REQUEST FOR QUALIFICATIONS

RFQ NUMBER
AE-HOURLY-FY14

RESPONSES MUST BE RECEIVED BEFORE:
5:00PM CST, WEDNESDAY, SEPTEMBER 25, 2013

MAIL RESPONSE TO:
Stephen F. Austin State University
Procurement and Property Services
P. O. Box 13030, SFA Station
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFQ Number, Due Date and Time on Return Envelope

NOTE: RESPONSE must be time stamped at Stephen F. Austin State University
Procurement and Property Services before the hour and date specified.

REFER INQUIRIES TO:
Diana Boubel
Stephen F. Austin State University
Procurement Services
936.468.4037
email: dboubel@sfasu.edu
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- Exhibit B: Acknowledgment of Addenda  
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SECTION 1
INTRODUCTION

1.1 SCOPE OF WORK

1.1.1 Stephen F. Austin State University is accepting responses for professional architectural and engineering services to establish indefinite delivery/indefinite quantity (IDIQ) contracts. The University reserves the right to negotiate and award multiple contracts for these services.

1.1.2 The services will be provided on an hourly basis primarily for small projects, preliminary work related to new construction, renovations, and daily operations including assisting the SFA Physical Plant Department with small projects and various questions or problems relating to architectural or engineering issues including, but not limited to, MEP, structural, civil and geotechnical.

1.1.3 Although services for major new construction are not excluded from this contract, it will not be typical. Project pricing will be requested for such projects rather than using the hourly rates included in the contract.

1.1.4 Note that all selected contractors will be required to accept reimbursement for lodging at actual cost with no mark-up allowed, and reimbursement for mileage and per diem not to exceed State of Texas rates, with no mark-up allowed.

1.1.5 Architects/Engineers must certify that each applicable project complies with the Energy Conservation Design Standards developed by the State Energy Conservation Office in accordance with Texas Administrative Code Title 34, Part 1, Chapter 19, Subchapter C, Sections 19.31-19.34.

1.2 CONTRACT TERM

Awarded contract(s) will be for five (5) years beginning November 1, 2013 through October 31, 2018. The contract(s) may be renewed for up to five (5) additional one-year periods with the fee structure to be negotiated annually on the anniversary of the contract.

1.3 SCHEDULE OF EVENTS

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issuance of Request for Qualifications</td>
<td>September 9, 2013</td>
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<tr>
<td>RFQ Closing</td>
<td>September 25, 2013 5:00pm</td>
</tr>
<tr>
<td>Evaluation of Responses and Selection of Finalists and/or Negotiations</td>
<td>September 26 – October, 2013</td>
</tr>
<tr>
<td>Award of Agreement</td>
<td>October 21, 2013</td>
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</tbody>
</table>

*Dates are tentative and subject to change.

1.4 OPEN RECORDS
SFA anticipates that the review of the responses will be completed in October, 2013, and recommended to the Stephen F. Austin State University Board of Regents at their regularly scheduled meeting in October, 2013. Due to the nature of the responses, the parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and agreements, after all negotiations are completed, may be subject to the Texas Open Records Act.

1.5 **HISTORICAL INFORMATION**

The University’s past activity under these type contracts averaged approximately $100,000.00 annually over the past five years with the smallest project being approximately $300-$500. However, the University guarantees no minimum or maximum amount of work as the level of activity under a new agreement may or may not be similar to that of the previous five years.

1.6 **HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) – SEE EXHIBIT C**

Each respondent is required to make a good faith effort to subcontract with historically underutilized businesses and shall submit a HUB Subcontracting Plan using the HUB Subcontracting Plan documents provided in Exhibit C.

Stephen F. Austin State University is committed to making a good faith effort to increase business with historically underutilized businesses (HUBs) by contracting with HUBs either directly or indirectly through subcontracting opportunities. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that actively acknowledges and values diversity.

The University has determined that subcontracting opportunities are probable under this contract.

The University’s HUB goal for this procurement is:

23.6% for professional services

Each HUB subcontracting plan will be evaluated independently of the response. If the HSP does not reflect a good faith effort to subcontract with HUBs, the entire response will be disqualified.

**HUB Subcontracting Plan Documents:** The University understands that subcontracting opportunities for IDIQ services cannot be adequately identified and defined at this time. The Respondent MUST complete the HUB Subcontracting Plan as follows:

- Complete Page 1 with your information
- Complete Page 2 by answering all questions No
- Complete Page 3 by answering No
- Read the information on Page 3 carefully and sign
If awarded a contract and if at any time you are assigned a project for which you will subcontract any services, you MUST SUBMIT A HUB SUBCONTRACTING PLAN for that project.

All questions regarding the HUB Subcontracting Plan may be directed to the Director of Procurement, Diana Boubel, 936-468-4037, dboubel@sfasu.edu.

