# STEPS IN COMPLETING A COMPLIANT HUB SUBCONTRACTING PLAN (HSP)

Texas Facilties Commission (TFC) strives to provide you with the most effective resource material to ensure that your HSP meets all the HUB rules.

First, you will need to determine what HSP method will best fit the commodity, project, and/or service requirements. Below are the 5 HSP Methods:

**Method 1- 100% HUB Participation**– means that all your subcontracting opportunities will be utilize with a HUB Vendor (s).

**Method 2- Mentor Protégé-** means that you will utilize the Mentor Protégé\* Agreement for the potential subcontracting opportunities.

\*The Mentor Protégé Program is a State of Texas Program that helps HUB vendors coordinate with and be mentored by a larger business. The Mentor Protégé Agreements are sponsored by state agencies and universities.

The mentor-protégé relationship is mutually beneficial since mentors can use their protégés to fulfill HUB subcontracting requirements when bidding on state contracts with expected values of \$100,000 or more. It is advantageous to build a partnership prior to a solicitation or contract award to establish confidence in performance.

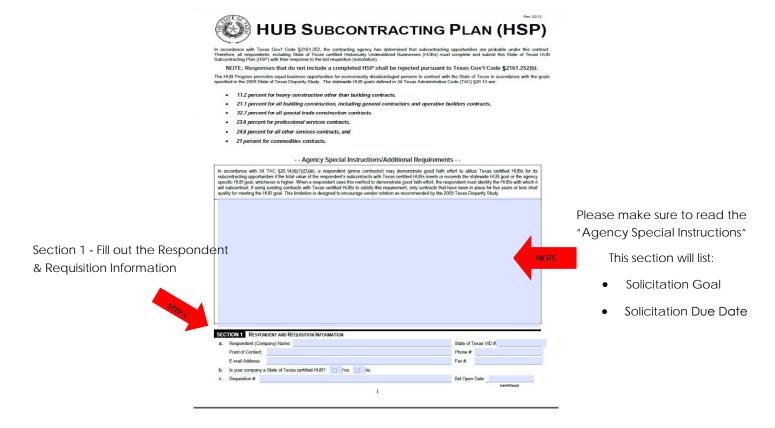
**Method 3- Meet the Goal-** means that you will meet the goal of the solicitation by utiliz-ing HUB participation. The goal of the solicitation will be listed in the "Agency Special Instructions" section.

**Method 4- Solicit-** means that you will solicit 3 HUBs per potential subcontracting opportunities, allowing for a minimum of seven (7) working days\* notification to potential HUB subcontractors and notification to two (2) minority chambers, business development centers or minority trade organizations.

**Method 5- Self-Perform-** means that you will not subcontract any portion of the contract and will fulfill all aspects of the contract with your own internal (W2) employees.

<sup>\*</sup>Seven (7) day notification period: does not include the first day of notification, the date the bid is due; state, national holidays or weekends.

### Method 1-100% HUB Participation HSP Example



Section 2 a. - Check Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the specific areas of work (i.e. division, trade, professional service, specialty) you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Check Yes

SECTION 2 SUBCONTRACTING INTENTIONS

Table to be appropriate box ("see not build identifies your subcontracting intertions:

1. Yes, I will be subcontracting portions of the contract, (if Yes, complete Item b, of this SECTION and continue to Item c of this SECTION.)

1. 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)

List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUBs).

Item #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u> in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	%	%	%

(Note: If you have more than lifteen subcontracting opportunities, a continuation sheet is available online at http://lwindow.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/

- Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.
- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- 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 continuous contract in place with for five (5) years or less meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".
  - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
  - No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

Enter you	ur company's name here: Requisition #.
SECTION	N 3 SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION
	appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the ent h its own resources.
- Yes	(if Yes, in the space provided below list the specific page(s)/section(s) of your proposal which explains how your company will perform the ent contract with its own equipment, supplies, malerials and/or employees.)
□ - No	(If No, in the space provided below explain how your company will perform the entire contract with its own equipment, supplies, materials and employees.)

Section 4 - Read & Sign the Affirmation

to by my signature below, Tahirm that Tahirah additionable representative of the respondent listed in Section 1, and that the into the submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical 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 option of the subcontractory large production of the subcontractory and exhost provident of the subcontractory and producting the provident price (he exhost producting proportion), they they exhost producting comportantly they they exhost producting comportantly and the respected percentage of the total contract that the subcontractory approximation proportion and the production of the contract of the production of th
- The respondent must submit monthly compliance report (Prime Contractor Progress Assessment Report PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progress/assessment/pt.ufs).
- 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 detarment 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.

