REQUEST FOR PROPOSAL

RFP NUMBER
CMR-STEM-2015

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

MAIL PROPOSAL 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:  PROPOSAL must be time stamped at Stephen F. Austin State University
Procurement and Property Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Diana Boubel
Stephen F. Austin State University
Procurement Services
936.468.4037
e-mail: dboubel@sfasu.edu
REQUEST FOR PROPOSAL #CMR-STEM-2015
FOR CONSTRUCTION MANAGEMENT-AT-RISK SERVICES

I. STATEMENT OF WORK

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 construction budget of $39.5M including utilities and site work. The total estimated project budget is $46M. 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, labs for 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 Construction Manager at Risk firm with experience in the construction of University science facilities. The CM at Rick will be selected at the same time as an Architect to allow the two firms to work with together during the complete design process.

The proposed 46,000 sq. 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.

Project Timetable

Completion date is critical and must be met.
Rain days do not change completion date!

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<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>
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<tr>
<td>7/28/2015</td>
<td>8/28/2015 A/E Contracting</td>
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<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>
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<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>
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<tr>
<td>10/31/2016</td>
<td>CM GMP due</td>
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<tr>
<td>11/1/2017</td>
<td>Estimated notice to proceed</td>
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<tr>
<td>6/20/2018</td>
<td>Estimated substantial completion</td>
</tr>
<tr>
<td>8/15/2018</td>
<td>Estimated occupancy</td>
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*Dates are tentative and subject to change.*
II. **SCOPE OF SERVICES**

Generally, the Construction Manager will provide all services necessary to complete projects and meet the University’s schedule. Services will include review of design, direction of bidding for subcontractors, recommendation of awards to subcontractors and supervision of construction including setting a firm price for the project after bids are taken. **Additionally the CM will provide the University a written statement regarding the adequacy of the building plans prior to receiving a notice to proceed with construction.**

The Construction Manager will also be responsible for insuring that the University is continually updated and apprised of all items related to the project.

As a general guide, firms offering proposals should refer to AIA Document A121/CMc Standard Form of Agreement Between Owner and Construction Manager where the Construction Manager is also the constructor for expected services. The Construction Manager-At-Risk will be required to competitively bid, in accordance with Chapter 51 of the Texas Education Code as amended by SB 583, all major elements of the work. The Construction Manager-At-Risk may submit bids/proposals for any portion of the work in the same manner as all other subcontractors. Contracts with the subcontractors shall be executed between the Construction Manager-At-Risk and each of the trade contractors.

Information about insurance and other contractual requirements between the University and the Construction Manager-At-Risk may be obtained from Diana Boubel, Director of Purchasing, as noted below. To the extent there is any difference, Chapter 51 of the Texas Education Code, as amended by SB 583 will prevail.

*Questions regarding specific projects should be directed to Lee Brittain, Director of Physical Plant, (936) 468-4341 or e-mail lbrittain@sfasu.edu*
III. HISTORICALLY UNDERUTILIZED BUSINESSES

SEE EXHIBIT B - HUB SUBCONTRACTING PLAN (HSP)
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 B.

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:
23.2% for building construction

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.

PRE-CONSTRUCTION SERVICES: If the Respondent proposes fees that include a charge for pre-construction services, the respondent MUST complete a HUB Subcontracting Plan in accordance with the attached HSP documents. If the Respondent proposes no fee for pre-construction services, a HUB Subcontracting response addressing pre-construction services is not required.

CONSTRUCTION SERVICES: The University understands that subcontracting opportunities for construction services cannot be adequately identified and defined at this time. The Respondent MUST prepare a letter to the University on Respondent’s letterhead (copies of this page, even with a signature, will not be acceptable) including the following:

- Acknowledgment of receipt and understanding of the HUB Subcontracting Plan documents
- Confirmation that a HUB Subcontracting Plan will be completed in accordance with the attached HSP documents and submitted to the University for review and approval prior to the initiation of any work.

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.
IV. EVALUATION AND RECOMMENDATION

All proposals will be reviewed and recommendation made in accordance with Education Code Chapter 51. 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.

