



STEPHEN F. AUSTIN STATE UNIVERSITY

THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

PROCUREMENT AND BUSINESS SERVICES
P. O. Box 13030
NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP NUMBER
ATHLETIC GRAPHICS – FY25

ADDENDUM NO. 1
Dated: 02/28/2025

PROPOSAL MUST BE RECEIVED BEFORE:
MONDAY, MARCH 17, 2025 AT 5:00 PM

Show RFP Number, Due Date and Time on Return Envelope

NOTE: Proposal must be stamped at **Stephen F. Austin State University Procurement and Business Services** before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:

Nicole Ivancic
Stephen F. Austin State University
Procurement and Business
Services 936.468.4472 or email
ivancickn@sfasu.edu

**STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal # ATHLETIC GRAPHICS – FY25
ADDENDUM NO. 1**

Please note the following responses to vendor questions received via email by February 25, 2025.

THIS ADDENDUM DOES NOT HAVE TO BE ACKNOWLEDGED FOR THE RESPONSE TO RECEIVE CONSIDERATIONS.

1. Are you looking for a company that offers, as part of their capabilities, digital content production services to develop graphic design? Or are you looking for an individual/single person who specializes in digital content development and production?

Either option will be accepted

2. Is the graphic designer/content producer expected to work on-site/on campus?

No

3. In terms of the sample scope included in the RFP document, page 6, can you reconfirm that this scope is annual based?

Yes, this will be a yearly contract.

4. If our company is HUB certified and we produce and develop all of our digital work in house, do we still need to additionally contract HUB vendors for 26% of the scope?

No. The bidder will need to select “self-performing” on the HUB Subcontracting form. All questions regarding the HUB Subcontracting Plan may be directed to the Procurement and Business Services office, Lacey Bradshaw, 936-468-4412, lacey.bradshaw@sfasu.edu.



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STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal: ATHLETICS GRAPHICS – FY25

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SECTION 1 INTRODUCTION

1.1 SCOPE OF PROPOSAL

Stephen F. Austin State University, a member of the University of Texas System, hereafter referred to as “SFA” or “the University”, is seeking proposals for a digital content producer to serve the University and the Athletic Department on campus. These services are to be performed by the respondent. The specifications outlined in this document meet the minimum requirements for the proposed services.

The Scope of Services are more specifically described in **Section 2** (“Statement of Work”) of this Request for Proposal (RFP).

1.2 CONTRACT TERM

This contract will begin after award as mutually agreed and upon executed agreement. The expected term of this agreement is to start in August 2025 for a period of one (1) year with the possible option to renew for three (3) additional one-year periods as mutually agreed. Future contract extensions may be negotiable as mutually agreed upon between contractor and SFA.

1.3 SFA INFORMATION

Stephen F. Austin State University is a comprehensive, regional institution located in Nacogdoches. The university enrolls approximately 13,000 students and offers approximately 80 undergraduate majors and more than 120 areas of study and concentrations within six academic colleges - business, education, fine arts, forestry and agriculture, sciences and mathematics, and liberal and applied arts. SFA offers degree programs both online and on its beautifully wooded campus nestled in the heart of the Texas Forest Country.

SFA is an institution of higher education as an agency of the State of Texas. SFA employs approximately 1,600 full and part-time faculty and staff members.

1.4 SCHEDULE OF EVENTS*

*DATE	EVENT
Wednesday, February 19, 2025	Issuance of Request for Proposal
Tuesday, February 25, 2025 by 5:00 p.m.	Deadline for Questions
Friday, February 28, 2025 by 5:00 p.m.	Question and Answer Addenda Document Posted, if any
Monday, March 17, 2025 by 5:00 p.m.	Requests for Proposals Due
Tuesday, March 18, 2025 by 5:00 p.m.	Proposals Opened and Evaluation Begins
Tuesday, March 24, 2025	Evaluation of Proposals and Selection of Finalist and/or Negotiations Ends
March 2025	Notification of Award
March 2025	Fully executed Agreement
March 2025	Scope of Work to begin

*Dates are tentative and subject to change; time listed is Central Standard Time

1.5 OPEN RECORDS

SFA anticipates that the review of the proposals will be completed and awarded in March 2025. Due to the nature of the proposals, the parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and agreements, after all negotiations are completed, may be subject to open records request. Additionally, state law requires each contract for the purchase of goods or services to be posted on the University's website. By entering into a contract with the University, the firm acknowledges and accepts the University will comply with all applicable laws regarding the public posting of contracts.

