REQUEST FOR QUALIFICATIONS

RFQ NUMBER
AE-STEM-2015

RESPONSES MUST BE RECEIVED BEFORE:
5:00PM CST, THURSDAY, JUNE 11, 2015

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

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
STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Qualifications #AE-STEM-2015

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SECTION 1
INTRODUCTION

1.1 GENERAL DESCRIPTION
The project involves the construction of a new science building tailored for teaching Science, Technology Engineering and Math (STEM). The building is anticipated to be in the 65,000 gross sq. ft. range with an estimated total project cost of $46,000,000. The facility will be located on the University main campus in Nacogdoches, Texas and will house facilities for Physics Engineering Program, Physics and Astronomy, Geology, Computer Science, a Planetarium, research and teaching labs, robotics labs, computer labs, labs for K-12 outreach discovery and research, a large auditorium and Dean’s office Suite.

The University is seeking the services of an Architecture firm with experience in the programming, design and construction administration of university science facilities. The Architect will be selected at the same time as a Construction Manager at Risk to allow the two firms to work together during the complete design process.

The proposed 46,000 sf. ft. site is presently occupied by a 20,000 sq. ft. dormitory and parking lot. The dormitory was built in 1963 and is a 3 story cast in place concrete structure located at 418 Griffith Boulevard.

1.2 PROJECT TIMETABLE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/11/2015</td>
<td>Response Due</td>
</tr>
<tr>
<td>7/6/2015</td>
<td>Finalists selected and notified</td>
</tr>
<tr>
<td>7/22/2015</td>
<td>Copy of presentation handout and list of presenters due to Lee Brittain</td>
</tr>
<tr>
<td>7/27/2015</td>
<td>SFA Board of Regents Meeting, receive presentations and final selection</td>
</tr>
<tr>
<td>7/28/2015</td>
<td>8/28/2015 A/E Contracting</td>
</tr>
<tr>
<td>8/31/2015</td>
<td>Estimated start for architectural programming</td>
</tr>
<tr>
<td>3/15/2016</td>
<td>Estimated schematic design approval</td>
</tr>
<tr>
<td>3/15/2016</td>
<td>CM interim pricing</td>
</tr>
<tr>
<td>3/15/2016</td>
<td>Estimated start for design development</td>
</tr>
<tr>
<td>6/14/2016</td>
<td>Estimated design development approval</td>
</tr>
<tr>
<td>6/14/2016</td>
<td>CM interim pricing</td>
</tr>
<tr>
<td>9/15/2016</td>
<td>Working drawings due</td>
</tr>
<tr>
<td>10/31/2016</td>
<td>CM GMP due</td>
</tr>
<tr>
<td>11/1/2017</td>
<td>Estimated notice to proceed</td>
</tr>
<tr>
<td>6/20/2018</td>
<td>Estimated substantial completion</td>
</tr>
<tr>
<td>8/15/2018</td>
<td>Estimated occupancy</td>
</tr>
</tbody>
</table>

*Dates are tentative and subject to change.

1.3 OPEN RECORDS
SFA anticipates that the review of the responses will be completed in July, 2015, and recommended to the Stephen F. Austin State University Board of Regents at their regularly scheduled meeting in July, 2015. 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.

1.4 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

SEE EXHIBIT C – HUB SUBCONTRACTING PLAN
READ CAREFULLY

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:
23.7% 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.

All questions regarding the HUB Subcontracting Plan may be directed to the Vendor Relations Manager, Manny Guerrero, 936-468-4529, guerreromg@sfasu.edu.

Failure to submit the HUB Subcontracting Plan will disqualify the bid from consideration.
SECTION 2
REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Qualifications to all questions in Section 2 formatted as directed in Section 3.3.5 and 3.3.6. Incomplete Qualifications will be considered non-responsive and subject to rejection.

2.1 CRITERIA ONE: (15%) RESPONDENT’S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

2.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm’s and Project Team’s unique qualifications as they pertain to this particular project.

2.1.2 Provide a statement on the availability and commitment of the Prime Firm and its principal(s) and assigned professionals to undertake the project.

