



HUB SUBCONTRACTING PLAN (HSP)

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

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to 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 State of Texas Disparity Study. The HUB goals defined in 1 TAC §20.13 are: *11.9 percent for heavy construction other than building contracts, 26.1 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade construction contracts, 20 percent for professional services contracts, 33 percent for all other services contracts, and 12.6 percent for commodities contracts.*

- - Agency Special Instructions/Additional Requirements - -

All responding vendors (HUB and Non-HUB) shall submit a completed HUB Subcontracting Plan (HSP) to be considered responsive (pages 1 and 2).

Failure to submit a completed HSP shall result in the bid, proposal or other expression of interest to be considered NON-responsive.

Respondents who intend to complete the scope of work entirely with their own W2 resources shall submit a Self-Performance HSP (pages 1 and 3).

HUB Subcontracting Plan (HSP) resources:

OAG HUB Program website (HUB Subcontracting Form and FAQs): www.oag.state.tx.us/agency/hub.shtml

OAG HUB Coordinator: 512-475-4411 or mindy.cohen@oag.state.tx.us

Texas Procurement and Support Services HSP Training Video: <http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: State of Texas FEIN #: _____
 Phone #: _____
 Point of Contact: _____ Email: _____
- b. Is your company a State of Texas certified HUB? - Yes - No
- c. Solicitation #: _____

SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 1 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. Check the appropriate box that identifies your subcontracting intentions:

- Yes, I will be subcontracting portion(s) of the contract.
 (If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.
 (If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
(#1) -	(#11) -
(#2) -	(#12) -
(#3) -	(#13) -
(#4) -	(#14) -
(#5) -	(#15) -
(#6) -	(#16) -
(#7) -	(#17) -
(#8) -	(#18) -
(#9) -	(#19) -
#10) -	(#20) -

*If you have more than twenty subcontracting opportunities, a continuation page is available at <http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

Enter your company's name here: _____ Solicitation #: _____

IMPORTANT: You must complete a copy of this page for each of the subcontracting opportunities you listed in SECTION 2. You may photocopy this page or download copies at <http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

SECTION 3 - SUBCONTRACTING OPPORTUNITY

Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.
 Line Item # _____ Description: _____

SECTION 4 - MENTOR-PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting their Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the portion of work (subcontracting opportunity) listed in SECTION 3, constitutes a good faith effort towards that specific portion of work. Will you be subcontracting the portion of work listed in SECTION 3 to your Protégé?

- Yes (If Yes, complete SECTION 8 and 10.) - No / Not Applicable (If No or Not Applicable, go to SECTION 5.)

SECTION 5 - PROFESSIONAL SERVICES CONTRACTS ONLY

This section applies to Professional Services Contracts only. All other contracts go to SECTION 6.

Does your HSP contain subcontracting of 20% or more with HUB(s)?
 - Yes (If Yes, complete SECTION 8 and 10.) - No / Not Applicable (If No or Not Applicable, go to SECTION 6.)

In accordance with Gov't Code §2254.004, "Professional Services" means services: (A) within the scope of the practice, as defined by state law of accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; or professional nursing; or (B) provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant; an architect; a landscape architect; a land surveyor; a physician, including a surgeon; an optometrist; a professional engineer; a state certified or state licensed real estate appraiser; or a registered nurse.

SECTION 6 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

Complying with a, b and c of this section constitutes Good Faith Effort towards the portion of work listed in SECTION 3. After performing the requirements of this section, complete SECTION 7, 8 and 10.

- a. Provide written notification of the subcontracting opportunity listed in SECTION 3 to **three (3)** or more HUBs. Use the State of Texas' Centralized Master Bidders List (CMBL), found at <http://www2.cpa.state.tx.us/cmb/hubonly.html>, to identify available HUBs. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- b. Provide written notification of the subcontracting opportunity listed in SECTION 3 to a minority or women trade organization or development center to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. A list of trade organizations and development centers may be accessed at <http://www.cpa.state.tx.us/procurement/prog/hub/mwb-links-1/> **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**
- c. Written notifications should include the scope of the work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. Unless the contracting agency has specified a different time period, you must allow the HUBs **no less than five (5) working days** from their receipt of notice to respond, **and** provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than **five (5) working days** prior to the submission of your response to the contracting agency.

SECTION 7 - HUB FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY

List **three (3)** State of Texas certified HUBs you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number, date you provided notice, and if you received a response. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**

Company Name	FEIN #	Notice Date (mm/dd/yyyy)	Was Response Received?
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

SECTION 8 - SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a Texas certified HUB.

