, continue to SECTION 4 and complete an YISP Good Faith Elfort - Method A (Attachment A)" for cach of the subcontracting opportunities you listed)

- No (Files, continue to SECTION 4 and complete an 145P Good Fath Elfort - Method 8 (Altechment 8) for cach of the subcontracting opportunities you listed)

"Continuous Caninad: Any addingse time general (Indulty, any remode the income that) in bottom protocols dat and a Hill write, where in Hill write protocols are attained by the test of the caninad in a specific protocol of the first specific protocols of the Hill write the Hill write where a first are cannot be attained by the test of the caninad test of the cani

2

	_		
nter your company's name here:		Regulation #	
	 -		

STOREDUNES 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, or "Subcontractor" means a person who contracts with a prime contractor to work, to supply commotilies, or to contracts to even for a governmental entity.

- Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- Y25, I will be subcontracting portions of the contract. (If Y25, 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. (# No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 wendors that are not a Texas certified HUB (i.e., Non-HUB).

		H.	Non-HEEn	
lion /	Subcontracting Opportunity Description	Percentage of the centred repected to be subcertredied to HUDs with which you have a continuous contract in place to the day service inter-	Percentage of the contract expected to be sufficient activa- te VLDs with which you have a continuous contract in piece for more than the Gayness	Percentace of the contract expected to be subcontracte to non-HUBs.
1		8	x	8
2		5	8	8
3		8	8	8
		5	8	8
5		5	8	8
6		5	8	8
1		8	8	8
		5	5	8
9		s	5	8
10		8	8	8
п		5	8	8
12		5	8	8
в		5	8	8
н		5	8	*
в		5	8	8
	Aggregate percentages of the canitaci expected to be subcontracted:	%	x	x

Complete Section 2-b; List all the portions of work you will subcontract, and indicate the % of the contract you expect to award to HUBs and Non-HUBs.

Complete Section 2-c; No to using only HUBs to perform all Subcontracting Opportunities in 2-b.

(Vole Type have now than Meen subcriticing opportunities, a continuation sheet is available online at http://window.ubia.iz.us/procarement/prog/hab/hab-subcriticing-plan)

C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

• You (If You, continue to SECTION 4 and complete an HSP Good Fath Effort - Method A (Abachment A)² for each of the subcontracting opportunities you listed)
• No (FiNo, continue to term d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the appropriate expected percentage of the contract you will subcontext with Texas cardinal HUEs with which you have a <u>continuous contract</u>^{*} in place with for five (5) years or less modes or exceeds the HUE goal the contracting agency identified on page 1 in the "<u>Approv Special Instructions</u>^{*}<u>Additional Recurrence</u>*.

N25 (If Nov, continue to SECTION 4 and complete an 762^o Good Faith Effort - Method A (Attachment A)^o for each of the subcontracting opportunities you initial)

- No (1 No, continue to SECTION 4 and complete an YISP Good Faith Elfort - Method B (Altechment B)" for each of the subcontracting opportunities you listed)

*Continuous Caninal: Any existing a time general (Indulty, any mesodollar) are sensible) in bottom prime contactor with grade or series under the same contact in a specifical point of the first and the first sensible of the contact based in the contact based in the first sensible of the contact based in the first sensible of the contact based in the contact based in the first sensible of the contact based in t

2

Inter your company's name here:			Regulation #		
	•	•		· · · ·	_

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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an "Subcontraction" means a person who contracts with a prime contracts to work, to supply commotilies, or to contracts to the some factor to work to supply commotilies, the or to contract completing work for a governmental entity.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- Y25, I will be subcontracting portions of the contract. (If Y25, 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. (# No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 vendors that are not a Texas certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texas certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texas certified HUBs.

					Ra .	Non-HEELS
lion /	Subcontracting Opportunity Description	Percentage of the context expected to be subcontracted to HUIDs with which you have a continuous context in place a for the 64 years or least		partitatiné partitatiné di températi	Percentage of the contract expected to be sufficient activation to VLBs with which you have a continuous contract in piece for more than the Gayness	Percentage of the contract expected 10 to subcontracter to non-Hillin .
1			\land	i	x	x
2				$\overline{}$	8	8
3					8	8
4					8	s
5					8	*
8					8	*
1					8	8
			5	i	8	*
9			3	i	8	*
10			5	i i	8	8
11			5		8	8
12			5		8	8
в		s		i	x	x
н		s			8	s
в			s s		8	
	Aggregate percentages of the canitaci expected to be subcontracted:			%	<u>×</u>	x

(icis Fyte have more than filter subcontracting opportunities, a continuation sheet is available online at http://window.abia.iz.un/procarament/program/nit/au/-subcontracting.phm)

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you letted in SECTION 2, Item b.
- You [If You, continue to SECTION 4 and complete an 74SP Good Faith Effort Method A (Abachment A)² for each of the subcontracting opportunities you listed.)
 No (If No, continue to Hern d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the appropriate expected percentage of the contract you will subcontract <u>with Texas cartified</u> HUBs with which you have a <u>continuous contract</u>^{*} in place with for five (5) years or less modes or exceeds the HUB goal the contracting agency identified on page 1 in the "<u>Approv Special Instructions</u>²Additional Recurrentes".

