

HISTORICALLY
UNDERUTILIZED
BUSINESS (HUB)
SUBCONTRACTING PLAN
(HSP) COMPLETION

UT System Administration Office of HUB Programs

HSP OPTION 4 – Will NOT Meet HUB Subcontracting Goal (Good Faith Effort Required)



Option 4 – Complete this Subcontracting HSP Option if:

- 1. Subcontracting opportunities will be performed by Texas-certified HUB vendors AND NON-HUB vendors, or only by Non-HUB vendors.
- 2. All HUB subcontracted work will NOT meet stated HUB participation percentage goal as defined in RFP.
- 3. Since the subcontracted work will NOT meet the stated HUB participation percentage goal, a Good Faith Effort (GFE) solicitation of HUB vendors will be required. These solicitations must allow up to seven (7) working days for HUBs to respond. All solicitations (including emails) must be included with your final HSP submittal to demonstrate GFE (ref: Section B-3 of the HSP form).

Note: When searching for Texas certified HUBs and verifying their HUB status, make sure that you use the State of Texas'

Centralized Master Bidders List (CMBL)* - Historically Underutilized Business (HUB) Directory Search located at https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do

~ If this Option is the right choice for your company, proceed to next page ~



** IMPORTANT **

Make sure to use the most current HSP!!

For the most current HSP go to:

UT System Administration HSP Option 4

Note: This is a fillable PDF which you must download or open in Adobe

Acrobat or DC in order to use the fillable function. Do not complete it
in the browser or in Google docs – you will not be able to save your work.

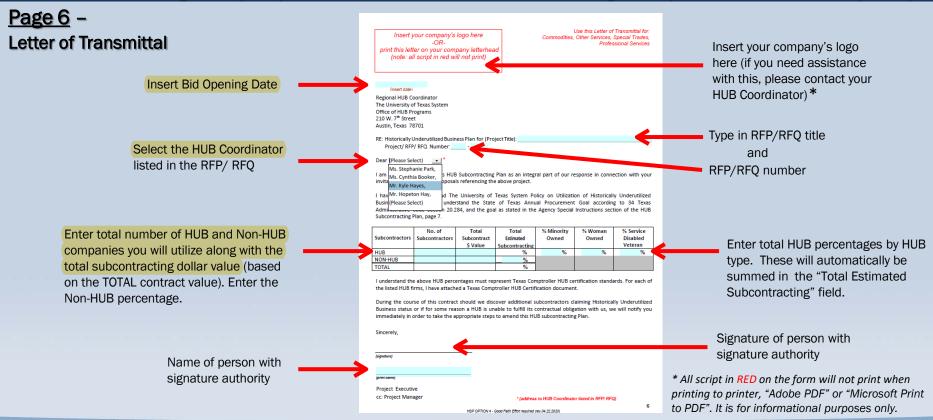


General Instructions

If your subcontracting opportunities will be performed using HUB and Non-HUB vendors, but will NOT meet the HUB percentage goal, complete the following:

- Letter of Transmittal (Page 6);
- Section 1 Respondent and Requisition Information (Page 7);
- Section 2a ✓ Yes, I will be subcontracting portions of the contract (Page 8);
- Section 2b List all the portions of work you will subcontract and indicate the percentage of the contract you expect to award to HUB vendors (Page 8 and the continuation sheet [Page 9] as needed);
- Section 2c ✓No, I will NOT be using only Texas certified HUBs to perform all the subcontracting opportunities listed (Page 8);
- Section 2d ✓ No, I will not meet or exceed the UT System HUB goal and will perform a Good Faith Effort to solicit HUB certified companies (Page 8);
- Section 4 Affirmation that all information submitted is true and correct (Page 10);
- <u>HSP GFE Method B (Attachment B)</u> Complete this attachment for each subcontracting opportunity listed in Section 2b (Pages 11-13).





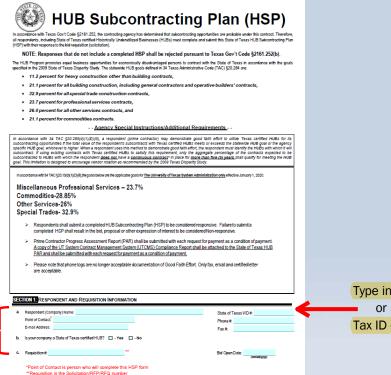


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Section 1: Respondent and Requisition Information



Note: Requisition Number is the RFP/ RFQ number and Bid Open Date is the date Proposal is due.



