INVITATION TO BID

FAILURE TO SIGN WILL DISQUALIFY BID

Bid No.  SF-YEARBOOK-2015

Due Date:  June 2, 2015  at 3:00 P.M.

Show bid opening and bid invitation number in lower left hand corner of sealed bid envelope and return sealed bids to:

Stephen F. Austin State University
P. O. Box 13030, SFA Station
2124 Wilson Drive
Nacogdoches, Texas  75962-3030
Phone (936) 468-2206
FAX (936) 468-4282 (See 2.3 reverse side)

Name of Firm
Phone
Mailing Address
FAX
City State Zip
EMAIL

Check all that apply if Preference Claimed under Rule 34 TAC 20.38

Products of persons with mental or physical disabilities
Products made of recycled, remanufactured, or environmentally sensitive materials
Energy efficient products
Rubberized asphalt paving material
Recycled motor oil and lubricants
Products and services from economically depressed or blighted areas

*By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas resident Bidder as defined in Rule 34 TAC 20.38.

IF QUOTING OTHER THAN THE REFERENCED ITEM(S) BELOW, BROCHURE AND/OR SPECIFICATIONS SHOULD BE ENCLOSED.

ALL BIDS WILL BE CONSIDERED F.O.B. DESTINATION UNLESS OTHERWISE NOTED.

AWARD NOTICE:  Stephen F. Austin State University (SFA) reserves the right to make an award on the basis of low line item bid, low total of line items, or in any other combination that will serve the best interest of SFA and to reject any and all bids in the sole discretion of SFA.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Qty. &amp; Unit</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Printing and delivery of the Stephen F. Austin State University 2016 STONE FORT yearbook in accordance with the specifications herein. The STONE FORT is produced by the SFA Department of Student Publications. Award will be based on the best value evaluation criteria herein. Postage/shipping charges for pages submitted on the deadline date, book shipping and delivery charges should be included in the base bid price. By submitting a bid the respondent acknowledges his understanding that the University may order less than 2500 copies and the awarded vendor will work with Student Publications to determine the final quantity prior to January 31, 2016. The final quantity will be submitted to the awarded vendor in writing by the specified date.</td>
<td>2500 EA</td>
<td>$</td>
<td>%</td>
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</tbody>
</table>

CONTRACT TERM
The University reserves the right to renew the contract for (4) four additional (1) one-year periods at an escalation rate not to exceed that quote herein:
Stephen F. Austin State University is a “no-deposit” school.

SPECIFICATIONS

Size and Pages
Trim size: 9” x 12”
Number of pages: 352

Special Effects
The following items must be included in this bid at no additional charge:

a. No limit on bleed photographs
b. No limit on mortising photos or copy blocks
c. Any size tool line that is either closely registered or loosely registered lines around photos, art and/or copy
d. Unlimited number of overburns and/or reverses
e. All photos require either a 150-line screen or higher. Specify in bid the screens that are available
f. Awarded vendor to place 12,000+ student photos, provided electronically by university, in scholars section. The section will be in panel format and will include student photo and name.
g. Unlimited changes and substitutions for photos scanned in using flatbed and negative scanners at no extra charge.
h. Printer and representative must clearly identify in writing any special effects requested by University which would incur additional charges over the bid price.

Cover
Custom embossed cover with at least one die, or lithographed cover. **Respondent should clearly define what comprises a single die, related to size and/or number of images.** Embossed cover should include choice of material, grain and any one color or foil applied.

Awarded vendor will submit mock-up of cover for client approval before cover is printed.

Binding
Smyth sewn, reinforced with crash cloth backing, rounded and backed, headbands not necessary. Binder boards should be 160 point, tempered.

Unbound Copies
**Respondent will submit per unit price of unbound copies.**

Endsheets
Vibra color paper for end sheets, both endsheets the same or any white or solid one-color endsheet with any one-color special design/image (no die cut required).