Printed Name

Date

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

Rev. 02/12

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

Enter your company's name here:

MPORTANT: If you responded "Yes" to SECTION 2, items c or d of the completed HSP form, you must submit a completed 'HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, item b of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.kc.us/porcument/programbub.cbmrs/#URDsubcontracting/PantHatchment-Ado of

nber and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing

SECTION A-2 SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas cere.

H.U.B. and their V/D number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whe the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID # (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
	☐ - Yes ☐ - No		\$	%
	☐ - Yes ☐ - No		\$	%
	☐ - Yes ☐ - No		\$	%
	- Yes - No		s	%
	- Yes - No		\$	%
	-Yes -No		\$	%
	☐ - Yes ☐ - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		s	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		s	%
	-Yes -No		\$	%
	- Yes - No		\$	%
	☐ - Yes ☐ - No		\$	%
	- Yes - No		s	%
	- Yes - No		\$	%
	☐ - Yes ☐ - No		\$	%
	☐ - Yes ☐ - No		\$	%
	☐ - Yes ☐ - No		\$	%
	□-Yes □-No		s	%

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to <u>all</u> the subcontractors (HLBs and Non-HLBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its pinct of contact for the contract, the contract award number, the subcontractory seportunity the given subcontractory will perform the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

Page 1 of 1 (Attachment A)

HSP GFE Method A (Attachment A) - Complete this attachment for each subcontracting opportunity

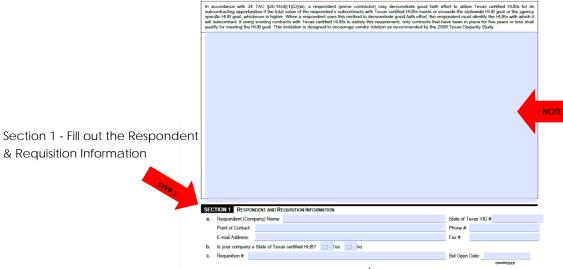
you will have.

### Method 2- Mentor Protégé HSP Example



- 21.1 percent for all building construction, including general contractors and operative builders contracts,
- 32.7 percent for all special trade construction contracts,
- 23.6 percent for professional services contracts,
   24.6 percent for all other services contracts, and
- 21 percent for commodities contracts.

- - Agency Special Instructions/Additional Requirements - -



Please make sure to read the "Agency Special Instructions"

This section will list:

- Solicitation Goal
- Solicitation Due Date

Section 2 a. - Check Yes, I will be subcontracting portions of the contract.

& Requisition Information

Section 2 b. - List all the specific areas of work (i.e. division, trade, professional service, specialty) you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Check Yes

- Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

   Yes, I will be subcontracting portions of the contract. (If Yes, complete item b, of this SECTION and continue to item c of this SECTION.)

   No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If No, continue to SECTION 3 and SECTION 4.)
- List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

		HL		Non-HUBs
Item #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
1		%	%	%
2		%	%	%
3		%	%	%
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6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	%	%	%

- Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.
- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to Item d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you have a <u>continuous contract</u> in place with for the (5) years or less meets or exceeds the HUB goal the contracting agency identified on page 1 in the <u>Sepron Special Individentified Montal Requirements</u>.
- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportung
- No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

Continuous Contract: Any existing writen agreement (including any removals that are exectived) between a prime contractor and a HJB vendor, where the HHB vendor provides it prime contracts with goods or series under the same contract for a specified period of time. The frequency for HHB vendor is stillated a paid during the term of the contract is relevant to whether the contract is considered contracts. To a rome contracts that an consensing or overlap or matter for different provides of time are considered for included al contracts random remeals or extensions to the original contract. In such situations the prime contractor and HLB vendor are entering three entered into Teal\*

