



TEXAS A&M
UNIVERSITY

Historically Underutilized Business (HUB) Program

HUB Subcontracting Plan (HSP)

Completing the HSP Paperwork





Policy and Purpose

- It is the policy of the Texas Procurement and Support Services (TPASS) to encourage the use of Historically Underutilized Businesses (HUBs) by state agencies and to assist agencies in the implementation of the policy through race, ethnic and gender-neutral means.
- The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in state contracting...



HSP Requirement

- Texas A&M University (TAMU) will determine whether subcontracting opportunities are probable under the contract.
- The solicitation document shall state whether subcontracting opportunities are probable.
- If subcontracting opportunities are probable, respondent must complete an HSP.



HSP Requirement (continued)



- A submittal/proposal that does not include a completed HUB Subcontracting Plan shall be rejected due to a material failure to comply with advertised specifications in accordance with Texas Administrative Code (TAC) 20.36 (a).



Definition

Historically Underutilized Business (HUB)

- A business with its principal place of business in Texas in which the owners have a proportionate interest (**51% or more**) and demonstrate active participation in the control, operation and management of the business' affairs. HUB groups include the following:
 - American Women
 - Asian Pacific American
 - Black American
 - Hispanic American
 - Native American





Definition

Subcontractor

- A person/business who contracts with a vendor to work, supply commodities, or contribute toward completing work for a governmental entity.



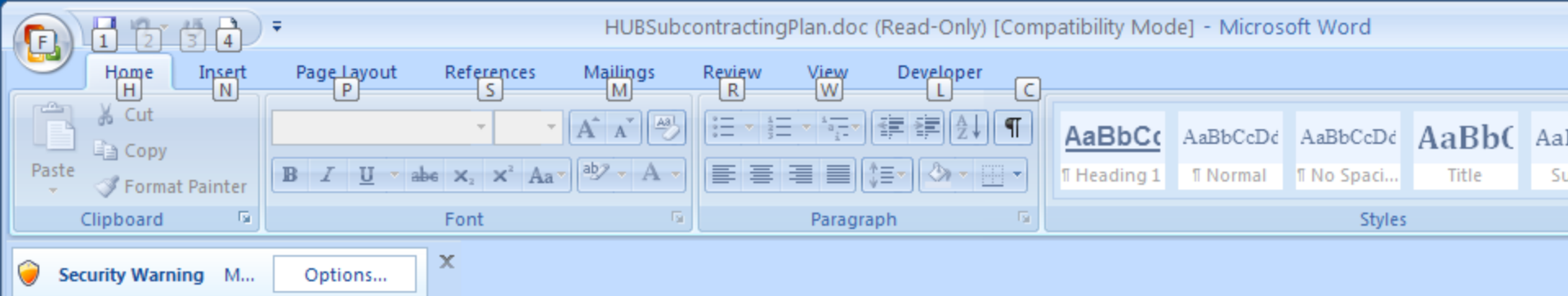
HUB Subcontracting Plan

HSP Form

- Respondents must use the prescribed State of Texas HSP Form
- HSP Form consists of 3 pages
- Website Address



<http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>



Security Warning M... Options... X



HUB SUBCONTRACTING PLAN (HSP)

In accordance with Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under the contract. 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.

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 34 TAC §20.13 are: **11.9 percent for heavy construction other than highway construction, 11.9 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade 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 - -

HSP Form

Section 1: Respondent and Solicitation Information

- Respondent must complete the following:
 - ✓ Respondent (Company) Name
 - ✓ State of Texas vendor identification number (VID)
 - ✓ Point of Contact
 - ✓ Point of Contact Phone Number
 - ✓ State of Texas certified HUB vendor – Yes or No
 - ✓ Solicitation document number



HSP Form

Section 2: Subcontracting Intentions

- Respondent must do the following:
 - ✓ Indicate if subcontracting any portion of contract
 - ✓ List the portion(s) of work to be subcontracted
 - ✓ Use continuation page if more than 20 subcontracting opportunities



HSP Form

Section 3: Subcontracting Opportunity

- Respondent must do the following:
 - ✓ Complete a copy of page 2 for each subcontracting opportunity listed in Section 2
 - ✓ Perform a good faith effort for each subcontracting opportunity listed in Section 2 by line item number



HSP Form

Section 4: Mentor-Protégé Program

- Respondent must do the following:
 - ✓ Be a participant in a State of Texas Mentor-Protégé Agreement
 - ✓ Select their protégé as the subcontractor to perform the subcontracting opportunity identified in Section 3
 - ✓ Respondent must be a Mentor
 - ✓ Subcontractor must be the Protégé (HUB)
 - ✓ Complete Sections 8 & 10