Company Name	FEIN #	Expected % of Contract	Approximate Dollar Amount	Texas Certified HUB?
_____	_____	____%	____\$	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	____%	____\$	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*

*If the subcontractor(s) you selected is not a Texas certified HUB, provide written justification of your selection process below:

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.

HUB Subcontracting Plan (HSP) Frequently Asked Questions and Common Errors

Frequently Asked Questions

What is a Vendor Identification (VID) Number and where can I get one?

- A VID number is issued by the Comptroller's office to every vendor who does business with the state of Texas. Typically, the unique VID number is based on your business's federal Employer Identification Number (EIN).
- If you have not done business with the state before and do not have a VID, please provide your EIN in areas that ask for the VID.
- If you do not have an EIN number, please contact the IRS and apply for one by telephone at (800) 829-4933 or online at <https://sa2.www4.irs.gov/modiein/individual/index.jsp>.

My business is certified as a Historically Underutilized Business (HUB). Must I complete the HSP?

- **Yes.** Certification as a HUB does not exclude HUBs from responding to solicitations as prime contractors and therefore does not exempt a HUB-certified business from completing the HSP and making a good faith effort to contact other HUBs to notify them of subcontracting opportunities.

I am not subcontracting. Do I have to complete the HSP?

- **Yes.** All respondents must complete the HSP. If you will not be subcontracting, complete only the necessary sections, including Section Nine, which asks for a detailed explanation of how you will meet contract expectations using your own resources.

I am a manufacturer and have several distributors that are HUB certified and some that are not. How do I reflect this in the HSP?

- If you do not have a Mentor/Protégé agreement with your HUB distributors, you must still make a good faith effort to contact three HUBs to notify them of subcontracting opportunities as required in Section Six of the HSP. The HUB vendors you contact can be HUBs that you currently use to distribute your goods.
- List all distributors you may use in Section Eight of the HSP. If the list exceeds two, include an attachment in the same format that continues the list.
- For all non-HUB distributors, provide written justification of your selection process as requested in Section Eight.

Are there detailed instructions on how to complete the HSP?

- **Yes.** You can view detailed instructions on how to complete the HSP:
- <http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

What do I do if I select a Non-HUB vendor, will my response be disqualified?

- **No.** Your response will not be disqualified, but you must include a detailed written justification of your selection process with your HUB Subcontracting Plan.

Common Errors

Incomplete/Missing VID numbers

Ensure that you include your VID number in Section One of the HSP. If you have not done business with the state before and do not have a VID, please provide your EIN in areas that ask for the VID. See IRS contact information above for EIN numbers.

Affirmations provided in lieu of descriptive language in Section Nine of the HSP

It is not sufficient to simply affirm that you will complete the contractual obligations using your own resources. You must describe how you will do this using your own equipment, supplies, materials and/or employees.

Failure to make good faith effort

- You must contact at least three HUBs per subcontracting opportunity and submit notification to a minority chamber, or business council. You are required to document that HUB vendors and councils were contacted and submit the supporting documentation with your HSP. This documentation can include phone logs, e-mails, faxes, etc.
- A minimum of 5 business day notification prior to bid close must be given.

Vendor submits an HSP with one subcontracting area mentioned in the HSP, but in the Executive Summary, there's a list of subcontractors, other "partners, or strategic partners" mentioned there. These areas were NOT included in the HSP and no Good Faith Effort notification performed.

Notification period is just short of 5 day minimum, or includes weekend days.

No justification statement detailing why a Non-HUB subcontractor is selected over other responsive HUBs.

No HSP included at all

Material failure to comply with advertised specifications and your response will NOT go to Technical Review Team.

Texas Minority Chambers of Commerce and Minority Business Councils

Tri-County Black Chamber of Commerce

P.O. Box 88376
Houston, Texas 77288
Phone: (832) 875-3977
Fax: (713) 839-7329
leondria@tricityblackchamber.org

American Indian Chamber

P.O. Box 163047
Fort Worth, Texas 76161
Phone: (817) 429-2323
Fax: (817) 451-3575
www.aicct.com/
Tosawi Marshall
tmarshall@aicct.com

South Central Supplier Diversity Council

Jennifer Mort
Jennifer@smsdc.org
Phone: (210) 525-7925
Eva Leos
eva@smsdc.org
Phone: (512) 386-8766
Fax: (512) 386-8988
www.smsdc.org/