Enter your company's name here:		Requisition #.
SECTIONS SELF PERFORMING JUSTIFICAT	ION (If you responded "No" to SECTION 2, Item a, you must o	omnlete this SECTION and continue to SE
	es whether your response/proposal contains an explanation de	A DO NOT A SECTION OF A SECURITION OF A SECURI
- Yes (If Yes, in the space provided below contract with its own equipment, supp	list the specific page(s)/section(s) of your proposal which lies, materials and/or employees.)	explains how your company will perform
<ul> <li>No (If No, in the space provided below employees.)</li> </ul>	explain how your company will perform the entire contract	with its own equipment, supplies, mater
SSOTIONAL ACCIDINATION		
	am an authorized representative of the respondent fisted in S	
As evidenced by my signature below, I affirm that documentation submitted with the HSP is true and  • The respondent will provide notice as soon a contract. The notice must specify at a minit subcontracting opportunity they (the subcont the total contract that the subcontracting opportunity they	correct. Respondent understands and agrees that, if <u>awarded is</u> is practical to all the subcontractors (HUBs and Non-HUBs) or mum the contracting agency's name and its point of contact actor) will perform, the approximate dollar value of the subcon ortunity represents. A copy of the notice required by this section	any portion of the requisition:  If their selection as a subcontractor for the  t for the contract, the contract award nu  tracting opportunity and the expected per
As evidenced by my signature below, I affirm that i documentation submitted with the HSP is true and .  • The respondent will provide notice as soon a contract. The notice must specify at a mini subcontracting opportunity they (the subcontractine that the subcontracting oppopint of contact that the subcontracting oppopint of contact for the contract no later than 1.  • The respondent must submit monthly comp compliance with the HSP, including the	correct. Respondent understands and agrees that, if awarded is is practical to all the subcontractors (HUBs and Non-HUBs) o must he contracting agency's name and its point of contact actor) will perform, the approximate dollar value of the subcon	any portion of the requisition:  their selection as a subcontractor for the for the contract, the contract award not tracing opportunity and the expected per normal also be provided to the contracting ort — PAR) to the contracting agency, v
As evidenced by my signature below, I affirm that i documentation submitted with the HSPs is true and	correct. Respondent understands and agrees that, <u>if awarded a</u> is practical to all the subcontractors (HUBs and Non-HUBs) or mum the contracting agency's name and its point of contractors (HUBs) and the protection of the subcon- trusting represents. A copy of the notice required by this section in (10) working days after the contract is awarded. Issues reports (Prime Contractor Progress assessment Repute as of and expenditures made to its subcontractors (HUB see of and expenditures made to the subcontractors (HUB see of see of subcontractors (HUB see of see of subcontractors (HUB see of see of subcontrac	any portion of the requisition:  If their selection as a subcontractor for the for the contract, the contract award in tracting opportunity and the expected per must also be provided to the contraction out – PAR) to the contracting agency, vi- Be and Non-HUBs). (The PAR is an HSP, including the Initing of additional o is modified without the contracting agency is modified without the contracting agent
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As evidenced by my signature below, I affirm that I documentation submitted with the HSPs is true and The respondent will provide notice as soon contents. The notice must specify at a min subcontracting opportunity they the subcort the total contract that the subcontracting opportunity they five subcort the total contract that the subcontracting opportunity the subcort the total contract the subcontracting opportunity monthly comp compliance with the HSP, including the third-livew windows state to substructurement. The respondent must seek approval from the subcontractions and the termination of a subapproval, respondent must seek approval from the subcontraction and the termination of a subapproval, respondent must upon request, allow the The respondent must, upon request, allow the	correct. Respondent understands and agrees that <u>if awarded is</u> as practical to all the subcontractors (HUBs and Non-HUBs) or mum the contracting agency's name and its point of contact actor) will perform, the approximate dollar value of the subcontrainty represents. A copy of the notice required by this section (10) working days after the contract is awarded. Since reports [Firm Contractor Progress Assessment Repuse of and expenditures made to its subcontractors (HU throndhubthub-Comistrororess-assessment), as contracting agency prior to making any modifications to its contractor the respondent identified in its HSP. If the HSP and all inforcement remedies available under the contract of contracting agency to perform on-site reviews of the compact or contracting agency to perform on-site reviews of the compact or contracting agency to perform on-site reviews of the compact	any portion of the requisition: If their selection as a subcontractor for the for the contract, the contract award in tracting opportunity and the expected per must also be provided to the contractin ort – PAR) to the contracting agency, vib as and Non-HUBs. (The PAR is a HSP, including the hiring of additional o is modified without the contracting age or otherwise available by law, up to and

Section 4 - Read & Sign

the Affirmation

If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

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

HSP GFE Method B (Attachment B) - Complete Section B-1, Section B-2, and B-4 only for each HUB Protégé subcontracting opportunity as applicable.

Enter your company's name here

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 B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.bc.us/procurement/prog/hub/hub/orms/HUBSubcontracting/PlanAttachment-B.doc

#### SECTION B-1 SUBCONTRACTING OPPORTUNITY

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

Item #:

### SECTION B-2 MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Prolégé Program, submitting its Prolégé (Prolégé must be a State of Texas certified IIIUI) as a subcontractor to perform the subcontract with a Texas certified HUB towards that specific portion of work.