HSP Form

Section 5: Professional Services Contracts

- Respondent must do the following:
 - ✓ Use a State of Texas certified HUB vendor(s) to subcontract a minimum of 20% for the subcontracting opportunity listed in Section 3
 - ✓ Complete Sections 8 & 10





HSP Form

Section 6: Notification of Subcontracting Opportunity

- Respondent must do the following:
 - ✓ Provide written notification of the subcontracting opportunity listed in Section 3 to three (3) or more State of Texas certified HUB vendors



- A list of certified HUB vendors is located on the TPASS Centralized Master Bidders List (CMBL) at

<http://www.window.state.tx.us/procurement/cmb/cmbhub.html>

- A list of certified HUB vendors is located on the TPASS HUB Directory at

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

Centralized Master Bidders List (CMBL) & Historically Underutilized Business (HUB) Search

Search:

- CMBL only, HUBs on CMBL, HUBs not on CMBL
- HUB Mentor Protege, All Vendors

Vendor ID: ?

Vendor Number: ?

Vendor Name: Name ?

Include Inactive Vendors: ? Small Businesses Only: Yes, No

Selection 1: Class Code: Item: District:

Selection 2: Class Code: Item: District:

Selection 3: Class Code: Item: District: ?

[Class Code](#) | [Item Code](#) | [District](#)

Texas County:

City:

Zip:

Sort by:

Output as:

Results:

Submit Search

? Click this Help icon for information and tips on generating search lists and files

Related Links

- [CMBL Registration](#)
- [HUB Directory](#)
- [HUB Mentor Protege Agreement Listing](#)
- [Excluded Parties List System Search](#)
- [Debarred Vendors List](#)

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

File Edit View Favorites Tools Help

Search the Centralized Master Bidders List

HUB Directory

Output as: Detail List, All Contact Information, Mailing Labels, as tab delimited
Sort by: Name, City, Ethnicity/Gender, Status

Show Inactive: enabled only for Vendor ID, Number or Name select & not mailing labels

Vendor ID: (example: 99999999999 or 9999999999900)

Vendor Number: (example: 99999)

Vendor Name: (example: ABC Company) begins with, exact, contains

Categories: (example: 07,08 is commodities wholesale & manufacturers,
note: categories only apply to HUBs **not** on CMBL,
for HUBs on CMBL use the [CMBL & HUB Search](#) form)

County:

City: begins with, exact, contains

Zip: begins with, exact

Results:

Output may contain coded information in Hub Status



HSP Form

Section 6: Notification of Subcontracting Opportunity

- Continued...Respondent must do the following:
 - ✓ Provide written notification of the subcontracting opportunity to a minority/women trade organization or development center
 - A list of minority/women trade organizations or development centers is on the TPASS website at



<http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>



HSP Form

Section 6: Notification of Subcontracting Opportunity

- Continued...Respondent must do the following:
 - ✓ Allow five (5) working days after receipt of the written notification by the HUB vendor for the HUB vendor to respond
 - ✓ Provide notification of the subcontracting opportunity to a minority or women trade organization or development center no less than five (5) working days prior to submission of the submittal/proposal to TAMU.



HSP Form

Section 7: HUBs Contacted for Subcontracting Opportunity

- Respondent must do the following:
 - ✓ List the HUB vendors contacted for the subcontracting opportunity listed in Section 3
 - ✓ Provide HUB vendor company's name
 - ✓ Provide HUB vendor company's VID #
 - ✓ Provide date respondent notified HUB vendor about subcontracting opportunity
 - ✓ Indicate if HUB vendor responded to the solicitation for the subcontracting opportunity
 - ✓ Attach supporting documentation demonstrating evidence of the good faith effort performed
(Copies of fax transmittals, e-mails, and letters with delivery confirmation)



HSP Form

Section 8: Subcontractor Selection

- Respondent must do the following:
 - ✓ List vendor selected to perform the subcontracting opportunity listed in Section 3
 - ✓ List selected vendor's VID #
 - ✓ List the expected percentage of work to be subcontracted
 - ✓ List the approximate dollar value of the work to be subcontracted
 - ✓ Provide written justification if vendor selected is not a State of Texas certified HUB vendor



HSP Form

Section 9: Self Performance Justification

- Respondent must do the following:
 - ✓ Explain how the respondent will fulfill the entire contract with its own equipment, supplies, materials and/or employees.



HSP Form

Section 10: Affirmation

- Respondent must do the following:
 - ✓ Provide a signature, printed name, title and date as evidence that the signer is an authorized representative of the company responding to the HSP and submitted HSP is true and correct
 - ✓ Allow TAMU to perform on-site review of the company's headquarters and/or work site where services are being permitted
 - ✓ Submit a monthly Progress Assessment Report (PAR) verifying compliance with HSP submitted and expenditures paid to subcontractors
 - ✓ Seek prior approval from TAMU if HSP must be modified in any way





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