2.1.3 Provide a brief history of the Prime Firm and each consultant proposed for the project.

2.1.4 Provide a graphic representation of the project team, identifying the Prime Firm and each consultant proposed for the project.

2.2 CRITERIA TWO: (5%) PRIME FIRM’S ABILITY TO PROVIDE SERVICES

2.2.1 Provide the following information for the Prime Firm:

- Legal name of the company as registered with the Secretary State of Texas
- Address of the office that will be providing services
- Number of years in business
- Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
- Number of Employees by skill group
- Annual revenue totals for the past ten (10) years

2.2.2 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

2.2.3 Provide any details of all past or pending litigation or claims filed against your company that would affect your company’s performance under a Contract with the Owner.

2.2.4 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

2.2.5 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer or Regent? If so, please explain.
2.2.6 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide professional architectural or engineering services.

2.3 CRITERIA THREE: (20%) PROJECT TEAM’S ABILITY TO PROVIDE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

2.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the project. Indicate the estimated percent of their time these individuals will be involved in the project for design and construction.

2.3.2 Provide resumes giving the experience and expertise of the professional members for each consultant that will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city of residence.

2.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criteria 2.4 and 2.5, and describe their roles in those projects.

2.3.4 Describe the basis for the selection of the proposed sub-consultants included in the design team and the role each will play for this project.

2.3.5 Describe the Prime Firm’s process in working with consultants and integrating them into the design process.

2.4 CRITERIA FOUR: (25%) RESPONDENT’S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

2.4.1 List a maximum of five (5) projects completed in the last five (5) years for which you have provided services that are most related to this project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual start and finish dates for design
- Actual Notice To Proceed and Substantial Completion dates for construction
- Description of professional services Prime Firm provided for the project
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Architect (individual responsible for coordinating the day to day work)
- Name of Project Designer (individual responsible for design concepts)
- Consultants

References (for each project listed above, identify the following):
- The Owner’s name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
- Contractor’s name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number
- Length of business relationship with the Owner.

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ/P process.

2.4.2 Identify a maximum of three (3) completed projects, of any type, for which the Prime Firm received an award for design excellence from a recognized organization and provide descriptive information for each.

2.5 CRITERIA FIVE: (10%) RESPONDENT’S PAST PERFORMANCE ON STEPHEN F. AUSTIN STATE UNIVERSITY PROJECTS

2.5.1 Identify and describe the Prime Firm’s past experience on Stephen F. Austin State University projects within the last five (5) years. Projects may repeat with Section 3.4 above.

If the Prime Firm has not previously provided services for Stephen F. Austin State University, then identify and describe the Prime Firm’s past performance on projects for institutions of higher education (or similar) within the last five (5) years.

In either case above, provide the following information for each project listed:
- Project name, location, contract delivery method, and description
- Final Construction Cost, including Change Orders
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)

2.6 CRITERIA SIX: (10%) RESPONDENT’S DESCRIPTION OF SERVICES PROVIDED

2.6.1 Provide a detailed list (i.e. bulleted) of all Design Services and consultants you will provide to the Owner under Basic Services on this project including frequency and duration of site visits.

2.6.2 Provide a detailed list (i.e. bulleted) of all Construction Administration Services and consultants you will provide to the Owner under Basic Services on this project including frequency and duration of site visits.

2.6.3 Provide a detailed list (i.e. bulleted) of all Services and consultants you will provide to the Owner as Additional Services for Design and Construction Services on this project.

2.6.4 Provide a detailed list (i.e. bulleted) of all reimbursable services/expenses you will request from the Owner on this project.

2.7 CRITERIA EIGHT: (15%) RESPONDENT’S KNOWLEDGE OF BEST PRACTICES

2.7.1 Describe the Prime Firm’s design philosophy, design methodology, and its process for integrating institutional standards into design.

2.7.2 Describe the Prime Firm’s quality assurance program explaining the method used and how the firm maintains quality control during the development of Construction Documents and quality assurance during the Construction phase of a project.
2.7.3 Describe your project team's demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.