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

- Yes (If Yes. to continue to SECTION B-4.)

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

#### SECTION 3-3 NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you <u>MUST</u> comply with items <u>a. b. c. and d.</u> thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs <u>and</u> minority or women trade organizations or development certiers about the subcontracting opportunity you latel to its CECTION B-1. Your notice should include the scope of own, information regarding the location to review plants and specifications, bonding and insurance requirements, required qualifications in siterity's contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB subcontracting Opportunity Notice form, which is also available online in this plantwar without subcontracting-plant visualized contacting opportunity.

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 appear, or including weelends, feetend or state holdsay, or day the seponds jo is declared closed by its security officer. The infall day the subcontracting opportunity notice is sentityprovided to the HUBs agill 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 B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at less time to report to the specified of 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 Certification Middles List (AMEL), and Historically Understützed Business (HUB) Search directory located at http://www.window.state.bc.us/procurementi/cmbl/cmbl/tmbl.html. HUB Status code 'A' signifies that the company is a Texas certified HUB.
- b. List the <u>free (3)</u> Texas certified HUBs you notified regarding the subcontracting opporturity 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 notice.

Company Name	VID#	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			- Yes - No
			□ - Yes □ - No
			- Yes - No
			- Yes - No

- c. Provids written notification of the subconfracting opportunity you listed in SECTION B-1 to <u>tan (2)</u> or more minority or women trade organizations or development centers in <u>Tansa</u> to assist in identifying potential HT&b by disservinating the subconfracting opportunity to their members/participants. Unless the contracting apperty apposled a different fine period, you must provide your subconfracting opportunity notice to minority or women basic organizations or development centers at least severe (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in encolving notices of abconfracting opportunities is available on the Statewide HUB Program's webpage at http://www.window.state.br.us/procurement/prog/flub/hmwb-links-1/.

Minority/Women Trade Organizations or Development Centers	Date Notice Sent (mmiddlyyyy)	Was the Notice Accept	ted?
		Yes No	,
		☐ - Yes ☐ - No	

Page 1 of 2 (Attachment B)

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

Enter your company's name here:	Requisition	1#:

#### SECTION B-4 SUBCONTRACTOR SELECTION

- Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page Item #: Description:
- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate older 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 HUB	VID # (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
	🗌 - Yes 🔲 - No		\$	%
	☐ - Yes ☐ - No		\$	%
	□ - Yes □ - No		\$	%
	□ - Yes □ - No		\$	%
	Yes No		\$	%
	□ - Yes □ - No		\$	%
	□ - Yes □ - No		\$	%
	- Yes - No		\$	%
	□ - Yes □ - No		\$	%
	□ - Yes □ - No		\$	%

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is <u>not</u> a Texas certified HUB, provide <u>written</u>

justification for your selection process (under add	1-9	

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to <u>all</u> the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting appears of some and its point of contact for the contract, the contract award number, the subcontracting opportunity if (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 notion required by this section must also be provided to the contracting agency's point of contact for the contract no later than ton (10) working days after the contract is available.

# Method 3- Meet the Goal HSP Example



Please make sure to read the "Agency Special Instructions"

This section will list:

- Solicitation Goal
- Solicitation Due Date

Section 2 a. - Check Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the specific areas of work (i.e. division, trade, professional service, specialty) you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Yes

SECTION 2 SUBCONTRACTING INTENTIO

- Check the appropriate box (Yes or No) that identifies your subcontracting intentions.

   Yes, I will be subcontracting portions of the contract, (if Yes, complete item b, of this SECTION and continue to item c of this SECTION.)

   No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (if No, continual SECTION.)

Item #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
1		%	%	%
2		%	%	%
3		%	%	%
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6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	%	%	%

- Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.
- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to Item d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you have a continuous contract" in place with for five (5) years or less meets or exceeds the HUB goal the contracting age page 1 in the "Agency Special Instructions/Additional Requirements".
- No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