N25 (Fixe, continue to SECTION 4 and complete an 765^o Good Fallh Elfort - Method A (Atladment A)^o for cach of the subcontracting opportunities you initial.

- ND (If No, continue to SECTION 4 and complete an HSP Good Faith Effort - Method 8 (Attachment 8) for cach of the subcontracting opportunities you listed)

"Continuous Carinal: Any adding r line general (Indulty, any menois the income the globerne prince of a state. He is subset in HE senter protection and a HE senter protection of the prince of the carbot care of the carbot

2

Complete Section 2-d; Yes, to the Aggregate % of the contract expected to be subcontracted to HUBs to meet or exceed the HUB goal, which you have a contract agreement in place for five (5) years or less.

Enter your company's name here:

Regulation #:

220 [10] 8 SELF PERFORMING JUSTIFICATION (If you responded 'We' to SECTION 2, Item a, you must complete the SECTION and continue to SECTION 4.)

Check the appropriate box (Yes or No) that indicates whether your response/proposel contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- Yes (if Nes, in the space provided below list the specific page(s)/Section(s) of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or empkayees.)
- -No (if ND, in the space provided below EXPLAIT how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

Section 4; Affirmation

Signature Affirms that Information Provided is True and Correct.

SECTION 4 AFFIRMATION

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

- The respondent will provide notice as soon as practical to all the subcontractors (HUEs and Non-HUEs) 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 several 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 item than ten (10) working days after the contact 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 evaluate at http://www.including.its.usprocurations/including/i
- 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 detament 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.



- REMINDER: > If you responded "Xts" to SECTION 2, Items C or d, you must complete an "HSP Good Faith Effort Method A (Attachment A)" for <u>each</u> 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 <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

Complete this attachment (Sections A-1 and A-2) for each subcontracting opportunity.

Subcontractor Selection (HUBs and Non-HUBs)

Reminders: Notice to subcontractors and UTSA.

HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here:

Regulation #:

Sec. 02/12

MPORTANT: If you responded 'Yas' to SECTION 2, Items c or d of the completed HSP farm, you must submit a completed 'HSP Good Fath Effort - Method A (Attachment A)' for caCh of the subcontracting opportunities you lated in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at http://www.indow.state.ix.us/procuram.at/prog/hub/hub-forms/HUESubcontractingPlanAttachment A.doc

SECTION AT 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 this attachment.

ten #: 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 election are a Texas certified HUB and their VID number, the approximate dotar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Norma	Texas certified HUE	VID # (Regime i Finan cetital (100)	Approximate Dollar Amount	Expected Percentage of Contract
	-Yes -No		1	8
	-Yes -No		1	8
	-Yes -No		\$	8
	-Yes -No		\$	8
	-Yes -No		5	8
	-Yes -No		\$	8
	-Yes -No		\$	8
	-Yes -No		\$	8
	-Yes -No		\$	8
	-Yes -No		\$	8
	-Yes -No		s	5
	-Yes -No		\$	8
	-Yes -No		s	8
	-Yes -No		\$	8
	- Yex - No		\$	8
	- Yex No		5	8
	- Yex - No		5	8
	- Yex - No		\$	8
	- Yex No		5	8
	- Yes - No		5	8
	- Yes - No		\$	8
	- Yes - No		\$	8
	-Yes -No		\$	8

REMINDER: As specified in SECTION 4 of the completed HSP form, <u>if you (respondent) are method any portion of the resultation</u>, you are required to provide notice as soon as predical to <u>all</u> the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contract, the specific provide number, the subcontractory the subcontractory (HUBs and Non-HUBs) of their selection number, the subcontractory the subcontractory (HUBs and Non-HUBs) working or the subcontractory to the subcontractory of the subcontractory (HUBs and Non-HUBs) and the expected parameters the subcontractory provide subcontractory (HUBs and Section 1), the approximate dolar value of the subcontracting opportunity and the expected parameters 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 tan (10) working days after the contract. The method.

Page 1 of 1 (Attachment A)

METHOD IV

If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, <u>does not meet</u> or exceed the HUB Goal identified in the solicitation, complete the following in the HSP:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
- Section 2 c. No, I will <u>not be using only Texas certified HUBs</u> to perform **all** of the subcontracting opportunities listed (Page 2);



If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, <u>does not meet</u> or exceed the HUB Goal identified in the solicitation, complete the following in the HSP (cont.):

- Section 2 d. No, the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs, which you have a contract in place for five (5) years or less, does not meet or exceed the HUB goal in the solicitation (Page 2)
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method B (Attachment B) Complete this attachment for each subcontracting opportunity (Page 1 of 1).