1. Experience
   a. General Construction Experience (15 points)
      i. Experience as general contractor
      ii. Experience as a CM with infancies on state university projects in Texas
      iii. Years organization has been in business
      iv. Categories of construction that the firm is capable of self-performing
   b. Specific Construction Experience (20 points)
      i. Construction experience with projects similar to that described herein
      ii. Experience as a CM on similar projects with infancies on state universities in Texas
      iii. Categories of construction that CM firm has self-performed on similar projects

2. Safety Record (5 points)
   a. Firm’s EMR identified for each of the past three years
   b. Safety procedures as applied to this project

3. Proposed Personnel (10 points)
   a. Home office personnel and percent time on this project
   b. Field personnel assigned to project and percent of time assigned to this project
   c. Experience of personnel assigned to this project
   d. Length of service with proposing CM

4. Methodology (15 points)
   a. Firm’s described approach to the project that indicates a successful completion of the proposed project.
   b. Firm’s willingness to be a part of construction team of CM, Owner, Architect.
   c. Firm’s management assets that indicate ability to provide a quality end project.
   d. List of construction trades that firm intends to bid for self-performance

5. Combination of all experience, commitment, and assets that indicate an ability to finish project on schedule and within budget. (10 points)

6. Financial Capability of Firm (10 points)
   a. Total bonding capacity – name, address of bonding company
   b. Name and address of agent
   c. Amount currently bonded and amount of bonding currently pending
   d. Name, address, phone number of bank references
7. Fees (10 points)
   a. Base fee for preconstruction services with an enumeration of the proposed services
   b. Base fee for construction phase and with an enumeration of the proposed services
   c. Home office personnel and percent time assigned to this project that will be included in the base fee

8. General Conditions (5 points)
   a. List of anticipated cost for general conditions based on the project schedule and project estimates
   b. All unburdened personnel assigned to the project and being charged as a general condition item and what percent of their time will be on job site and what percent of their time is being charged to this project
   c. Estimated total monthly cost of general conditions based on the project schedule and project estimate – ITEMIZE the following items separate from this estimated total monthly cost
      1. Estimated bonding cost
      2. Builder’s Risk Insurance cost
      3. GL Insurance cost
      4. Labor cost, burdened and unburdened

V. PROPOSAL SUBMITTAL INFORMATION

   Submittal Deadline and Location

1. All proposals must be received in the Office of the Director of Procurement no later than 5:00pm, Thursday, June 11, 2015.

2. Proposals are to be submitted to:

   MAIL PROPOSAL TO:             HAND DELIVER AND/OR EXPRESS MAIL TO:

   Stephen F. Austin State University  Stephen F. Austin State University
   Procurement and Property Services   Procurement and Property Services
   P. O. Box 13030, SFA Station       2124 Wilson Drive
   Nacogdoches, TX 75962-3030          Nacogdoches, TX 75962

   Proposals will be publicly opened and only the names of the Respondents will be read Friday, June 12, 2015 at 8:00am in the Office of the Director of Procurement, Purchasing and Inventory Building, 2124 East College, Nacogdoches, Texas.

   Late offers properly identified will be returned to Respondent unopened. Late offers will not be considered under any circumstances. Faxed or electronically mailed proposals will not be accepted.
Submittal Instructions

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

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

4. Submittals shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.

5. Submittals 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.

6. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete submittals will be considered non-responsive and subject to rejection.

7. Submittals shall consist of answers to questions identified in the RFP. It is not necessary to repeat the question in the RFP; however, IT IS ESSENTIAL TO REFERENCE THE QUESTION NUMBER WITH THE CORRESPONDING ANSWER.

8. Separate and identify responses to this RFP by use of a divider sheet with an integral tab for ready reference. As a minimum the following categories should have a divider sheet:
   - A. Required Submittals
   - B. General Submittal Information
   - C. Other Submittal Information
     - i. Experience
     - ii. Safety Record
     - iii. Proposed Personal
     - iv. Methodology
     - v. Financial
     - vi. Fees
     - vii. General Conditions
9. Responses 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.

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

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.