Type in VID# if Texas Corporation

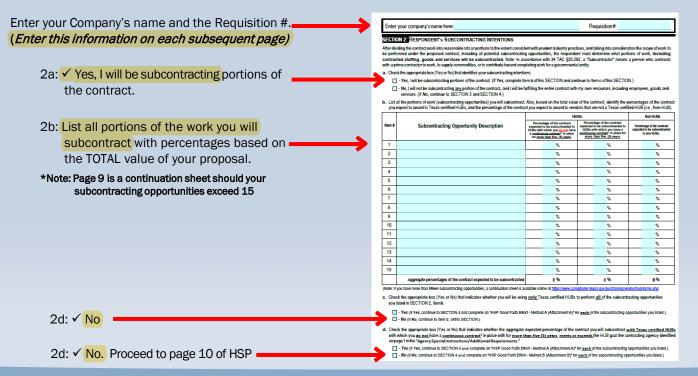
Tax ID # if no VID# assigned



HSP OPTION 4 - Good Faith Effort required (rev.04.22.2020)

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Section 2: Respondent's Subcontracting Intentions





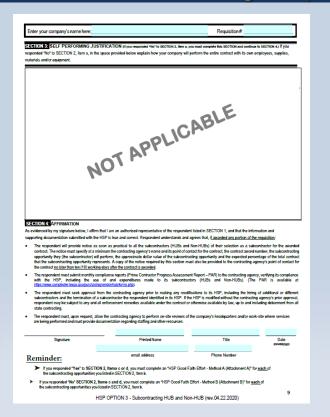
Page 10-

Section 3: Self Performing Justification

Not Applicable since your company will not be self-performing

Section 4: Affirmation

Read, sign and date to affirm the information you provided is true and correct. Fill in all blue fields

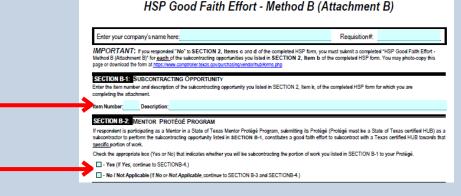




Page 11– HSP Good Faith Effort - Method B (Attachment B) Page 1

- B-1: List Item Number and description of subcontracting opportunity you listed on Page 8 (9),
- B-2: If you are using your HUB Protégé, mark Yes and continue to Section B-4.HSP Good Faith Effort Method B (Attachment B), Page 12

IF YOU MARK NO, CONTINUE TO SECTION B-3 and SECTION B-4 of Page 11



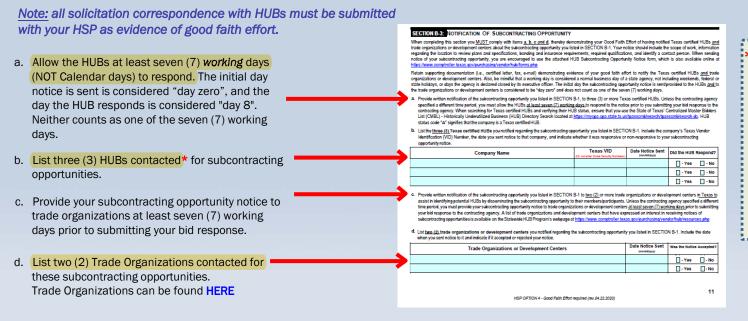
NOTE: a *Method B* sheet <u>must</u> be completed for EACH Subcontracting Opportunity. Supplemental Method B sheets can be found at: https://www.utsystem.edu/offices/historically-underutilized-business/hub-forms/hub-plan-templates-commodities-services-procurement



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HSP Good Faith Effort - Method B (Attachment B)

B-3: You must comply with Items a, b, c and d. You are encouraged to use the included Notification Form (Page 13).