1.6 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

SEE EXHIBIT D – HUB SUBCONTRACTING PLAN READ CAREFULLY

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

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:

26.0% for other services

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

All questions regarding the HUB Subcontracting Plan may be directed to the Procurement and Business Services office, Lacey Bradshaw, 936-468-4412, lacey.bradshaw@sfasu.edu.

Failure to submit the HUB Subcontracting Plan will disqualify the bid from consideration.

1.7 PARKING ON CAMPUS

All vehicles parked on the University campus must properly display a valid parking permit and comply with all University parking rules. The Parking and Traffic Office supervises and coordinates all parking transportation and traffic related functions on the campus. Permits expire each August 31.

Contractor shall be responsible for obtaining parking permits from the Parking and Traffic Office and for resolving, should they arise, any parking regulation disputes and violations. The Parking and Traffic Office telephone number is 936-468-7275

1.8 GROUP PURCHASING AUTHORITY

Texas law authorizes institutions of higher education (defined by Section 61.003, Education Code) to use the group purchasing procurement method (ref. Section 51.9335, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer under this RFP.

1.9 RIGHT TO MODIFY

Stephen F. Austin State University reserves the rights to modify, revoke, or cancel this RFP in whole or in part at any time prior to the date on which SFA executes a Contract with the selected Respondent(s).

1.10 ADDITIONAL TERMS AND CONDITIONS

<https://www.sfasu.edu/docs/procurement-business-services/purchase-order-general-terms-conditions.pdf>

END OF SECTION 1

SECTION 2

STATEMENT OF WORK

2.1 SCOPE OF WORK

The Athletics Department is seeking proposals from a professional digital content producer to design and implement a creative campaign for the SFA Athletic Department. The producer will need to establish project timelines, present design styles and trends to refine the visual direction of the campaign, create and produce static and animated images for the SFA Athletic Department to use, create proof deliveries to SFA and receive reviews and revise, as needed by the SFA Athletic Department, and provide final file exports, compiles, and upload/delivery of content to the SFA Athletic Department. The scope of this RFP may expand upon mutual agreement of both parties after award.

This RFP will be based on an hourly rate and is not a quote for actual hours, but is an estimate for services. Awarded vendor will be paid for actual hours spent creating graphics for the university.

2.2 PROJECT OVERVIEW AND OBJECTIVES

- 2.2.1 The SFA Athletic Department is seeking a digital content producer that can create content for the following departments: General Athletics Department, Football, Soccer, Volleyball, Men's and Women's Basketball, Baseball, Softball, Men's and Women's Cross Country, Men's and Women's Golf, Men's and Women's Track and Field, Beach Volleyball, Bowling, Tennis, as well as animations for Football, Men's and Women's Basketball games.

Sample detailed projects and hours for each department include (but are not limited to):

General Athletics Department (350 Hours)	Football (115 hours)	Soccer (83 Hours)	Volleyball (95 Hours)
2025-2026 Creative Campaign including a brand guide deck and associated design elements	Team Poster	Team Poster	Team Poster
Annual Report	Custom Gameday Graphic	Gameday/Up Next Template	Media Guide Cover
Program Covers Template	Score Graphic Template	Score Update Template	Gameday/Up Next Template
US Map/Student Athletes Location Template	Media Guide Cover	Program Back Cover	Score Update Template
Weather Delay / Postpone/ Cancel Graphics	Game Notes Helmet Matchup Graphics	Conference Awards (Player OTW, Pre-Season, Post-Season)	Program/Media Guide Back Cover
Career-High/Milestone Template	US Map/FB Players Location Template	Pink Game Themed Graphics	Conference Awards (Player OTW, Pre-Season, Post-Season)
Holidays Graphics	Program/Media Guide Back Cover	Season Tickets on Sale	Poll Rankings (NCAA RPI)
Promo Schedules	Conference Awards (Player OTW, Pre-Season, Post-Season)	Mini Plans on Sale	Pink Game Themed Graphics
Championship Bound/Conference Champions	Poll Rankings	Group Tickets on Sale	Season Tickets on Sale