**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 (completed and signed)
ii. Exhibit B – HUB Subcontracting Plan
iii. Statement affirming firm’s commitment to and ability to meet project schedule as stated

**General Submittal Information**

i. Name of firm, address, phone, fax, e-mail, web page, year founded, previous name(s) of firm and contact person
ii. Type of business organization
iii. Locations of other offices or main office
iv. How many continuous years of operated in Texas
v. Has the company operated under other or former names
vi. Is the company part of a holding company, if so what are its other businesses
vii. List jurisdiction and trade categories, year organization is legally qualified to do business
viii. Years of experience working on CM projects
ix. Experience with higher education projects

**Other Submittal Information**

i. Experience
   a. List of recent projects with similar scope and building type as to the proposed project at SFA
   b. Specific CM projects similar to the SFA project that indicates a strong probability of success
   c. Identify completed projects that have encountered difficulties and the management efforts that allowed the project to be successfully completed
d. List categories of work that your organization is capable of performing with its own forces and those actually self-performed on similar projects listed in a. above

ii. Safety Record (EMR)
   a. Firm’s EMR ratings identified for each of the past three years
   b. Safety procedures as applied to this project

iii. Proposed Personal
   a. List of home office personnel to be assigned to this project; include experience and the percent of their time to be allocated to this job
   b. List of field personnel to be assigned to this job, include experience and percent of time to be assigned to this job
   c. List of other personnel, both office and field, that could be assigned to the job in the event of problems or loss of key personnel assigned to the job
   d. Include time with proposing firm, general experience and qualifications of personnel. Identify any participation they had in the projects listed in section (C. i. a.) above
   e. Explain the firm’s incentive plan that is offered to employees assigned to the project for an on time on budget completion of project.

iv. Methodology
   a. Provide a description of firm’s attitude toward a team approach to construction and how this will be carried out in the SFA project
   b. What is the firm’s philosophy toward allowances, contingencies, etc. that are involved in project? What is the policy toward sharing of project savings
   c. After the GMP is set for a project of similar size what is a typical CM contingency stated as a percent of construction cost
   d. Describe firm’s management assets (software, cost records, etc.) that indicate the ability to provide a quality, on time, on budget project

v. Financial
   a. Total bonding capacity – name, address of bonding company, and name of agent
   b. Bonding capacity available for single project
   c. Amount currently bonded
   d. Amount of bonding currently pending
   e. Name address and phone number of bank references
   f. Is an audited financial statement for the firm available if requested
   g. What is the firm’s payment schedule for subcontractors on this job

vi. Fees
   a. Base fee for preconstruction and detailed explanation for what is included
   b. Base fee for construction and detailed explanations of what is included
c. Home office personnel included in fee and what is the percent of time anticipated for this project that will be included in the base fee

vii. General Conditions
The following items will be considered as general conditions of the contract and will not be included as part of the Construction Manager’s fees. The cost of these General Conditions will be negotiated with the recommended Construction Manager as part of the overall GMP. Please note that all personnel costs are to be fully burdened.