Paper Stock
Bid on yearbook editor’s choice of 100-pound paper (examples: Ermine, Calais, Bordeaux) throughout book by signatures. Paper should be available in double-coated enamel with glossy, dull or matte finishes.
Page Layout
All layouts will be submitted electronically using Apple Macintosh hardware and Adobe Creative Suite 3 (InDesign, PhotoShop). Scholars’ pictures will be organized using appropriate software.

Typography
All type shall be computerized composition justified as per yearbook editor's instructions. Choice of any available LaserWriter typefaces. Any additional typeface submitted by the University for use in book will be used at no charge to the University. Division page headlines must be available in 30, 36, 48 and 60pt type. No extra charges will be paid for setting the Index Section of the book, even though it is generally set at 6pt type.

Color
Base Bid shall include the following: four-color from electronic files on 64 pages, 8 flats, averaging 2 photos per spread. All photos in four-color will be spot varnished. Respondent should specify a credit price if client chooses not to utilize spot varnish. Also include cost additional for four-color on all pages.

Cost additional per flat of four-color from electronic file: $________

Cost reduction per flat of four-color from electronic file: $_______

Credit allowed if the University chooses not to utilize spot varnish: $________

Cost additional for four-color on all pages: $________

List additional restrictions that would apply.

Page Submission
Completed pages will be submitted electronically by the University. Awarded vendor will return hardcopy and electronic proofs. Any necessary changes will be noted on the electronic proof, which will be returned to the vendor.

Proofs
Complete hardcopy proofs of each page shall be furnished to the University. Black and white pages will be proofed in black and white, color pages will be proofed in color, and should clearly show all photos cropped and in position, all copy and heads set per University instructions and all artwork enlarged or reduced in position. All photographs and graphic elements, including overburns, must be clearly shown on page proofs. Proofs must be returned to the University within 20 working days of receipt of pages (electronically) in the printing plan. Reproofs will be provided within 15 days at no charge for proofs that do not follow these directives.

Respondent shall include with bid detailed pricing regarding correction charges made by University to proofs.
SOFTWARE
Respondents should present a price based on computerized preparation of the book with related indexing capabilities and the capacity to flow approximately 12,000 images in scholars section. SFA Student Publications has a Macintosh computer system with HP LaserWriter Printers. Quote should cover electronic submission of Macintosh material. Respondents must provide appropriate software as part of this bid.

Responds must submit documentation that provides information regarding the accessibility of the software. The university requires that any electronic and information resources, as defined by Texas law, and all associated information, documentation and support comply with the applicable requirements set forth in Title 1, Chapters 206 and 213 of the Texas Administrative code.

The preferred method of providing this information is the Voluntary Product Accessibility Template (VPAT). If one does not already exist, a template may be downloaded from the SFA Procurement website, http://www.sfasu.edu/purchasing/841.asp.

DEADLINES
Respondent is asked to submit a schedule of deadlines necessary to meet firm delivery date of April 18, 2016. The schedule should include a final deadline as well as a tentative schedule of deadlines for page submittal and proof submittal. Awarded vendor will work with University to structure a deadline schedule to meet the final delivery date. If a company cannot meet the delivery deadline with reasonable deadlines, the company should not bid on the book.

The University will make every effort to meet set deadlines but will not pay penalties for late proofs or missed color deadlines. Color pages may be submitted for any deadline.

Respondents shall include with bid any discounts or allowances for early delivery of pages.

MARKETING
Awarded vendor shall assist the University in developing a marketing plan to promote yearbook sales on campus. Respondent shall describe their Marketing Plan in the bid response, being very specific as to the extent of involvement (monetary or otherwise) by vendor in marketing activities. Department will provide information on current marketing plan, such as t-shirts for freshman purchasers.
CUSTOMER SERVICE
Awarded vendor’s representative must be on campus during the first week of classes and two to three days before every deadline specified in the contract. The representative should be prepared to hold a yearbook staff workshop to be scheduled at the convenience of the representative and the staff, but necessarily before the beginning of the Fall Semester. The yearbook representative is expected to be available to answer questions by phone within the working day on which his office is contacted. Representative will provide all phone numbers for his office and the plant representative.

