

HUB Subcontracting Plan ✓ Checklist for Prime Vendors

This applies to HUB and Non-HUB Prime vendors!!

This HUB Subcontracting Plan (HSP) checklist is intended to assist responding vendors in making sure they include *all* complete required documentation to meet Good Faith Effort requirements under Texas Government Code §2161 and Texas Administrative Code Rule §20.14. **Failure to perform any of the listed requirements, including providing written documentation with your proposal, may result in disqualification of the respondents' HSP.** If your HSP fails to meet all required areas of Good Faith Effort, your entire response may not proceed to the Technical Review stage. If you have any questions, you may contact the OAG HUB Coordinator at: 512-475-4411.

If you will be subcontracting any portion of the work of this contract you must:

Note: In accordance with 34 TAC §20.12., a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. (Anyone paid as a "1099" is considered a subcontractor).

Section 2 of the HUB Subcontracting Plan

- Identify each area to be subcontracted by NIGP code (National Institute of Government Purchasing) and a short word description. NIGP code information may be found at the following link: http://www2.cpa.state.tx.us/com_book/index.html
- Include a page 2 for each subcontracting area and perform Good Faith Effort Steps for each one.

Section 6 Of the HUB Subcontracting Plan

- Notify, **at a minimum**, 3 State of Texas certified HUBs ('A'=Active status) for each of the subcontracting opportunities you identified in Section 2. Include sufficient information in your notification of required bonding, insurance, certifications, licenses, experience levels or the location of the project, etc. Each area to be subcontracted must be listed on page 1 Section 2 and page 2 Section 3.
- Make sure that the HUB vendors that you notify are able to provide the goods/services required in your notification. **Call them** before you fax or e-mail the notification of a subcontracting opportunity in case the e-mail address, fax number or contact person has changed. *If you mention a strategic partner or teaming partner in your Response to the Scope of Work, make sure you have conducted a Good Faith effort to do business with 3 State of Texas certified HUBs under the appropriate NIGP code for that product or service. There should be a corresponding page 2 for this subcontract.*
- Make notification, *at a minimum*, **5 business days prior** to date of bid close.

Section 7 of the HUB Subcontracting Plan

- Identify HUBs notified for each subcontracting opportunity, their VID#, and date of notification.
- Include documentation of your notification for each area to be subcontracted such as phone logs, fax or e-mail copies.
- Identify the minority chamber of commerce, minority business council or other minority organizations of the subcontracting opportunities identified in Section 2 of the HSP giving them no less than 5 business days prior to bid close. Include copies of your notification with your documentation. <http://www.cpa.state.tx.us/procurement/prog/hub/mwb-links-1/>

Section 8 of the HUB Subcontracting Plan

- Identify the selected HUB subcontractor(s) and an estimated value of the subcontract by percentage and dollar amount.
- If a Non-HUB subcontractor has been selected, give a detailed justification of your selection process and how the Non-HUB gave a "best value".
- Sign and date the HSP Section 10.

If you will be performing the entire contract with your own internal W2 employees, you must:

- Complete Section 1 and Section 2, check “NO”.
- Page 3 **Section 9**-provide a detailed explanation of your company’s internal capabilities to perform the *entire scope of work* without using contract labor (compensated via IRS 1099 form) or identify the pages in your proposal which demonstrate how your company will perform the entire contract with its’ own equipment, supplies, materials and/or W2 employees.
- Sign and date the HSP Section 10.

Failure to perform any of the listed requirements, including providing written documentation with your proposal, may result in disqualification of the respondents’ HSP.