a. Project Executive
b. Senior Project Manager
c. Project Manager
d. Project Manager Vehicle and/or Allowance/Mileage
e. General Superintendent
f. Superintendent
g. Superintendent Vehicle and/or Allowance/Mileage
h. Assistant Superintendent
i. Project/Cost Engineer
j. Office/Technology Engineer
k. Project Expediter/Asst. PM
l. Field Office Manager/Secretary
m. Field Engineering/Layout
n. Accounting
o. Secretary/Administrative Personnel
p. Quality Control Manager
q. General Purpose Labor
r. Subsistence/Per Diem
s. Mileage/Travel
t. CPM Schedule
u. Field Engineering & Equipment
v. Record set
w. CM Office Trailers
x. Architect/Owner Trailer
y. CM Storage Sheds
z. CM Job Office Expense
aa. CM Job Office Equipment
bb. First Aid Supplies
cc. Watchman/Security
dd. Project Documentation
ee. Small Tools
ff. Building Permits/Fees/Licenses/Dues
gg. Equipment Rental, Maintenance and Insurance
hh. Job Signage/Advertising
ii. Payroll Taxes on General Conditions
jj. Mobilization/Demobilization
kk. Temp Electric/Gas/Water Bill
ll. Telephone, Fax, Computer, Copier Costs
mm. Ice, Cups and Water
nn. Delivery Service/Postage
oo. Progress Photography
pp. Shop Drawings
qq. Stationery and Supplies
rr. Fencing
ss. Temporary Weather Protection
tt. Temporary Partitions
uu. Temporary Roads
vv. Temporary Plumbing
ww. Plans/Surveys/Blue Prints
xx. Field Communications System
yy. Chemical Toilets
zz. Cellular Telephones/Pagers
aaa. Phones, Radios
bbb. Tractor
ccc. Generators – portable
ddd. Labor Burden Barricades
eee. Gas, Oil and Grease
fff. Vehicle Repair
ggg. Clean Streets
hhh. Cleanup Periodical
iii. Continuous Jobsite Clean-up
jjj. Dumpsters/Trash Haul
kkk. Final Cleaning
lll. Building and Site dewatering
mm. Safety Equipment
nn. Safety Coordinator
ooo. Job Safety Training
ppp. Fire Protection/Fire Extinguishers
qqq. General Liability, Builders Risk
rrr. Insurance/Performance & Payment Bonds
sss. AGC & ABC Fees

VI. 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 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.

Award of an agreement from this Request For Proposal 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 RFP will be cancelled, and no award will be made.
VII. PRESENTATIONS

The information for presentations is informational only. Finalist will receive specific instructions. Information will include date, time and location of presentation. Additional project information, the project program, site map, and other University information deemed appropriate will be included.

A. If requested, presentations and interviews will be scheduled in July 27, 2015.

B. If your firm is selected as a finalist, the presentation should include:

   i. Firm’s approach to preconstruction services
   ii. Firm’s construction services
   iii. Firm’s philosophy toward the team approach to construction management-at-risk project delivery
   iv. Other relevant material that CM wishes to present
   v. Presentation should include actual personnel that will be involved in the SFA project

Questions regarding HUB Subcontracting documentation or general questions about the RFP should be directed to Diana Boubel, Director of Purchasing/HUB Coordinator, (936) 468-4037 or e-mail dboubel@sfasu.edu

The University reserves the right to negotiate proposals or to withdraw projects during the contract negotiation phase.
EXECUTION OF OFFER
RFP #CMR-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 RFP 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 PROPOSAL. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.
EXHIBIT B

HUB SUBCONTRACTING PLAN (HSP)
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 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. - 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 INFORMATION

<table>
<thead>
<tr>
<th>a. Respondent (Company) Name:</th>
<th>State of Texas VID #:</th>
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<td>Point of Contact:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No</td>
<td></td>
</tr>
<tr>
<td>c. Requisition #:</td>
<td>Bid Open Date: (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>
**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>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: % % %

*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.
Enter your company’s name here: _______________________________ Requisition #: _______________

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 (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” to 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.
**HSP Good Faith Effort - Method A (Attachment A)**

Enter your company’s name here: ________________________________ Requisition #: ________________

**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 A (Attachment A)” 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/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf](http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf).

**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.

<table>
<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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</thead>
<tbody>
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<td>□ Yes □ No</td>
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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.
**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/hub-forms/hub-sbcont-plan-gfe-achm-b.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.

**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. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan.

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.

- 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. HUB Status code “A” signifies that the company is a Texas certified HUB.

- 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>
</tr>
</thead>
<tbody>
<tr>
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<td>- Yes</td>
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- 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://window.state.tx.us/procurement/prog/hub/mwb-links-1.

- 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.

<table>
<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Was the Notice Accepted?</th>
</tr>
</thead>
<tbody>
<tr>
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<td>- Yes</td>
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</table>
**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.

<table>
<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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- Yes - No $ %

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):

**REMEMBER:** 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 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 I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my 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.

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: ________________________________ Point-of-Contact: _______________________________
Phone #: ________________________________
Requisition #: ________________________________ Bid Open Date: _____________ (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 ______________ 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
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 ASSITANCE PLEASE CONTACT THE SFA PROCUREMENT OFFICE FOR HELP.