**Failure to submit the HUB Subcontracting Plan will disqualify the response from consideration.**
SECTION 2
RESPONSE SUBMITTAL INFORMATION

2.1 CONTACT INFORMATION

2.1.1 All questions regarding the RFQ, or response must be forwarded to the Director of Procurement and Property Services:
Diana Boubel
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962
Phone: 936.468.4037
Fax: 936.468.4282
Email: dboubel@sfasu.edu

2.2 SUBMITTAL DEADLINE AND LOCATION

2.2.1 All responses must be received by SFA no later than 5:00pm, Wednesday, September 25, 2013.

2.2.2 Responses are to be submitted to:

MAIL RESPONSE TO:
Stephen F. Austin State University
Procurement and Property Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement and Property Services
2124 Wilson Drive
Nacogdoches, TX 75962

2.2.3 All U.S. Mail addressed to any component of SFA is delivered to a central mail room and redistributed by SFA personnel to the addressee’s on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Procurement and Property Services Department. Responses must be in the office of the Procurement and Property Services Department by the time set for RFQ closing in order to be considered, and receipt by SFA at the central mail room will not be deemed sufficient. The university shall not be responsible for responses received after the due date and time. Late responses will not be considered under any circumstances. Properly identified late responses will be returned to the respondent unopened.

2.2.4 Responses will be publicly opened Thursday, September 26, 2013 at 8:00am in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

2.2.5 Responses received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the responses delivered in a timely manner regardless of delivery method or circumstances.

2.2.6 Responses may be withdrawn at any time prior to the time and date set for RFQ closing.
2.2.7 Stephen F. Austin State University reserves the right to accept or reject any or all responses and to waive irregularities or technicalities provided such waiver does not substantially change the response or provide an advantage to any Respondent in the judgment of Stephen F. Austin State University.

2.3 SUBMITTAL INSTRUCTIONS

2.3.1 All responses must be submitted in the format prescribed in Section 2.6.

2.3.2 Each Respondent must submit at least one original response with original signatures on the Execution of Offer and ten (10) complete copies.

2.3.3 All responses must be complete and convey all of the information requested to be considered responsive. If the response fails to conform to the essential requirements of the RFQ, SFA alone will determine whether the variance is significant enough to consider the response susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

2.3.4 Responses shall be signed by a legally authorized representative of the Respondent. Unsigned responses (Exhibit A) will be rejected as a material failure.

2.4 EVALUATION AND RECOMMENDATION

2.4.1 All responses will be reviewed and recommendation made in accordance with Government Code Title 10, Chapter 2254. Initial review will be performed by an evaluation committee representing Stephen F. Austin State University.

2.4.2 Responses will be evaluated by the evaluation team using the following criteria. Stephen F. Austin State University reserves the right to award an agreement based on the criteria that best meet the University's requirements and goals. The University shall be the sole judge of determining which response represents the best value to the University.

2.4.3 Criteria

20% Overall capability as reflected by a qualification statement provided in response to this request;

20% The stated quality and experience of Respondent's personnel;

15% Experience working with colleges and universities;

10% Provide two examples where your firm contributed to lowering the cost of a project to come in under the available project budget;

15% Ability and willingness to answer questions and work on problems that require only an hour or two of time;

5% Any unique expertise that the Respondent may offer and the applicability of that expertise to SFA's needs, as identified in this RFQ;

10% Ability to make on-site visits in a timely manner, when needed

5% Previous experience working with SFA.
2.5 **ACCEPTANCE AND FORMATION OF AGREEMENT**

The SFA Board of Regents will confer in an open and public meeting and make the award decision based upon its determination of the best value to the university after considering the evaluation team recommendation. The Board of Regents reserves the right to reject any or all responses or to make an award based on information that may not have been considered in the original evaluation criteria. By submitting a response, respondent accepts that best value will be solely determined by the SFA Board of Regents, and the original evaluation criteria will be used for determining which companies will be recommended to the board.

2.6 **RESPONSE FORMAT**

Responses are limited to 65 pages excluding HUB plan. The response shall include the following information and be submitted in the following order:

A. **Required Submittals** - failure to provide any of the following documents will result in disqualification of the response from further consideration
   
i. Exhibit A – Execution of Offer
   
ii. Exhibit B – Acknowledgement of Addenda, if any
   
iii. Exhibit C – HUB Subcontracting Plan (see Paragraph 1.6 for instructions on how to complete)

B. **Other Submittals**
   
i. Brief history of the firm and qualifications statement;
   
ii. List individuals who would be assigned to this account, including experience, qualifications and professional citations;
   
iii. List the names of clients, projects, descriptions and budgets of similar contracts your firm has held over the past five years, including the name and location of the client, contact person and telephone number.
   