HSP Information Page

Respondent and Requisition Information

HUB Subcontracting Plan (HSP)

In accordance with Texas Gov? Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable uniter 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 bit requisition (solicitized).

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) §20.13 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 §20.14(d)(1)(D)(d), 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 was 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 contracts that have been in place for the vacues this shall gualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

SECTION-1: RESPONDENT AND REQUISITION INFORM

а,	Respondent (Company) Name:	State of Texas VID #:
	Point of Contact:	Phone #:
	E-mail Address:	Fax#:
۵.	Is your company a State of Texas certified HUB? 🔲 - Yes 🔃 - No	
0.	Regulation #	Bid Open Date:
		in a state of the

Company Name and Requisition

Subcontracting Intentions: Complete Section 2-a; Yes, I will be subcontracting portions of the contract.

	_		
		Description 0	
Enter your company's name here:		Regulation #	

SECTION 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an "Subcontractor" means a person who contracts with a prime contracts to work, to supply commotities, or to contracts to work for a governmental entity.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- N25, I will be subcontracting portions of the contract. (If No., 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. (# 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 'exam certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texam certified HUBs. (i.e., Non-HUB).

		H	Non-Hillin	
lion J	Subcontracting Opportunity Description	Percentage of the contract repected to be subcontracted to HUDs with which you have a <u>continuous contract</u> in place to the <u>Gaymen contract</u>	Percentage of the contract expected to be sufficient activa- te Willin with which you have a continuous contract in piece for more than the Gayness	Peromises of the contract expected to be subcontracted to non-HLEs.
1		8	8	*
2		8	8	8
3		8	8	8
4		5	8	8
5		8	8	8
6		8	8	8
1		5	8	8
		8	8	8
9		8	8	8
10		5	8	8
- 11		8	8	8
12		8	8	8
в		8	8	*
14		8	8	*
в		8	×	*
	Aggregate percentages of the canitact expected to be subcontracted:	*	x	x

Ficie Fyou have more than fileen subcontracting opportunities, a continuation sheet is available online at http://window.abia.iz.us/procarement/prog/hab/hab-subcontracting-plan/)

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- You (if You, continue to SECTION 4 and complete an YISP Good Faith Effort Method A (Abachment A)" for each of the subcontracting opportunities you listed) • No (If No, continue to term 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 HUEs with which you have a <u>contracting agency</u> is place with for five (5) years or less modes or exceeds the HUE goal the contracting agency identified on

page 1 in the "Agency Special Instructions/Additional Recurrements".

- N25 (Fixes, continue to SECTION 4 and complete an YIGP Good Fath Effort Method A (Attachment A)" for such of the subcontracting opportunities you inited.)
- -No (TNo, continue to SECTON 4 and complete an YESP Good Faith Effort Method 8 (Attachment 8)" for each of the subcontracting opportunities you listed.)

"Continuous Cantract: Any existing an imagement (Including any menodo de la constant) in borne prime contactor ante Hill sentes when the Hill senter protection prime catactor with speeds or writes under the same cantract is a specified of time. The beginning the Hill senter to attend or pild string the time of the cantract to and mission is writteneous city accession also as an example show and and any offer sentence and the contract to and indefault contracts of the menorship and mission is finded and and and any offer sentence and the contract model of the sense contained by CFA to be indefault contracts of the menorship and mission is finded on the menorship and the finded and the provided of the finded on the contract.

ter your company's name here:		Regulation #	
	•		· · · · · · · · · · · · · · · · · · ·

SECTION 2 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodilies, or to contracts with a prime completing work for a governmental entity.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- Y25, I will be subcontracting portions of the contract. (If Y25, 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. (# No, continue to SECTION 3 and SECTION 4.)
- b. Let 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 wendors that are not a Texas certified HUB (i.e., Non-HUB).

		HL	Ra	Non-HLEIn	
lion /	Subcontracting Opportunity Description	Percentage of the cartexid repected to be subcartexised to HURs with which you have a <u>continuous cartexid</u> in place to the <u>Gaymen cartexi</u>	Percentage of the contract expected to be sufficient activation to VLBs with which you have a continuous contract in piece for more than the Gayners.	Percentage of the canted appected 65 to subcontends to non-HUBs.	
1		8	x	8	
2		8	8	8	
3		8	8	8	
4		8	8	8	
5		8	8	8	
6		8	8	8	
1		5	8	8	
		8	8	*	
9		8	8	*	
10		8	8	8	
п		8	8	8	
12		8	8	8	
в		8	8	8	
н		s	x	x	
в		8	8	×	
	Aggregate percentages of the canitaci expected to be subcontracted:	%	8	*	

(icis: Fyou have more than filter subcontracting opportunities, a continuation sheet is available online at http://window.abia.iz.us/procurement/prog/hub/hub-subcontracting-plan()

C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>DDIY</u> Texas certified HUBs to perform <u>28</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

• Nos (If Kar, continue to SECTION 4 and complete an HSP Good Fath Effort - Method A (Abachment A)² for <u>each</u> of the subcontracting opportunities you listed.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract <u>with Texas cartified</u> HUEs with which you have a <u>continuous contract</u>^{*} in place with for five (5) years or less meets or exceeds the HUB goal the contracting agency identified on page 1 in the "<u>Agency Special Instructions</u>²<u>Additional Recurrenters</u>^{*}.