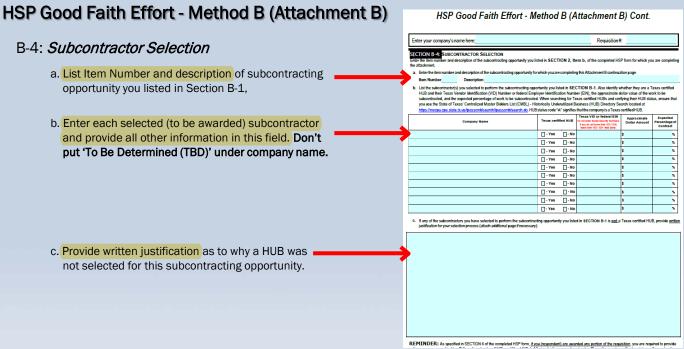
*<u>reminder:</u>
Use the <u>CMBL</u> to
find potential HUB

Subcontractors.

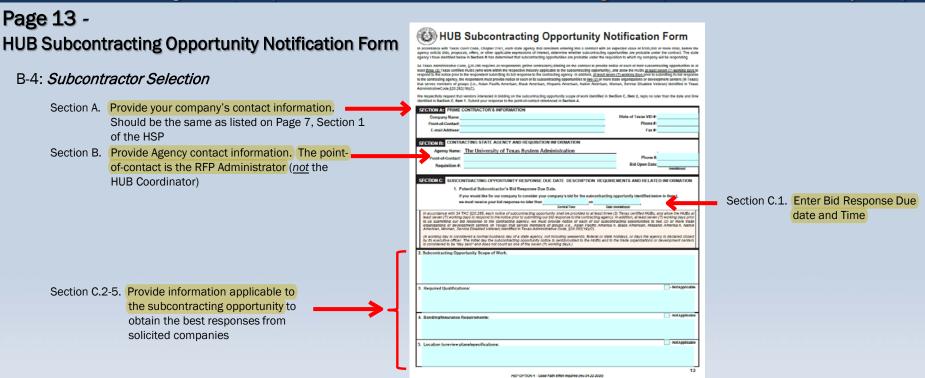
A guide on how to use the CMBL can be found here



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~Proceed to next page for HSP Submittal Instructions~



HSP Submittal Instructions

The only pages from the Option 4 form you will need to submit are:

- Exhibit H Cover Page
- Letter of Transmittal (Page 6)
- Section 1 (Page 7)
- Section 2 (Page 8 [and Page 9, if used])
- Sections 3 & 4 (Page 10)
- Method B [Attachment B]* (Page 11-13)

2. Delete all other pages of the form (Pages 2, 3, 4, 5, 9 [if not used], and 14)

For Printing Instructions, go to next page



^{*} a Method B is required for each subcontracting opportunity (listed in Section 2). Go here for additional Method B sheets. In addition to each Method B: attach the HUB certificate for each HUB vendor. The vendor can provide this to you.

HSP Submittal Instructions (cont.)

3. Print Options:

A. If "wet signature" (non-digital) signature is required in RFP, or desirable by vendor:

- 1) Print required pages (listed in step 1) to a physical printer
- 2) Have person with signature authority sign Letter of Transmittal and Section 4
- 3) Scan all required pages to PDF
- 4) Name the file in the following format: [CompanyName]_HSP_RF(P/Q)[RFP/Q Number]; e.g. WidgetCompany_HSP_RFP720-2000

B. If digital signature is optional in RFP and desirable by vendor:

- 1) Attach signature of person with signature authority to Letter of Transmittal and Section 4
- Print to "Adobe PDF" or "Microsoft Print to PDF"
- 3) Name the file in the following format: [CompanyName]_HSP_RF(P/Q)[RFP/Q Number]; e.g. WidgetCompany_HSP_RFP720-2000



HSP Submittal Instructions (cont.)

4. Submit your HSP

A. <u>For UT System Administration RFPs</u> - upload* your HSP according to the *Bonfire* portal instruction document provided with the RFP/RFQ.

*Important: Contact the <u>RFP Administrator</u> listed in the RFP/ RFQ (<u>not</u> the HUB Coordinator) regarding issues with uploading your document to the <u>Bonfire</u> portal.

B. For UT System Supply Chain Alliance RFPs - upload* your HSP according to the Supplier Management Portal instructions provided with the RFP/RFQ.

*Important: Contact the <u>RFP Administrator</u> listed in the RFP/ RFQ (<u>not</u> the HUB Coordinator) regarding issues with uploading your document to the <u>Supplier Management Portal</u>

HSP Submittal Process completed



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