2.7.4 Describe your cost estimating methods for the design and construction phases. How do you develop cost estimates and how often are they updated? For any combination of three (3) projects listed in response to Criteria 2.4 and 2.5, provide examples of how these techniques were used and what degree of accuracy was achieved.

2.7.5 Describe the way in which your firm develops and maintains work schedules to coordinate with the Owner's project schedule.

2.7.6 Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.

2.7.7 Describe how you track Owner input and review comments on your design document submittals to confirm that they have been addressed.

2.7.8 Describe your understanding of the administrative challenges and opportunities associated with providing Design and Construction Administration services for Stephen F. Austin State University on this project.

2.7.9 Understanding schedule limitations, provide an analysis of the Owner's project planning schedule and describe how you plan to develop and communicate design, scope, and budget options in a form that will quickly facilitate the Owner's decision making.
SECTION 3
RESPONSE SUBMITTAL INFORMATION

3.1 CONTACT INFORMATION

3.1.1 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

3.1.2 Questions relating to the HUB Subcontracting Plan may be directed to the Vendor Relations Manager, Manny Guerrero at 936.468.4529.

3.2 SUBMITTAL DEADLINE AND LOCATION

3.2.1 All responses must be received by SFA no later than 5:00pm, Thursday, June 11, 2015.

3.2.2 Responses are to be submitted to:

MAIL RESPONSES 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

3.2.3 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 RFP 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.

3.2.4 Responses will be publicly opened Friday, June 12, 2015 at 8:00am in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.
3.2.5 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.

3.2.6 Responses may be withdrawn at any time prior to the time and date set for RFQ closing.

3.2.7 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.

3.3 SUBMITTAL INSTRUCTIONS

3.3.1 All responses must be submitted in the format prescribed in Section 3.3.5 and 3.3.6.

3.3.2 Each Respondent must submit at least one original response with original signatures on the Execution of Offer and eight (8) complete copies.

3.3.3 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.

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

3.3.5 Required Submittals
Failure to provide any of the following documents will result in disqualification of the response from further consideration
A. Exhibit A – Execution of Offer
B. Exhibit B – Acknowledgement of Addenda, if any
C. Exhibit C – HUB Subcontracting Plan
D. Statement of Qualifications addressing all items in Section 2

3.3.6 Statement of Qualifications (Section 2) Response Format
A. Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs

B. Qualifications shall be a MAXIMUM OF SIXTY-FIVE (65) PRINTED PAGES. The cover, table of contents, divider sheets, HUB Subcontracting Plan and Execution of Offer do not count as printed pages.
C. Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

D. Qualifications shall consist of answers to questions identified in Section 2 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, IT IS ESSENTIAL TO REFERENCE THE QUESTION NUMBER WITH THE CORRESPONDING ANSWER.

E. Separate and identify each criteria response to Section 2 of this RFQ by use of a divider sheet with an integral tab for ready reference.

F. Qualifications shall be printed on letter-size (8-1/2” x 11”) paper and assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.

G. Submittals shall include a “Table of Contents” and give page numbers for each part of the Qualifications.

H. Number all pages of the qualifications submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the HUB Subcontracting Plan.

3.4 EVALUATION AND RECOMMENDATION

3.4.1 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.

3.4.2 Responses will be evaluated by the evaluation team using the criteria outlined in Section 2. 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.

3.5 ACCEPTANCE AND FORMATION OF AGREEMENT

3.5.1 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 and oral presentations. The Board of Regents reserves the right to reject any or all responses or to make an award based on information from the presentations 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 make presentations to the board.

3.5.2 Award of an agreement from this Request For Qualifications is contingent upon final approval by the Texas State Legislature and signature of the Governor for Tuition
Revenue Bonds (TRB). If the TRB is not approved, this RFQ will be cancelled, and no award will be made.

3.6 PRESENTATIONS
This information is for presentations for informational purposes only. Finalist will receive specific instructions, including, but not limited to, the date, time, and location of presentations to be made

A. If requested, presentations and interviews will be made to the Building and Grounds Committee of the SFA Board of Regents on July 27, 2015.