Awarded vendor shall provide additional customer service in the form of training workshops either on-campus or at vendor’s location.

Respondents shall describe their Customer Service Plan in the bid response, including in detail workshops or training available including location, cost to the University, etc. and provide the name of the customer service representative that will be assigned to the SFA account.

DELIVERY OF PRODUCTION MATERIALS
All production materials (calendars, ladders, rulers, copy sheets, software, layout materials, etc) must be delivered within two weeks of acceptance of a bid.

DELIVERY OF YEARBOOKS
The 2016 Stone Fort must be delivered FOB Destination in cartons (on pallets, no plastic wrap) to the Baker Pattillo Student Center at Stephen F Austin State University, Nacogdoches, TX no later than noon April 18, 2016. This is the actual delivery date, not the shipping date.

It is understood that the publication shall be timed so as to be delivered as a complete and acceptable order no later than April 18, 2016. In the event this fails to take place, the University shall retain as liquidated damages the sum of two hundred dollars ($200) per day for each calendar day thereafter that the seller remains delinquent in delivering a complete and acceptable order to the University as specified. This charge is levied not as a penalty but as liquidated damages for such breach of contract.

Yearbooks must be shipped 12 books to a box, with 20 boxes on each pallet (or equivalent weight) to allow for unloading capabilities at the university.

MAKE-GOODS
The University reserves the right to reject any and all yearbooks that have been damaged or incorrectly printed in any manner. “Make goods” must be reprinted at no additional cost to the University.
REORDER
In the event that the customer requires additional printed after the initial run, respondent shall include in the bid response a per unit price to reprint the Stone Fort Yearbook.

MAILING BOXES
Respondent will submit with bid information regarding availability of cardboard boxes to mail individual yearbooks to students and per/unit pricing of boxes.

BILLING AND PAYMENT
It is understood that all charges above the base bid quoted herein are to be billed separately on the final bill.

No extra charges will be allowed for setting the Index Section of the book.

The Student Publications yearbook adviser is to be notified of, and must approve in writing, ALL ADDITIONAL CHARGES at the time they occur. Only those charges that have been previously approved as stated herein will be paid on the final bill.

Respondent agrees and understands that if any portion of the awarded purchase order is not used by the University, the costs of the unused specifications must be deducted from the final, total bill.

Any discrepancies in the final bill will be negotiated by the SFA Student Publications Adviser and Vendor’s sales or customer service representative.

Final and complete payment will be made Net 30 days from the date of receipt and acceptance of the yearbooks or approved invoice, whichever is later. No deposits will be paid in advance of delivery of the yearbooks.

Any other options that are not included in the base bid and for which a charge could be incurred must be included with the bid response along with the associated costs.

CONTACT INFORMATION
All questions regarding the Invitation To Bid or the response must be forwarded to Diana Boubel, dboubel@sfasu.edu, 936-468-4037.

All questions regarding the specifications are to be directed to Amy Roquemore, Director of Student Publications, 936-468-4703, aroquemore@sfasu.edu.

HUB SUBCONTRACTING PLAN
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 attached documents provided.
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: 21.7% for commodities

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 entire response from consideration.

BEST VALUE EVALUATION CRITERIA
The University shall evaluate bids using the following criteria and weighted value. Stephen F. Austin State University reserves the right to award an agreement not based only on the cost to the University, but on the criteria that best meets the University’s requirements and goals. The University shall be the sole judge of determining which bid represents the best value to the University.

a. 30% Base Bid;
b. 30% Expected quality of printing based on references including past work performed for SFA;
c. 25% Expected customer service by sales and/or customer service representative based on Customer Service Plan, and including past service provided to SFA;
d. 15% Expected performance of the printer and yearbook representative in helping market the book on campus based on Marketing Plan, and including past service provided to SFA.
REQUIRED SUBMITTALS - failure to return these documents will disqualify the bid from consideration
a. Signed Invitation To Bid Form 
 b. HUB Subcontracting Plan 