- Y25 (F Kex, continue to SECTION 4 and complete an YESP Good Faith Effort - Method A (Abactment A)" for each of the subcontracting opportunities you inited.

- No (FNo, continue to SECTION 4 and complete an YISP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed)

"Codinates Carinet: Any existing entire growth (healing any mesols their executed) in both a prince of solar in ALI write, where in ALI write posts the prince articles will goals a series under the same carinet for specified partial of the heapy to ALI write heal both applied at the carinet head missarily write where the carinet decomposition of the carinet at the same articles are specified and partial of the same carinet head in the same articles are structured. Note a more carinet and the same articles are shall be only a solar both articles are carined by interface on the theorem work over the same carinet is but and also in the prince articles are shall be only as a minet prince articles are shall be and a solar by the same of the same of the same articles are shall be and a solar both and the same of the same articles are shall be and a solar both and the same of the same articles are shall be and a solar both and the same articles are shall be and a solar both and a same articles are shall be an a same of the same article are shall be an article are shall be articles are s

2

Complete Section 2-b; List all the portions of work you will subcontract, and indicated the % of the contract you expect to award to HUBs and Non-HUBs.

Complete Section 2-c; No, to using only HUBs to perform all Subcontracting Opportunities in 2-b.

inter your company's name here:		Regulation #		
	· · · · · ·		· · · · ·	

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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §30.11, or "Subcontractor" means a person who contracts with a prime contractor to work, to supply commotities, the completing work for a governmental entity.

- Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
 - Y25, I will be subcontracting portions of the contract. (If Y25, 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. (# No, continue to SECTION 3 and SECTION 4.)
- b. Lat 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 sward to trace certified HUBs, and the percentage of the contract you expect to sward to wendors that are not a Texas certified HUBs, (i.e., Non-HUB).

		H	En .	Non-HLEIA	
lion J	Subcontracting Opportunity Description	Percentage of the contract appecied to be subcontracted to Hills with which you have a continuous contract in place to the 64 years or inte-	Percentage of the contract expected to be sub-contracted to Hills with which you have a contracter of the piece for more than the Gayness	Percentage of the contract expected 10 to subcontracted to non-HLEs.	
1		s	x	*	
2		5	8	8	
3		8	8	8	
4		5	8	8	
5		5	8	8	
6		5	8	8	
1		5	8	8	
		5	8	8	
9		5	8	8	
10		5	8	8	
11		5	8	8	
12		5	8	8	
в		5	8	8	
н		5	8	2	
15		5	8	8	
	Aggregate percentages of the contract expected to be subcontracted:	%	x	x	

Note Type have more than them subcontracting opportunities, a continuation sheet is available online of http://window.abia.iz.us/procarement/prog/habitab-us/contracting.phm/

C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you letted in SECTION 2, Item b.

• You [If You, continue to SECTION 4 and complete an 74SP Good Faith Effort - Method A (Abachment A)² for each of the subcontracting opportunities you listed.)
• No (If No, continue to Hern d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the appropriate expected percentage of the contract you will subcontract <u>with Texas contract</u>. HUEs with which you have a <u>continuous contract</u>, in place with for five (5) years or less modes or exceeds the HUB goal the contracting agency identified on page 1 in the "<u>Approv Special Instructions</u>"Additional Requirements."

- N25 (Fixes, continue to SECTION 4 and complete an YISP Good Faith Elfort - Method A (Abschment A)" for casch of the subcontracting opportunities you inited)

- ND (FNo, continue to SECTION 4 and complete an HISP Good Faith Effort - Method 8 (Attachment 8) for subcontracting opportunities you leted)

"Continuous Contract: Any existing reliance general (including any remeable) in the events of before a prime contractor and a Hill write, where in Hill write protection prime contractor with goods or writes under the same contract in a separate difference of the Hill write to attend or pild string the term of the contract theory mixed in a string write a second at a separate second at the contract relignment of the Hill write the second at the of the contract theory in hill and contracts after the contracts being reliance and and and and reliance at the second at the

2

Complete Section 2-d; No, to the Aggregate % of the contract expected to be subcontracted to HUBs to meet or exceed the HUB goal, which you have a contract agreement in place for five (5) years or less.