Enter you	ur company's name here:	Requisition #:
SECTION	N 3 SELF PERFORMING JUSTIFICATION (If you responded "No" to SEC	TION 2, Item a, you must complete this SECTION and continue to SECTION 4.
	appropriate box (Yes or No) that indicates whether your response/proposal hits own resources.	contains an explanation demonstrating how your company will fulfill the entire
- Yes	<ul> <li>(If Yes, in the space provided below list the specific page(s)/section( contract with its own equipment, supplies, materials and/or employees.)</li> </ul>	s) of your proposal which explains how your company will perform the entire
□ - No	(If No, in the space provided below explain how your company will pemployees.)	erform the entire contract with its own equipment, supplies, materials and/
	4 AFFIRMATION	
s evidence		
evidence locumentat     The recontrations subcontration the tot	ed by my signature below, I affirm that I am an authorized representative of tion submitted with the HSP is true and correct. Respondent understands are espondent will provide notice as soon as practical to all the subcontractors ct. The notice must specify at a minimum the contracting agency's nam intracting opportunity they (the subcontractor) will perform, the approximate tracting opportunity they (the subcontractor) will perform, the approximate the substance of the s	(HUBs and Non-HUBs) of their selection as a subcontractor for the awards e and its point of contact for the contract, the contract award number, the document of the subcontracting opportunity and the expected percentage tice required by this section must also be provided to the contracting agency
The recontral subcording to the tot point of the recompliant of the r	and by my signature below, I affirm that I am an authorized representative of tion submitted with the HSP is thu and correct. Respondent understands as sepondent will provide notice as soon as practical to all the subcontractors text. The notice must specify at a minimum the contracting agency's name intensing apportunity they the subcontractory with perform, the approximate at contract the subcontracting opportunity represents. A copy of the not of contact for the contract on their than text (10) working days after the court of contact for the contract on the contracting opportunities reported in the contractor of the sepondent must submit monthly compliance reports (Primer Contractor P	d agrees that, if awarded any portion of the requisition:  (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded are and its point of contact for the contract, the contract award number, if dollar value of the subcontracting opportunity and the expected percentage tice required by this section must also be provided to the contracting agency, cit is awarded.  orgerss Assessment Report – PAR) to the contracting agency, verifying it is subcontractors (HUBs and Non-HUBs). (The PAR is available)
The recombination of the total point of the recombination of the total point of the recombination of the recombination of the results of	and by my signature below, I affirm that I am an authorized representative of ton submitted with the HSP is the and correct. Respondent understands a segondent will provide notice as soon as producid to all the subcontractors. It is notice must specify at a minimum the contracting approximative by the subcontractory disperdiment that specify at a minimum the contracting approximative approximate tall contract that the subcontracting opportunity represents. A copy of the not contract for the contract on leaf them the (10) working days after the contribution of contract or the contract on leaf them the (10) working days after the contribution of the contraction approximation and the contraction and the co	d agrees that, if awarded any portion of the requisition:  (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded are and its point of contact for the contract, the contract award number, if dollar value of the subcontracting opportunity and the expected percentage tice required by this section must also be provided to the contracting agency, cit is awarded.  orgerss Assessment Report – PAR) to the contracting agency, verifying it is subcontractors (HUBs and Non-HUBs). (The PAR is available)

Sten 5

Section 4 - Read & Sign

the Affirmation

Signature Printed Name Tifle Date

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

If you responded 'No' SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you isted in SECTION 2, Item b.

3

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

Rev. 02/12

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

IMPORTANT: If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for gacth of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.bc.uisprocurement/prog/hub/hub-forms/HUBSubcontracting/PlanAttachment-A.doc

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.

Item#: Description:

SECTION A-2 SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certif 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 Texas certified HUB.

Company Name	Texas certified HUB	VID # (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	☐ - Yes ☐ - No		s	%
	- Yes - No		\$	%
	- Yes - No		s	%
	Yes No		\$	%
	-Yes -No		s	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	☐ - Yes ☐ - No		s	%
	- Yes - No		\$	%
	- Yes - No		s	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		s	%
	- Yes - No		s	%
	□-Yes □-No		s	%
	-Yes -No		\$	%
	-Yes -No		\$	%
	-Yes -No		\$	%
	□-Yes □-No		\$	%
	□ - Yes □ - No		\$	%
	□-Yes □-No		\$	%

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HLBs and Nort-HLBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontractory opportunity by eye (HLBs) and Nort-HLBs) of their selection as a subcontractor. The notice must specify at a minimum the approximate dollar value of the subcontracting opportunity by expenses. The subcontracting opportunity by expenses is a copy of the notice required by this section must also be provided to the contracting agency's point of confact for the contract on staff than ten (10) working days after the contract is amended.

this attachment for each subcontracting opportunity you will have.