Playoff Seeding/Clinched Playoff Templates	Meet the Jacks	Single Game Tickets on Sale	Mini Plans on Sale
Axe' Me Memories	4 weeks 'til Kickoff Countdown	Schedule Release	Group Tickets on Sale
Hired Graphic Template	Season Tickets on Sale		Single Game Tickets on Sale
Signed/Committed Graphic Template	Mini Plans on Sale		Schedule Release
Ticket Deal Template	Group Tickets on Sale		
Text Based Template	Single Game Tickets on Sale		
Billboards (per billboard)	Schedule Release		
Email Templates (per template)	Game Week Graphic		
Credentials	Gameday Timeline Template		
Parking Passes (Football, Basketball)	Coaches Show		
Sold Out Template			
Gameday Timeline Template			
"This Week in Athletics" Template			
Social Media Headers			

Men's Basketball (97 Hours)	Women's Basketball (105 Hours)	Baseball (92 Hours)	Softball (78 Hours)
Team Poster	Team Poster	Team Poster	Team Poster
Media Guide Cover	Media Guide Cover	Game Notes Helmet Matchup Graphics	Gameday/Up Next Template
Gameday/Up Next Template	Gameday/Up Next Template	US Map/FB Players Location Template	Score Update Template
Score Update Template	Score Update Template	Starting Lineup	Starting Lineup
Starting Lineup	Starting Lineup	Gameday/Up Next Template	Program Back Cover
Program/Media Guide Back Cover	Program/Media Guide Back Cover	Score Update Template	Conference Awards (Player OTW, Pre-Season, Post-Season)
Conference Awards (Player OTW, Pre-Season, Post-Season)	Conference Awards (Player OTW, Pre-Season, Post-Season)	Program Back Cover	Season Tickets on Sale
Poll Rankings (NET)	Poll Rankings (NET)	Conference Awards (Player OTW, Pre-Season, Post-Season)	Mini Plans on Sale
Season Tickets on Sale	Pink Game Themed Graphics	Season Tickets on Sale	Group Tickets on Sale
Mini Plans on Sale	Season Tickets on Sale	Mini Plans on Sale	Single Game Tickets on Sale
Group Tickets on Sale	Mini Plans on Sale	Group Tickets on Sale	Schedule Release
Single Game Tickets on Sale	Group Tickets on Sale	Single Game Tickets on Sale	
Schedule Release	Single Game Tickets on Sale	Schedule Release	
Meet the Jacks	Schedule Release		

	Meet the Jacks		
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Men's Cross Country (47 Hours)	Women's Cross Country (47 Hours)	Men's Golf (56 Hours)	Women's Golf (54 Hours)
Team Poster	Team Poster	Team Poster	Team Poster
Conference Awards (Player OTW, Pre-Season, Post-Season)	Conference Awards (Player OTW, Pre-Season, Post-Season)	Scorecard Graphics	Scorecard Graphics
Schedule Release	Schedule Release	Starting Lineup	Starting Lineup
		Conference Awards (Player OTW, Pre-Season, Post-Season)	Conference Awards (Player OTW, Pre-Season, Post-Season)
		Schedule Release	Schedule Release

Men's Track and Field (47 Hours)	Women's Track and Field (47 Hours)	Beach Volleyball (59 Hours)	Bowling (47 Hours)
Team Poster	Team Poster	Team Poster	Team Poster
Conference Awards (Player OTW, Pre-Season, Post-Season)	Conference Awards (Player OTW, Pre-Season, Post-Season)	Gameday/Up Next Template	Conference Awards (Player OTW, Pre-Season, Post-Season)
Schedule Release	Schedule Release	Match Win Template	Schedule Release
		Final Score Template	
		Conference Awards (Player OTW, Pre-Season, Post-Season)	
		Schedule Release	

Tennis (59 Hours)
Team Poster
Gameday/Up Next Template
Scorecard Template
Final Score Template
Conference Awards (Player OTW, Pre-Season, Post-Season)
Schedule Release

Animations (185 Hours)
Football Motion GFX List
Men's Basketball/Women's Basketball GFX List

END OF SECTION 2

SECTION 3 INSTRUCTIONS TO RESPONDENTS

3.1 CONTACT INFORMATION

3.1.1 All questions regarding the solicitation, or response must be forwarded to the following:

Nicole Ivancic
Purchasing Manager
P.O. Box 13030, SFA Station
Nacogdoches, TX 75962
Phone: 936.468.4472
Fax: 936.468.4282
Email: ivancickn@sfasu.edu

3.1.2 Questions relating to the HUB Subcontracting Plan may be directed to the Procurement and Business Services office, Lacey Bradshaw, 936-468-4412, lacey.bradshaw@sfasu.edu.