OTHER SUBMITTALS 
 a. Marketing Plan 
 b. Customer Service Plan including the name of the customer service representative to be assigned to the SFA account 
 c. References - Provide a list of no more than five (5) organizations for which Respondent currently provides Yearbook printing services. At a minimum, include entity name, contact name, address, telephone number and e-mail address; 
 d. Screens Available (ref Special Effects, e.) 
 e. Identify Special Effects that will incur additional charges (ref Special Effects, h.) 
 f. Correction charges made by the University to proofs (ref Proofs) 
 g. Schedule of Deadlines (including discounts/allowance for early delivery of pages) 
 h. Per unit price of unbound copies 
 i. Per unit price to reprint 
 j. Any other additional cost options available 
 k. Voluntary Product Accessibility Template (VPAT)
ITEMS BELOW APPLY TO AND BECOME PART OF TERMS AND CONDITIONS OF QUOTATIONS. ANY EXCEPTIONS THERETO MUST BE IN WRITING AND SUBMITTED WITH INVITATION TO BID.

1. BIDDER AFFIRMATIONS: Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts. By signature hereon affixed, the bidder hereby certifies that:

1.1 The bidder 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 bid.

1.2 Pursuant to 15 U.S.C. Sec. 1, et seq. And Tex. Bus. & Comm. Code Sec 15.01, et seq. neither the bidder or the firm, corporation, partnership, or institution represented by the bidder, 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 bid made to any competitor or any other person engaged in such line of business.

1.3 Pursuant to Texas Government Code, Title 4, Subtitle D, Section 2155.004(a), the bidder has not received compensation for participation in the preparation of the specifications for this solicitation.

1.4 If applicable, pursuant to Texas Family Code, Title 3, Subtitle A, Section 231.006(d), regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified support and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. Furthermore, any bidder subject to Section 231.006 must include names and Social Security numbers of each person with at least 25% ownership of the business entity submitting the bid. This information must be provided prior to award.

1.5 Pursuant to Texas Government Code, Title 10, Subtitle D, Section 2155.004(b), the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified support and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

1.6 Bidder agrees that pursuant to Section 403.0551, Texas Government Code, any payments due under this contract will not be applied towards any debt, including but not limited to delinquent taxes and child support, that is owed to the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

1.7 Bidder certifies that they are in compliance with Texas Government Code, Title 23, Subtitle B, Section 669.003, relating to contracting with executive head of a State agency. If Section 669.003 applies, the bidder will complete the following information in order for the bid to be evaluated:

   Name of former Executive:

2. BIDDING REQUIREMENTS:

2.1 Bids should be submitted on this form. Each bid shall be placed in a separate envelope completely and properly identified. When sending bids via overnight delivery, bidder is advised to confirm whether SFA delivery location is a guaranteed AM delivery. SFA offers facsimile service as a convenience only. The only telephone number for FAX submission is 936-468-4282.

2.2 If the bidder 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 bid.

2.3 Pursuant to 15 U.S.C. Sec. 1, et seq. And Tex. Bus. & Comm. Code Sec 15.01, et seq. neither the bidder or the firm, corporation, partnership, or institution represented by the bidder, 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 bid made to any competitor or any other person engaged in such line of business.

2.4 Bidder agrees that pursuant to Section 403.0551, Texas Government Code, any payments due under this contract will not be applied towards any debt, including but not limited to delinquent taxes and child support, that is owed to the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

2.5 Telephone quotations are not acceptable evidence in response to this Invitation To Bid. Stephen F. Austin State University reserves the right to accept or reject all or any part of any bids, to waive minor technicalities, to re-evaluate a bid, to determine necessary, and to award the bid to best serve the interests of the University.

2.6 All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from US, FMRC or NEMA.

2.7 Any catalog, brand name or manufacturer's reference used in this bid is descriptive (not restrictive).

2.8 All items shall be new, in first class condition, with containers suitable for shipment and storage. New shall not be construed as excluding recycled or remanufactured products.