A) - Complete

HSP GFE Method A (Attachment

## Method 4- Solicit HSP Example

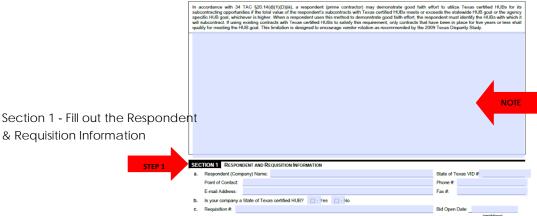


de \$2161.052, the contracting agency has determined that subcontracting opportunities are probable under this contract. (Salte of Texas certified Historically Underutizized Businesses (HUBs) must complete and submit this State of Texas HUB response to the thic equisation (solicitation).

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 acc 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,
- 32.7 percent for all special trade construction contracts,
- 23.6 percent for professional services contracts. 24.6 percent for all other services contracts, and
- 21 percent for commodities contracts.

Agency Special Instructions/Additional	Requirements
--	--------------



Please make sure to read the "Agency Special Instructions"

This section will list:

- Solicitation Goal
- Solicitation Due Date

Section 2 a. - Check Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the specific areas of work (i.e. division, trade, professional service, specialty) you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified

HUB vendors.

& Requisition Information

SECTION 2 SUBCONTRACTING INTENTION

Enter your company's name here

Yes, I will be subcontracting portions of the contract. (If Yes, complete item b, of this SECTION and continue to item
 No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own rea and SECTION 4.)

ltem #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	%	%	%

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

- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.) - No (If No, continue to Item d, of this SECTION.)

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>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/Additional Requirements</u>".

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

Section 2 d. - Check No

Section 2 c. - Check No

\*Continuous Context: Any existing writen agreement finduling any reconsist that are exercised between a prine contactor and a HUB vendor, where the HUB vendor provides prine contexts with pooks or service under the same context for a specified period of time. The financing the HUB vendor is sufficient or good during the serie of the context in relevant to whether the contracts considered continuous. Then or men contexts that non-contenting or early on another for different portions of time are exceeded and included contracts rather than remember or extensions to the original contract. In such stantons the prime contractor and HUB vendor are entering fluor entered into "ever" contract.

	ir company's name here:		Requisition #:	
около				
SECTION		ATION (If you responded "No" to SECTION 2, Iter		
	ippropriate box (Yes or No) that indica hits own resources.	ates whether your response/proposal contains a	n explanation demonstrating how your	r company will fulfill the enti
- Yes	(If Yes, in the space provided belo- contract with its own equipment, sup-	w list the specific page(s)/section(s) of your poplies, materials and/or employees.)	proposal which explains how your cor	mpany will perform the ent
□ - No	(If No, in the space provided below employees.)	w explain how your company will perform the	entire contract with its own equipmen	nt, supplies, materials and/
As evidence		t I am an authorized representative of the respon		
As evidence documentat • The re contra subco	d by my signature below, I affirm that ion submitted with the HSP is true and espondent will provide notice as soon ct. The notice must specify at a mir ntracting opportunity they (the subcon	d correct. Respondent understands and agrees the as practical to all the subcontractors (HUBs an imum the contracting agency's name and its in tractor) will perform, the approximate dollar value	nat, if awarded any portion of the requi d Non-HUBs) of their selection as a s point of contact for the contract, the e of the subcontracting opportunity an	sition: subcontractor for the award contract award number, t d the expected percentage
The recontral subcountry     the tot point of     The recompli	nd by my signature below, I affirm that ion submitted with the HSP is true and espondent will provide notice as soon of the notice must specify at a min- ntracting opportunity they (the subcord all contract that the subcontracting of contact for the contract no later than espondent must submit monthly com innice with the HSP, including the	t correct. Respondent understands and agrees the as practical to all the subcontractors (HUBs as an immum the contracting agency's name and its tractor) will perform, the approximate dollar value tractor will perform, the approximate dollar value to the (10) working days after the contract is aware plance reports (Prime Contractor Progress As use of and expenditures made to its subco- use of and expenditures made to its subco-	nat, if awarded any portion of the requi- d Non-HUBs) of their selection as a so- point of contact for the contract, the of the subcontracting opportunity and d by this section must also be provide ded.  sessment Report – PAR) to the con- ontractors (HUBs and Non-HUBs).	sition: ubcontractor for the award contract award number, t d the expected percentage ad to the contracting agency stracting agency, verifying
As evidenced documental     The recontral subcotte tot point of the t	In dispurity of the state of th	d correct. Respondent understands and agrees the as practical to all the subcontractors (HUBs an initium the contracting agency's name and its tractor) will perform, the approximate dollar value portunity represents. A copy of the notice require ten (10) working days after the contract is aware plance reports (Prime Contractor Progress As	nat, if awarded any portion of the requi- ion of their selection as a so- point of contact for the contract, the e of the subcontracting opportunity and by this section must also be provide led. seasment Report – PAR) to the con- portunity of the con- tractions (HUBs and Non-HUBs). Int. ASI). If it is the production of the con- fications to its HSP, including the hip. If the HSP is modified without the	sition: ubcontractor for the award contract award number, if the expected percentage ad to the contracting agency thracting agency, verifying (The PAR is available ring of additional or differe e contracting agency's pr
As evidence documental  The recontra subco the tot point of the recomplination.  The recomplination of the subcorder approvide barn  The recomplination of the results of the results of the results of the recomplination.	In district the second of contact that the second of contact that second of contact the second of contact the second of contact of the second of the sec	or corect. Respondent understands and agrees 8 es practical to all the subcontractors (HUBs an immum the contracting agency's name and its particulor) will perform, the approximate dollar value ten (10) working days after the contract is aware ten (10) working days after the contract is aware use of and expenditures made to its subcounterconfurching. Homestorects assessment he contracting agency prior to making any mode too the contracting agency prior to making any mode tootheator the respondent identified in its 145	nat, if awarded any portion of the required in Non-HUBs) of their selection as a sound of contact for the contract, the of the subcontracting opportunity and by this section must also be provide led.  seasonent Report – PAR) to the contraction (HUBs and Non-HUBs). This indicates the HUBs in th	ubcontractor for the award contract award number, if the expected percentage of the expected percentage of to the contracting agency, verifying (The PAR is available ring of additional or differe e contracting agency's pripy law, up to and includi-
As evidence documental  The recontra subco the tot point of the recomplination.  The recomplination of the subcorder approvide barn  The recomplination of the results of the results of the results of the recomplination.	In district the second of contact that the second of contact that second of contact the second of contact the second of contact of the second of the sec	or corect. Respondent understands and agrees is as practical to all the subcontractors (HUBs an immum the contracting agency's name and its tractor) will perform, the approximate dollar value to the contracting agency's name and its ten (10) working days after the contract is aware ten (10) working days after the contract is aware use of and expenditures made to its subcontraction. If the contracting agency prior to making any mode decontractor the respondent identified in its 1% and all enforcement remedes available under the contracting agency to perform on-site review.	nat, if awarded any portion of the required in Non-HUBs) of their selection as a sound of contact for the contract, the of the subcontracting opportunity and by this section must also be provide led.  seasonent Report – PAR) to the contraction (HUBs and Non-HUBs). This indicates the HUBs in th	ubcontractor for the awar contract award number, d the expected percentage dt to the contracting agency entracting agency, verifying (The PAR is available ring of additional or differ e contracting agency's pri by law, up to and includ