Enter your company's name here:

Regulation #:

220 [10] 8 SELF PERFORMING JUSTIFICATION (If you responded 'We' to SECTION 2, Item a, you must complete the SECTION and continue to SECTION 4.)

Check the appropriate box (Yes or No) that indicates whether your response/proposel contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- Yes (if Nes, in the space provided below list the specific page(s)/Section(s) of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or empkayees.)
- -No (if ND, in the space provided below EXplain how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

Section 4; Affirmation

Signature Affirms that Information Provided is True and Correct.

SECTION 4 AFFIRMATION

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

- 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 several 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 item than ten (10) working days after the contact 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 evaluate at http://www.including.its.usprocurations/including/i
- 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 detament 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.



- REMINDER: > If you responded "Xts" to SECTION 2, Items C or d, you must complete an "HSP Good Faith Effort Method A (Attachment A)" for <u>each</u> 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 <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

Complete Section B-1; and

Section B-2 only for each subcontracting opportunity.

Good Faith Efforts to find **Texas Certified HUB Vendors**

HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here:

Regulation #:

Bec. (2012)

MPORTANT: If you responded 'No' to SECTION 2, flotts c and d of the completed HSP form, you must submit a completed 'HSP Good Faith Effort - Method 8 (Attachment B)* for gach of the subcontracting opportunities you listed in SECTION 2, family of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment/8.doc

SECTION BY SUBCOMPACTING DEPORTUNITY

Enter the item number and description of the subcontracting opportunity you inted in SECTION 2, item b, of the completed HSP form for which you are completing this marchment

ttem 🛃 Description:

SECTION 5.2 MEMOR PROTECT PROCESS

If respondent is participating as a Mentor in a State of Texas Mentor Protegé Program, submitting its Protegé (Protegé 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 Proteign.

Tes (# Nes, to continue to SECTION 8-4.)

- No / Not Applicable (# No or Not Applicable, continue to SECTION 8-3 and SECTION 8-4.)

SECTION 83 NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items 2. b. C and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and minority or women 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 evaluation on the subcontracting plant is use procurement/prog hub hub-subcontracting plant

Ratain supporting documentation (i.e., cartified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and minority or women 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 holders, or dars the spancy is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the minority or women 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 lated in SECTION 8-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must alkee the HUEs of least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at http://www.window.state.bc.us/procurement/Cmb/icmb/inub.html. HUB Status code 'A' signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUEs you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the company's Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notion.

Company Name	VD.	Date Notice Sent (multiperd	Did the HUE Respond?
			¥m₩
			0-¥m 0-16
			0-¥= 0-№

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more minority or women 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 apportunity notion to minority or women trade organizations or development centers at least seven (7) earling 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 a http://www.window.state.tx.us/procurement/prognut/metb-links-1/

d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you lated in SECTION B-1. include the date when you sent notice to it and indicate if it accepted or rejected your notice.

MinorityWomen Trade Organizations at Development Centers	Date Notice Sent	Was the Notice Accepted?
		-Yas -No
		-Ym 🌬

31

Page 1 of 2 (Attachment B)

Written Notification Requirements

List Three (3) HUBs Contacted for this Subcontracting Opportunity

HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here:

Regulation #:

Bev. 02/12

MPORTANT: If you responded 'No' to SECTION 2, Items c and d of the completed HSP form, you must submit a completed 'HSP Good Faith Effort - Method 8 (Adachment B)' for cach of the subcontracting opportunities you lated in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.txus/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment.8.doc

SECTION 33 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 this attachment.

tem #: Description:

SECTION B24 MENTOR PROTOCT PROCESS

If respondent is participating as a Mentor in a State of Yeara Mentor Protect Program, submitting its Protect (Vestige must be a State of Yeara certified HUE) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Teara certified HUE) 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 Protege.

Tes (# N25, to continue to SECTION 8-4.)

- No / Not Applicable (If No or Not Applicable, continue to SECTION 8-3 and SECTION 8-4.)

SECTION B3 NOTEXATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you <u>MLET</u> comply with terms <u>3</u>. <u>b.</u> <u>c and d</u>, thereby demonstrating your Good Faith Effort of having notified Texas certified HLBs and minority or women trade organizations or development centers about the subcontracting opportunity you listed in BECTION B-1. Your notice should include the scope of work, information regarizing the location to review plans and specifications, bonding and insumon requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the ettached HLB Subcontracting Opportunity Notice form, which is also example online at http://www.window.state.to.us/procurement/prog/tub/hub.subcontracting.plan/

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and minority or women 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 minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the server.(?) working days.