2.9 Bidder certifies that they are in compliance with Texas Government Code, Title 23, Subtitle B, Section 669.003, relating to contracting with executive head of a State agency. If Section 669.003 applies, the bidder will complete the following information in order for the bid to be evaluated:

   Name of former Executive:

3. TIE BIDS - Awards will be made in accordance with Rule 34 TAC 20.36 (b) (3) and 20.38 (preferences).

4. PATENTS OR COPYRIGHTS – The Contractor agrees to protect Stephen F. Austin State University from claims involving infringement of patents or copyrights.

5. PAYMENT - Vendor shall submit an itemized invoice showing Purchase Order Number. Payment will be made Net 30 from date of receipt of goods/services or invoice, whichever is later. Late fees will be incurred in accordance with Texas Government Code 2251.

6. DELIVERY:

6.1 Bids should show the number of days required to place material in designated location under normal conditions. Failure to state delivery time obliges bidder to complete delivery in 14 calendar days. A five day difference in delivery promise may break tie bids. Unrealistic short or long delivery promises may cause the bid to be disregarded.

6.2 Delivery shall be made during normal working hours only, unless prior approval for early or late delivery has been obtained.

6.3 If delay is foreseen, contractor shall give written notice. The University has the right to extend delivery date if reasons appear valid.

6.4 No substitutions or cancellations are permitted without prior written approval.

7. ALTERNATE DISPUTE RESOLUTION: Pursuant to Chapter 2260 of the Texas Government Code, Title 2, Subtitle D, Section 1303.006, this contract is subject to the Texas Dispute Resolution Act. Any disputes may be arbitrated or otherwise referred to the State Auditor's Office or its authorized representative.

8. PUBLIC INFORMATION ACT: Information, documentation, and other material in connection with this solicitation or any resulting contract may be subject to the Texas Public Information Act.

9. CONTRACTOR AGREEMENTS:

9.1 Contractor understands that acceptance of funds under this contract is as acceptance of the authority of the State Auditor's Office or any successor agency, or Stephen F. Austin's Internal Audit Services, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor's Office or its successor, or Stephen F. Austin's Internal Audit Services in the conduct of the audit or investigation, including providing all records requested.

9.2 Contractor will ensure that all acts or omissions of contractor or any agent, employee, subcontractor, or supplier in the execution or performance of this contract.

9.3 Contractor agrees to protect Stephen F. Austin State University from claims involving infringement of patents or copyrights.

Sole Owner should also enter SSN# below

Name of State Agency:

Date of separation from State Agency:

Position with bidder:

Date of employment with bidder:

1.8 Bidder agrees to comply with Texas Government Code, Title 23, Subtitle B, Section 2155.4441, relating to the use of service contracts for products produced in the State of Texas.

1.9 By signature hereon, the Respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas.
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: 21.7% for commodities

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

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>
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<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>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>Percentage of the contract expected to be subcontracted to non-HUBs.</td>
<td>%</td>
<td>%</td>
</tr>
</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/).

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>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.</td>
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<tr>
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<td>Percentage of the contract expected to be subcontracted to non-HUBs.</td>
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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](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” 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.
**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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**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)

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 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-sbcontract-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.

- Item Number: _______  Description: __________________________

### 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
  - No / Not Applicable

### 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.

- 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) Search directory located at http://mycpa.state.tx.us/tpasscmbs/nc/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>
</tr>
</thead>
<tbody>
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<td>Yes</td>
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<td>Yes</td>
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</table>

- 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/.

- 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.

<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>
<td></td>
<td></td>
<td>Yes</td>
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<tr>
<td></td>
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<td>Yes</td>
</tr>
</tbody>
</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</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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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 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**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>State of Texas VID #:</th>
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<tbody>
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<tr>
<th>Point-of-Contact:</th>
<th>Phone #:</th>
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<tr>
<th>E-mail Address:</th>
<th>Fax #:</th>
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</table>

### SECTION B  
**CONTRACTING STATE AGENCY AND REQUISITION INFORMATION**

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Point-of-Contact:</th>
<th>Phone #:</th>
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<thead>
<tr>
<th>Requisition #:</th>
<th>Bid Open Date:</th>
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<td>(mm/dd/yyyy)</td>
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### 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 ________________.  

   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.