B. If your firm is selected as a finalist, the presentation may possibly include:
   i. firm’s philosophy toward design and the use of methods and materials;
   ii. firm’s philosophy and application of green building principles;
   iii. conceptual schematic designs of the project are permitted but not encouraged.

C. Presentations should include the actual design professionals that will be assigned to the project.
EXHIBIT A
EXECUTION OF OFFER
RFQ #AE-STEM-2015

In compliance with this RFP, 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 SUBMITTAL. 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 RFP.

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)

(The HSP is available for down-load as a Word document for easier completion.)

http://www.window.state.tx.us/procurement/prog/hub/hub-forms/
HUB Subcontracting Plan (HSP)

QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

► If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors
  - Section 2 c. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

► If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract in place for five (5) years or less meets or exceeds the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors
  - Section 2 c. - No
  - Section 2 d. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

► If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract in place for five (5) years or less does not meet or exceed the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract
  - Section 2 b. - List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors
  - Section 2 c. - No
  - Section 2 d. - No
  - Section 4 - Affirmation
  - GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

► If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources, complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources
  - Section 3 - Self Performing Justification
  - Section 4 - Affirmation

*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.*
HUB Subcontracting Plan (HSP)

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,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 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: 23.7% 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.

SECTION 1: RESPONDENT AND REQUISITION INFORM

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)
**SECTION 2: SUBCONTRACTING INTENTIONS RESPONDENT**

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 and SECTION 4.)

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 a continuous contract in place for five (5) years or less.</td>
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</tbody>
</table>

Aggregate percentages of the contract expected to be subcontracted: % % %

(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 a continuous contract 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.)

**Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.
**SECTION 2: SUBCONTRACTING INTENTIONS RESPONDENT (CONTINUATION SHEET)**

a. This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing 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><em><em>Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract</em> in place for five (5) years or less.</em>*</td>
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Aggregate percentages of the contract expected to be subcontracted: % % %

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*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.*
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/procub/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
(mm/dd/yyyy)

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.
**SECTION A-1: SUBCONTRACTING OPPORTUNITY**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

**Item Number:**

**Description:**

---

**SECTION A-2: SUBCONTRACTOR SELECTION**

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

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<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>VID Number (Required if Texas certified HUB)</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. 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.
**HSP Good Faith Effort - Method B (Attachment B)**

**IMPORTANT:** If you responded “Yes” to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at [http://window.state.tx.us/procurement/prog/hub/forms/hub-sbcontracting-opportunity.pdf](http://window.state.tx.us/procurement/prog/hub/forms/hub-sbcontracting-opportunity.pdf).

### SECTION B-1: Subcontracting Opportunity

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b** of the completed HSP form for which you are completing the attachment.

<table>
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<tr>
<th>Item Number</th>
<th>Description</th>
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### SECTION B-2: Mentor Protégé Program

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in **SECTION B-1** to your Protégé.

- [ ] - Yes (If Yes, to continue to **SECTION B-4**.)
- [ ] - No / Not Applicable (If No or Not Applicable, continue to **SECTION B-3** and **SECTION B-4**.)

### SECTION B-3: Notification of Subcontracting Opportunity

When completing this section you MUST comply with items **a, b, c and d** thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in **SECTION B-1**. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

**a.** Provide written notification of the subcontracting opportunity you listed in **SECTION B-1**, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at [http://mycpa.state.tx.us/tpasscmblsearch/index.jsp](http://mycpa.state.tx.us/tpasscmblsearch/index.jsp). HUB Status code “A” signifies that the company is a Texas certified HUB.

**b.** List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in **SECTION B-1**. Include the company’s Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>VID Number</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Did the HUB Respond?</th>
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**c.** Provide written notification of the subcontracting opportunity you listed in **SECTION B-1** to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at [http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/](http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/).

**d.** List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in **SECTION B-1**. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

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<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Was the Notice Accepted?</th>
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HSP Good Faith Effort - Method B (Attachment B) Cont.