Texas Association of HUBs

P.O. Box 684726
Austin, Texas 78768-4726
Phone: (512) 220-4293
Fax: (512) 832-6717
Roy Mata, President
rmata@tgsaustin.com
<http://www.texashubs.org/>

Women's Business Council – Southwest

2201 N. Collins, Suite 158
Arlington, Texas 76011
Phone: (817) 299-0566
Toll free: (866) 451-5997
Fax: (817) 299-0949
<http://www.wbcsouthwest.org>
Emilia Menthe, Erica Williams
ementhe@wbcsouthwest.org

Dallas Ft. Worth Minority Business Development Council

Andrew Nash
business@dfwmbc.com
Phone: (214) 630-0747
Fax: (214) 637-2241
www.dfwmbdc.com/

Houston Minority Business Council

Angela Freeman
Phone: (713) 271-7805
Fax: (713) 271-9770
Angela.freeman@hmbc.org
www.hmbc.org

Women's Business Enterprise Alliance

Susan Repka
srepka@wbea-texas.org
Phone: (713) 681-9232
Fax: (713) 681-9242

How to Search the HUB and CMBL Databases

Identifying HUB Subcontractors

To access these options, use the drop down menu located after the words “Output as” near the bottom of the search screen.

Detail List	User can select output fields from a menu. Default fields have been pre-selected, but can be customized
All Contact Information	Produces a list of complete contact information for each vendor, including address, phone, fax, contact name and business description
User Defined Output	Plain Text information for use with word processing programs, databases, etc to create labels, form letters, etc.

Identifying HUB Vendors

HUB vendors can be identified in a number of ways:

- By selecting the “HUBs on the CMBL” search option
- By selecting the “HUBs not on the CMBL” search option
- By selecting the “HUB Directory”

Commodity codes can be used to search both the “HUBs on the CMBL” and “HUBs not on the CMBL”. However, the “HUB Directory” search screen only allows a search by general categories.

Searching by Commodity Codes

The following table outlines procedures for locating HUB Vendors who are listed by commodity class and item codes. Lists of commodity codes can be found at the following links:

By NIGP Class: http://www.window.state.tx.us/procurement//com_book/index.html

Alphabetical listing: http://www.window.state.tx.us/procurement//com_book/alpha_index.html

Step	Action
1.	Select a search option. You may select either “HUBs on the CMBL” or “HUBs” not on the CMBL”.
2.	Select the desired output for the list
3.	Select the desired sort option for the list
4.	In the field labeled “Selection 1”, enter the appropriate class and item codes. You may enter up to three sets of codes for a consolidated list. NOTE: You may view the Commodity Code List by using either the “Class Code” or “Item Code” blue hot keys
5.	If you choose to limit the list by district, enter the district number. NOTE: You may view District information by using the “District” blue hot key
6.	If you choose to limit the list by County, City or Zip Code, enter the appropriate information. If you have already limited by district, this additional information is not necessary.
7.	Press the “Search” button in the bottom left hand corner of the screen

Searching the HUB Directory

<http://www.window.state.tx.us/procurement//cdbl/hubonly.html>

Vendors listed in this database are HUBs who are not on the CMBL, and are listed by general categories only. This database cannot be searched by using commodity codes.

Step	Action
1.	Use the blue hot key on the right side of the screen to access the “HUB Directory”
2.	Select the desired output for the list (from this screen you may choose “Detail List”, “All Contact Information”, “Mailing labels” or “as tab delimited”).
3.	Select the desired sort option for the list. (Sort options for this database differ from the CMBL. They include Name, City, Ethnicity/Gender and Status).
4.	Enter a category number in the “Categories” field. NOTE: To view a descriptive list of the category numbers use the “07, 08” blue hot keys
5.	If you choose to limit the list by County, City or Zip Code, enter the appropriate information. From this database, there is not option to limit the list by district.
6.	Press the “Submit Search” button in the bottom left hand corner of the screen.

Tips for Using the HUB Directory

The “HUB Only” search generates a more general list than the other searches. It requires that you scroll through the list in order to identify appropriate vendors or to do a key word search using “Control F”. Once a vendor is identified, you can view their complete information by using the vendor hot key from the on-line list.

Viewing Information by Vendor

In all databases, you may view complete individual vendor information by choosing, “All Contact Information” as the search output, then entering the specific vendor name or vendor ID number and submitting the search.

CMBL and HUB Codes

CMBL and HUB codes may be viewed on-line by clicking on the “HUB Status” and “Reason Off CMBL” hot keys. NOTE: Currently active vendors have a status of “A”.