iv. List five current projects with a college or university including the description, budgets and estimated time of completion and/or other information that demonstrates an understanding of working in a college or university environment.
   
v. Describe the process of involvement and communication between firm, SFA, and any other consultants or contractors for the type of work described herein, including the ability and willingness to make on-site visits as requested.
   
vi. Address respondent’s ability and willingness to work on projects that may require only an hour or two of time.
EXHIBIT A
EXECUTION OF OFFER
RFQ #AE-HOURLY-FY14

In compliance with this RFQ, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

Certifications:
Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: "Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0551, Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer’s Identification Number: ______________________________
Sole Owner should also enter Social Security No.: __________________________
Respondent/Company: _____________________________________________
Signature (INK): _________________________________________________
Name (Typed/Printed): _____________________________________________
Title: ___________________________________________________________
Street: __________________________________________________________
City/State/Zip: ___________________________________________________
Telephone No/Fax No: _____________________________________________
Email: ___________________________________________________________

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S RESPONSE. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.
EXHIBIT B
ACKNOWLEDGEMENT OF ADDENDA

Receipt is hereby acknowledged of the following addenda to this RFQ.

Addenda No. _______ Dated ________________
Addenda No. _______ Dated ________________
Addenda No. _______ Dated ________________
Addenda No. _______ Dated ________________
Addenda No. _______ Dated ________________

Respondent/Company: ________________________________

Refer to the SFA Procurement and Property Services Department website to confirm all addenda issued: http://www.sfasu.edu/purchasing/122.asp
EXHIBIT C

HUB SUBCONTRACTING PLAN (HSP)
HUB SUBCONTRACTING PLAN (HSP) SUMMARY INFORMATION

All respondents are REQUIRED TO SUBMIT a HUB Subcontracting Plan, regardless of whether the respondent will be subcontracting or not.

The HUB Subcontracting Plan submittal requirements may be met as follows:

1. Complete Page 1 with your company information.
2. Complete Page 2 by answering all questions ‘No’.
3. Complete Page 3 by answering ‘No’.
4. Read the information on Page 3 and sign.

Your failure to complete and return the above 3 documents will result in disqualification of your response.

If awarded a contract and if at any time you are assigned a project for which you will subcontract any services, you MUST SUBMIT A HUB SUBCONTRACTING PLAN for that project. Monthly reports will be required for all projects.

All questions regarding the HUB Subcontracting Plan may be directed to Diana Boubel, dboubel@sfasu.edu, 936-468-4037.

The HUB Subcontracting Plan forms may be requested in updatable Word format, if desired. Submit this request to the purchaser.
In accordance with Texas Gov’t Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) 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 accordance with the goals 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 ---

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 subcontracting opportunities if the total value of the respondent’s subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If 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 vendor rotation as recommended by the 2009 Texas Disparity Study.

The HUB Subcontracting GOAL for this procurement is: 23.6% for Professional Services

Vendors are required to provide a minimum 7 working days notice to notice of subcontracting opportunities.

Failure to submit a HUB Subcontracting Plan will disqualify the entire response from consideration. The HUB Subcontracting Plan (HSP) will be evaluated independently of the response. If the HSP does not reflect a good faith effort to subcontract with HUBs, the entire response will be disqualified.

To request the HUB Subcontracting Plan forms in updatable Word format, contact the purchaser.

--- SECTION 1  RESPONDENT AND REQUISITION INFORMATION ---

a. Respondent (Company) Name: ___________________________ State of Texas VID #: ___________________

   Point of Contact: ___________________________ Phone #: ___________________

   E-mail Address: ___________________________ Fax #: ___________________

b. Is your company a State of Texas certified HUB?  □ - Yes  □ - No

c. Requisition #: ___________________________ Bid Open Date: / / (mm/dd/yyyy)

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**SECTION 2  SUBCONTRACTING INTENTIONS**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an “Subcontractor” means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. 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.)

b. 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).

<table>
<thead>
<tr>
<th>Item #</th>
<th>Subcontracting Opportunity Description</th>
<th>HUBs</th>
<th>Non-HUBs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Percentage of the contract expected to be subcontracted to HUBs with which you have had contracts in place for five (5) years or less.</td>
<td>Percentage of the contract expected to be subcontracted to HUBs with which you have had contracts in place for more than five (5) years.</td>
<td>Percentage of the contract expected to be subcontracted to non-HUBs.</td>
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<tr>
<td>Aggregate percentages of the contract expected to be subcontracted:</td>
<td>%</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

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

c. 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 had contracts 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.)
SECTION 3  SELF PERFORMING JUSTIFICATION (If you responded “No” to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)

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.)

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 award number, the subcontracting opportunity they (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 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 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/progressassessmentrpt.xls).

- 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 debarment 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.

____________________________________  ____________________
Signature  Printed Name

Title  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.