- a. Provide written notification of the subcontracting opportunity you lated in SECTION 8-1, to three (5) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must alke the HUBs <u>or least seven (7) working date</u> to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for texas certified HUBs, ensure that you use the State of Texas" certainteed Manter Skiders List (CMEL) and Historically Understitized Busivess (HUB) Search directory accessed at http://www.indow.state.br.us/procurement/icmbi/cmbi/usb/html. HUB State code "# signifies the company's a Texas certified HUB.
- b. List the times (3) Texas certified HURs you notified regarding the subcontracting opportunity you lated in SECTION 8-1. Include the company's Vendor ID (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	VD.	Date Notice Sent (mobilized)	Did the HUE Respond?
			0-¥m 0-№
			0-Ym 0-10
			0-¥m 0-№

c. Provide writen notification of the subcontracting opportunity you lated in SECTION 8-1 to <u>two (2)</u> or more mixerity or women trade organizations or development centers in <u>Taxon</u> to analy in identifying potential HUBs by disseministing the subcontracting opportunity to their membersharticipants. Unless the contracting agency specified a different time parket, you must provide your subcontracting opportunity notes to its mixers to the associate and the subcontracting opportunity or some trade organizations or development centers at least seven (2) working date prior to subcontracting opportunities is available on the Statewide HUB Program's webpage at http://www.window.state.bu.es/program's webpage.

d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the data when you sent notice to it and indicate if it accepted or rejected your notice.

MinorityWomen Taxia Organizations or Development Contern	Date Notice Sent	Was the Notice Accepted?
		-Yes - No
		-Ym 🌬

HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here:

Regulation #:

Bev. 02/12

33

MPORTANT: If you responded 'NO' to SECTION 2, Items c and d of the completed HSP form, you must submit a completed 'HSP Good Faith Effort - Method 8 (Attachment B)* for gach of the subcontracting opportunities you listed in SECTION 2, family of the completed HSP form. You may photo-copy this page or develoed the form at http://www.window.state.tx.ussbrocurement/proghubinub-forms/HUBSubcontractingPlanAttachment.8.doc

SECTION BAT SUBCOMPACTING DEPORTUNITY

Enter the item number and description of the subcontracting opportunity you inted in SECTION 2, item b, of the completed HSP form for which you are completing this marchment

tem 🗄 Description-

SECTION 5.2 MEMOR PROTECT PROCESS

If respondent is participating as a Mentor in a State of Texas Mentor Protegé Program, submitting its Protegé (Protegé must be a State of Texas certified HUE) 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 Proteigé.

Tes (# Yes, to continue to SECTION 8-4.)

- No / Not Applicable (# No or Not Applicable, continue to SECTION 8-3 and SECTION 8-4.)

SECTION B-3 NOTERCATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items 2. b. C and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and minority or women 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 evaluation on the subcontracting plant is using the memory program in the subcontracting plant

Ratain supporting documentation (i.e., cartified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUSs and minority or women 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 minority or women 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 8-1, to three (5) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working daw to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at http://www.window.state.bc.us/procurement/Cmb/icmb/inub.html. HUB Status code 'A' signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUEs you notified regarding the subcontracting opportunity you listed in SECTION 8-1. Include the company's Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notion.

Company Name	VD.	Date Notice Sent (multilizer)	Did the HUE Respond?
			0-¥m 0-¥m
			0-¥m 0-16
			0-¥m 0-№

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more minority or women 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 apportunity notion to minority or women trade organizations or development centers at least seven (7) earling 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 a http://www.window.state.bx.us/procurement/proghub/meb-links-1/

d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you lated in SECTION B-1. include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Taxle Organizations or Development Centers	Date Notice Sent (methilitered	Was the Notice Accepted?
		- Yes - No
		-Yes -No

Written Notification To Trade Organizations

List Two (2)Trade **Organizations Notified** with Dates Sent/Accepted.

Page 1 of 2 (Attachment B)

List the subcontractors

Provide written justification why HUB was not selected for this Subcontracting Opportunity

Reminders: Notice to subcontractors and UTSA.

HSP Good Faith Effort - Method B (Attachment B) cont.

Enter your company's name here:

Regulation #:

SECTION BASIS SUBCONTRACTOR SELECTION

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment 8 continuation page.
 - ten & 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 HUS and their VID number, the approximate doilsr value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas artified HUS.

Company Name	Texas certified HUE	VID # Propriet # Trans control #100	Approximate Dollar Amount	Expected Percentage of Contract
	-Yes -No		5	x
	- Yes - No		\$	x
	-Yes -No		\$	8
	-Yes -No		\$	8
	-Yes -No		\$	<u>x</u>
	- Yes - No		\$	x
	-Yes -No		\$	8
	-Yes -No		\$	8
	-Yes -No		\$	x
	- Yes - No		1	<u>x</u>

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is <u>NOL</u> a Texas certified HLB, provide <u>written</u> justification for your selection process (which additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are evented 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 contract the segmency's name and its point of contact for the contract the contract the contract the subcontractor. If the subcontractor (HUBs and Non-HUBs) of their selection table, the subcontractor portunity and the subcontractor (HUBs as bacterized) will perform, the approximate dolar value of the subcontracting opportunity and the expected percentage of the total contract 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 mode inter them ten (10) working days after the contract the worked.