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Section 4 - Read & Sign

the Affirmation

HSP GFE Method B (Attachment B) - Complete Section B-1, Section B-3b and B-3d, and B-4a, B-4b and B-4c only for each subcontracting opportunity as applicable.

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

Enter your company's name here:

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 B (Albachment B)' for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.bx.usprocurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment-B.doc

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.

Item #: Description

### SECTION B-2 MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Poologic Program, submitting its Problegic (Problegic must be a State of Texas certified II/U) as a specific portion to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

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

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

When completing this section you <u>MUST</u> comply with items <u>a</u>, <u>b</u>, <u>c</u> and <u>d</u>, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs <u>and</u> more your amount rade organizations or development centlers about the subcontracting opportunity you begin in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plants and specifications, bonding and insurance requirements, required qualifications in stelling is contact, begins the same of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online in this phylower windows state business your development of the programment of the programm

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 appear, or including weelends, feeded or state holding, or days the appear joi bedieved closed by its security officer. The infall day the subconstancing opportunity notice is sentiprovided to the HUBs agill 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 B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days, to respond to the notice prior to your substitling your bid response to the contracting agency. When searching for leas certified HUBs, ensure that you use the State of Feras Certalized Muster Bidders List (CML2), and Historically Understitled Business (HUB) Search directory located at http://www.window.state.tx.us/procurementi/cmbitrub.html. HUB Status code 'A' signifies that the company is at Feas 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 notice.