Enter your company’s name here: ____________________________  Requisition #: ____________________________

SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.
   Item Number: ______  Description: ________________________________________________________________

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

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<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>VID Number (Required if Texas certified HUB)</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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REMARK: If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. 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 it (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.
In accordance with Texas Gov’t Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of $100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency has determined that subcontracting opportunities are probable under the requisition to which the company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

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SECTION: A

PRIME CONTRACTOR’S INFORMATION

Company Name: ____________________________  State of Texas VID #: ____________________________
Point-of-Contact: ____________________________  Phone #: ____________________________
E-mail Address: ____________________________  Fax #: ____________________________

SECTION: B

CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: ____________________________  Phone #: ____________________________
Point-of-Contact: ____________________________  Bid Open Date: ____________________________
Requisition #: ____________________________  (mm/dd/yyyy)

SECTION: C

SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor’s Bid Response Due Date:

   If you would like for our company to consider your company’s bid for the subcontracting opportunity identified below in Item 2, we must receive your bid response no later than ______ Select ______ on ______ Central Time ______ Date (mm/dd/yyyy).

   In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

   (A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.)

2. Subcontracting Opportunity Scope of Work:

3. Required Qualifications:

   - Not Applicable

4. Bonding/Insurance Requirements:

   - Not Applicable

5. Location to review plans/specifications:

   - Not Applicable
EASY HUB LOOKUP on the CMBL

In accordance with Texas Administrative Code 20.14, the following HUB lookup procedures have been developed utilizing the Comptroller of Public Accounts website to identify possible HUB Vendors for subcontracting opportunities.

To that end the following easy step by step instructions to identify NIGP codes and search for potential HUB subcontractors is provided by Stephen F. Austin State University. In addition, the University may have already completed searches that may be beneficial and include a list of potential HUB subcontractors that may be used by the Respondent. If you have a hard time reading the webpages cited, increase the page view to 200% or better.

For assistance with this instruction or further assistance in identifying potential HUB subcontractors, please contact Manny Guerrero, Vendor Relations Manager at 936-468-4529.

**STEP 1:** After identifying what areas that are going to be subcontracted for the project go to the following web address at Window on State Government:


Under NIGP Commodity Book double click Search the Commodity Book Alpha Index. The following page will display:
Type in the item you are looking for in Search keywords: (for this example we are looking for drywall services)

The page will list Keyword Match for drywall. In this example the Class-Item for Drywall Services, Ceiling and Wall is 910-75. You can do the same for other items that you will be subcontracting. Remember to write down the Class and Item numbers. Once you have completed collecting all Class and Item numbers you can precede to Step 2.
STEP 2: With the Class and Item numbers you can search for HUB Vendors on the Centralized Master Bidders List – HUB Directory Search. Go to the following web address at Window on State Government:

https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

The EXAMPLE below is how the form should be filled out. Search for HUBs on CMBL; Selection 1: Class-Item; Select Fields For Output (Vendor ID, Company Name, Contact Person, City, Email, Phone, Business Description, HUB Eligibility, HUB Gender)

For the example below we are searching for NIGP Class Code 910, Items 75.

Once all the information has been entered – CLICK Search.
The EXAMPLE page below appears with a list of all HUB companies that are Class 910 and Item 75.

For this EXAMPLE there are 81 HUB Vendors that have listed Class Code 910 Item 75 and say that they can provide the service.

YOU ARE REQUIRED TO SELECT THREE (3) HUB VENDORS TO CONTACT.

When looking for HUB Vendors to support you at SFA look for these vendors that are close to Nacogdoches and east Texas. If none can be found in our area, expand your search to the Dallas/Fort Worth area, Austin and Houston market areas.

NOTES:

1) SELECTING HUBS THAT ARE EL PASO, AND FAR WEST TEXAS DOES NOT SHOW GOOD FAITH IN YOUR SELECTION PROCESS.

2) IF YOU DO NOT UNDERSTAND THESE DIRECTIONS OR NEED ASSISTANCE PLEASE CONTACT THE SFA PROCUREMENT OFFICE FOR HELP.

Revised 1 December 2014