Page 2 of 2 (Attachment B)

METHOD V

If you are not subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., equipment, supplies, materials, and/or employees), complete the following in the HSP:

- Section 1 Respondent and Requisition Information (Page 1);
- Section 2 a. No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources (Page 2);
- Section 3 Self Performing Justification that explains how your company will fulfill the entire contract with its own resources (Page 3); and,
- Section 4 Affirmation that all information and supporting documentation submitted is true and correct (Page 3);

HSP Information Page



In accordance with Texas Govit 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 Understitzed Businesses (HUBs) must complete and submit this State of Texas HUB Subcontacting Plan (HSP) with their response to the bair 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 elisadvantageal 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) §20.13 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 §20.14(d)(1)(D)(ii), 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 the Texas certified HUBs to satisfy this requirement, only contracts that have been in place for the years or iss shall gualify for meeting the HUB goal. This limitation is designed to encourage vender rotation as recommended by the 2009 Texas Disparity Study.

Respondent and Requisition Information



ION-1 RESPONDENT AND REQUISITION INFORM	
Respondent (Company) Name:	State of Texas VID #:
Point of Contact	Phone #:
E-mail Address:	Fax#:
Is your company a State of Texas certified HUB?	

Company Name and Requisition

Subcontracting Intentions: Complete Section 2-a; No, I will not be subcontracting any portion of the contract.

	_		
Enter your company's name here:		Regulation #	
	 -	_	

SECTION 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 goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11, or "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodilies, or to contracts to work for a governmental entity.

- 2. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
- Y25, I will be subcontracting portions of the contract. (If Y25, 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. (# 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 fexas certified HUBs, and the percentage of the contract you expect to award to wendors that are not a Texas certified HUBs. (i.e., Non-HUB).

	Subcontracting Opportunity Description	HL.	Non-HUEs	
lion J		Percentage of the contract repected to be subcontracted to Hills with which you have a continuous contract in place to the day service inter-	Percentage of the contract expected to be sufficient activa- te Willin with which you have a continuous contract in piece for more than the Gayness	Percentage of the contract supected to be subcontracted to non-Hillin .
1		8	8	*
2		5	8	8
3		5	8	8
4		5	8	8
5		5	8	8
6		5	8	8
1		5	8	8
		5	8	8
9		5	8	8
10		5	8	8
п		5	8	8
12		5	8	8
в		5	8	8
н		8	8	8
в		5	8	8
	Aggregate percentages of the canitact expected to be subcontracted:	%	8	8

Ficie Fyou have more than fileen subcontracting opportunities, a continuation sheet is available online at http://window.abia.iz.us/procarement/prog/hab/hab-subcontracting-plan/)

- C. Check the appropriate box (Yes or No) that indicates whether you will be using <u>ONY</u> Texas certified HUBs to perform <u>20</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- Nos (if Nax, continue to SECTION 4 and complete an YISP Good Fath Effort Method A (Abachment A)² for <u>each</u> of the subcontracting opportunities you listed.)
- 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 have a <u>contracting agency</u> is place with for five (5) years or less modes or exceeds the HUB goal the contracting agency identified on
- page 1 in the "Agancy Opecial Instructions/Hobilional Requirements".
- Nos (If Yes, continue to SECTION 4 and complete an YESP Good Faith Effort Method A (Abachment A)" for each of the subcontracting opportunities you listed)
- No (FNo, continue to SUCTION 4 and complete an 745P Good Faith Effort Method B (Altechment II)" for good, of the subcontracting opportunities you listed)

"Continuous Cantrad: Asy existing a line growth (behalty any mesols their a constant) in homes proceeded and a Hill on the show the Hill on the point of the antice that is a positive the cantrad is a specified point of the . Their spacesy the Hill on the submedee point at the growth is the cantrad is any existent of the cantrad is a specified point of

2

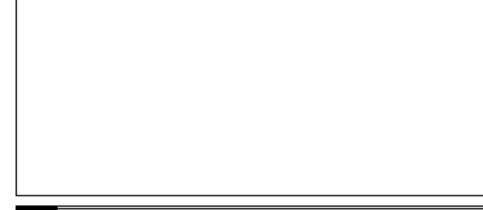
Section 3; Self Performing Justification

List the specific page(s)/section(s) of your proposal response, OR in the space provided, which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees. Enter your company's name here:

SEPTID: SET PERFORMING JUSTIFICATION (If you responded "Wo" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)

Check the appropriate box (Yes or No) that indicates whether your response/proposel contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- Yes (if Nos, in the space provided below list the specific page(s)/section(s) of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
- -No (if AD, in the space provided below EXPLAIT how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)



STREAM AFFIRMATION

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

- The respondent will provide notice as soon as practical to all the subcontractors (HUEs and Non-HUEs) 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 on all or than ten (10) working days after the contact is awarded.
- The respondent must submit monthly complement reports (Prime Contractor Progress Assessment Report PAR) to the contracting agency, weifying the complement with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is evaluate at http://www.includ.stde.its.us/procurational/prog/hub/hab/ioms/sistematics.stmm/hpl.it/s).
- 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 determent 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 starting and other resources.