Company Name	VID#	Date Notice Sent (mmidd/yyyy)	Did the HUB Respond?	
			- Yes - No	
			- Yes - No	
			- Yes - No	
			- Yes - No	

- c. Provide written notification of the subconfracting opportunity you listed in SECTION B-1 to <u>two (?)</u> or more minority or women tade organizations or development centers in <u>Texas</u> to assist in identifying potential HUBs by disseminating the subconfracting opportunity to their members/participants. Unless the contracting appears psecified a different time period, you must provide your subconfracting opportunity notice to minority or women dead organizations or development centers at least seven (?) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in neceiving notices of subconfracting opportunities is available on the Statewide HUB Program's webpage at http://www.window.state.tr.us/procurement/prog/flub/imwb-links-1/
- d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Trade Organizations or Development Centers	Date Notice Sent (mmldd/yyyy)	Was the Notice Accepted?
		□ - Yes □ - No
		Yes No

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

Enter your company's name here

#### SECTION B-4 SUBCONTRACTOR SELECTION

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page
- List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certifier 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 Texas certified HUB.

Company Name	Texas certified HUB	VID # (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
	☐ - Yes ☐ - No		s	%
	Yes No		\$	%
	□ - Yes □ - No		\$	%
	Yes No		\$	%
	- Yes - No		\$	%
	□ - Yes □ - No		\$	%
	□ - Yes □ - No		\$	%
	- Yes - No		s	%
	- Yes - No		\$	%
	□-Yes □-No		s	%

C.	If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB,	provide writte
	justification for your selection process (attach additional page if necessary):	

justifica	ation for your selection proce	ess (attach additional page if ne	ecessary):	sted in SECTION B-1 is <u>not</u> a Texas	s certified HOB, provide v

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to <u>all</u> the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract ward number, the subcontracting approximally at (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the but accriteract that the subcontracting opportunity represents. A copy of the notion required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract as warder.

## Method 5- Self-Perform HSP Example



### HUB SUBCONTRACTING PLAN (HSP)

ordance with Texas GoV1 Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract, tire, all respondents, including State of Texas certified Historically Underdificed Businesses (HJBs) must complete and submit this State of Texas HJB including Hint (HSV) with their response to the bid requisition (solicitation.)

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b). The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in ac specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- - Agency Special Instructions/Additional Requirements - -

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders contracts.
- 32.7 percent for all special trade construction contracts,
- 23.6 percent for professional services contracts. 24.6 percent for all other services contracts, and
- 21 percent for commodities contracts.

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subconfracting opportunities if the blul value of the respondent subcontracts with Texas certified HUBs most or exceeds the statewise HUB gain of the agency specific HUB gain, whichever is higher. When a respondent uses this method to demonstrate good dath effort, the respondent must before the supervision of subcontract. It using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vender rotation are recommended by the 2007 traus Dispanity 50 traus 50 trau	
	PI
	" <i>[</i>
NOTE	

Section 1 - Fill out the Respondent & Requisition Information

- SECTION 1 RESPONDENT AND REQUISITION INFORMATION E-mail Address: Fax #: b. Is your company a State of Texas certified HUB? \_\_\_ - Yes \_\_\_ - No
- c. Requisition #:

You will not be subcontracting any portion of the contract, and I will

Section 2 a. - Check No.

be fulfilling the entire contract with my own resources

SECTION 2 SUBCONTRACTING INTENTION

After dividing the contract work into reasonable lots or portions to the work to be performed under the proposed contract, including all po-including goods and services, will be subcontracted. Note: In accord-contractor to work, to supply commodities, or to contribute toward comp

- Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

  Yas, I will be subcontracting portions of the context, (if Yas, complete litem 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, continual SECTION.4)

		HUBs		Non-HUBs
Item #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
		0.6		

- c. Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
  - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportun  $\square$  - No (If No, continue to Item d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you 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 "Agency Special Instructions/Additional Requirements."
  - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

lease make sure to read the Agency Special Instructions"

This section will list:

- Solicitation Goal
- Solicitation Due Date

Section 3- Provide a Enter your company's name here: Requisition #: Self Performing SECTION 3 SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) Justification Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources. Yes (If Yes, 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 No, in the space provided below explain how your company will perform the entire contract with its own equipment, supplies, materials and/or employees) Step 3 Section 4 - Read & Sign the Affirmation SECTION 4 AFFIRMATION As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition: • The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract, the contract award number, the subcontractory or perform, the approximate dollar value of the subcontracting opportunity they (the subcontractory will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity presents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded. The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the 1PsP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at http://www.window.state.tx.us/procument/programbub\_of-oms/progress.sessessment/px.sess.sessment/px.sess.sess.sessment/px.sess.sess.sess.net/px.sess.sess.sess.net/px.sess.sess.sess.net/px.sess.sess.net/p The respondent must seek approvide from the contracting apency price 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 approvid, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including determinant 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. Step 4 Printed Name REMINDER: > If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you loted in SECTION 2, Item b. If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.