REMINDER: > If you responded "Kes" to SECTION 2, Items C or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for <u>each</u> 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 <u>each</u> of the subcontracting opportunities you lated in SECTION 2, Item b.

Enter your company's name here:

Regulation #:

220 [10] 8 SELF PERFORMING JUSTIFICATION (If you responded 'We' to SECTION 2, Item a, you must complete the SECTION and continue to SECTION 4.)

Check the appropriate box (Yes or No) that indicates whether your response/proposel contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- Yes (if Nes, in the space provided below list the specific page(s)/Section(s) of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or empkayees.)
- -No (if ND, in the space provided below EXplain how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

Section 4; Affirmation

Signature Affirms that Information Provided is True and Correct.

SECTION 4 AFFIRMATION

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

- 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 several 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 item than ten (10) working days after the contact 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 evaluate at http://www.including.its.usprocurations/including/i
- 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 detament 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.



- REMINDER: > If you responded "Xts" to SECTION 2, Items C or d, you must complete an "HSP Good Faith Effort Method A (Attachment A)" for <u>each</u> 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 <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

HUB Subcontracting Plan (HSP) Overview

HUB Subcontracting Opportunity Notification Form

http://www.cpa.state.tx.us/procurement/prog/hub/hubforms/HUBSubcontractingOpportunityNotificationForm.pdf This form is used to notify vendors of potential subcontracting opportunities related to a specific agency solicitation. This is not a required form, just a sample notification form

HUB Subcontracting Opportunity Notification Form

In accordance with Texas Go/1 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 solids bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency if have identified below in Soction B has determined that subcontracting opportunities are probable under the regulation to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least <u>space.(3)</u> Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs <u>at least space.(7)</u> working <u>days</u> to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, the respondent must provide notice of its subcontracting opportunities to minority/women trade organizations or development centers <u>at least seven (7)</u> working <u>days</u> prior to submitting its bid response to the contracting agency.

We respectfully request that vendors interested in bidding on the subcontracting opportunity identified in Section C 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.

Section A	PRIME CONTRACTOR'S INFORMATION		
Company Name		State of Texas VID #:	
Point-of-Contact:		Phone #:	
E-mail Address		Fax #:	
Section B	CONTRACTING STATE AGENCY AND REQUISITION INFORMATION		
Agency Name			
Point-of-Contact:		Phone #:	
Requisition #		Bid Open Date:	
Section C	SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQU	REMENTS AND RELATED INFO	RMATION
	Our firm must receive your bid response to this subco	ntracting opportunit	ty no later
1.	than 5:00 P.M., Central Daylight Standard Time on:		
Potential		(Dete)	
Subcontractor's Bid Response Due Date:	(Note: In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to <u>at least three (3)</u> . Texas certified HUBs, and allow the HUBs <u>at least seven (7) working dars</u> to respond to the notice prior to submitting our bid response to the contracting agency. In addition, we must provide the same notice to minorthyberonen trade organizations or development centers <u>at least seven (7) working days</u> prior to submitting our bid response to the contracting agency.)		
2. Scope of Work:			
3. Required Qualifications:			
4. BondingInsurance Requirements:			
5. Location to review plans/specifications: - Net Applicable			

Post Award HUB Requirements

RFP Section Historically Underutilized Business Participation Requirements

- Post Award Meetings
- HSP Prime Contractor Progress Assessment Report
- HSP Changes After Contract Award
- Reporting and Compliance with the HSP

HSP Prime Contractor Progress Assessment Report

HSP Prime Contractor Progress Assessment Report

- Required with
 <u>ALL</u> Pay Requests
- List <u>ALL</u> Sub payments (HUBs & Non-HUBs)

 Required even if not subcontracting



HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report

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

Contract/Requisition Number:	Date of Award:	Object	Code:	
	(mm/dd/yyyy)		-	(Agency Use Only)
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

Subcontractor's Name	Subcontractor's VID or HUB Certificate Number	*Texas Certified HUB? (Yes or No)		Total \$ Amount Paid This Reporting Period to Subcontractor	Total Contract \$ Amount Paid to Date to Subcontractor	Object Code (Agoncy Uro Only)
			\$-	\$-	\$.	
			\$-	\$-	\$.	
			\$-	\$-	\$.	
			\$-	\$-	\$-	
			\$-	\$-	\$-	