3.2 SUBMITTAL DEADLINE AND LOCATION

3.2.1 All proposals must be received by SFA no later than 5:00 PM, MONDAY, MARCH 17, 2025.

3.2.2 Proposals submitted by mail should be sent to:

MAIL PROPOSAL TO:

Stephen F. Austin State University
Procurement and Business 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 Business Services
2102 Alumni Drive, Austin Bldg., Room 131
Nacogdoches, TX 75962

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

3.2.4 Proposals will be publicly opened 8:30 AM, Monday, March 10, 2025 in the office of Procurement and Business Services, 2102 Alumni Drive, Austin Building, Room 131. Only the names of the Respondents will be read aloud.

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

3.2.6 Faxed proposals will **not** be accepted.

3.2.7 Proposals may be emailed to bids@sfasu.edu with subject line titled **RFP #ATHLETICS GRAPHICS – FY25**.

3.2.8 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.

3.2.9 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.

3.3 SUBMITTAL INSTRUCTIONS

3.3.1 All proposals must be submitted in the format prescribed in **Section 3.6**.

3.3.2 Respondent may email the proposal response to bids@sfasu.edu with the subject titled **RFP- ATHLETICS GRAPHICS -FY25** or shall submit one (1) complete electronic copy of the Proposal on electronic media (e.g., USB Drive) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or searchable Adobe .PDF files by mail in accordance with **Section 3.2.2**.

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

3.3.4 Each Respondent, by submitting a proposal, represents that the Respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.

3.3.5 A legally authorized representative of the Respondent shall sign proposals. Unsigned proposals (**Exhibit A**) and possible addenda will be rejected as a material failure.

3.4 ACCEPTANCE AND FORMATION OF AGREEMENT

3.4.1 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified service.

- 3.4.2 The University reserves the right to negotiate further with any respondent that submits a proposal, once proposals have been opened. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.
- 3.4.3 SFA reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA. The University shall be the sole judge of determining which proposal represents the best value to the University.
- 3.4.4 By submitting a response, the Respondent agrees to accept an agreement including the scope of work and specifications herein and attached to this Request for Proposal. SFA may also add additional services at a mutually agreed upon rate, as needed after award is made.

3.5 EVALUATION CRITERIA

- 3.5.1 Award will be based on a comprehensive review and analysis based on a weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the University. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, respondents will not, under any circumstances, dispute any award made using this method.
- 3.5.2 Evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in Section 3.5.3. 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 meet the university's requirements and goals. The University shall be the sole judge of determining which proposal represents the best value to the University. The University reserves the right to request a presentation of the finalist(s) to present their operational plan to the evaluation committee. The University shall be the sole judge of determining which proposal represents the best value of the University.
- 3.5.3 Evaluation Criteria
- a. 35% - Financial Proposal, **Exhibit C**
 - b. 45% - Qualifications and Experience, **Exhibit E**
 - c. 10% - Respondent's past relationship with the University, **Exhibit E**
 - d. 10% - References, **Exhibit E**

3.6 PROPOSAL FORMAT

- 3.6.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements and other differences that exist between the RFP and the respondent's proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. **Respondents shall organize their proposal in a point-by-point format according to Section 3.6.2.** Failure to follow point-by-point presentation could be grounds for disqualification.

Proposals shall be submitted on (1) complete electronic copy of the of the Proposal via email to bids@sfasu.edu or by mail on electronic media (e.g., USB Drive) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or searchable Adobe .PDF files.

Submittals shall include a "Table of Contents" and give page numbers for each part of the Proposal. Number all pages of the Proposal submittal sequentially using Arabic numerals (1,2,3, etc.).

- 3.6.2 Proposal shall include the following information and be submitted in the following order:

Failure to provide any of the following documents will result in disqualification of the proposal from further consideration

Required Submittals

- A. Exhibit A – Signed Execution of Offer
- B. Exhibit B – Acknowledgement of Addenda* (*only if addenda were sent out)
- C. Exhibit C – Financial Proposal
- D. Exhibit D – HUB Subcontracting
- E. Exhibit E – Evaluation of Qualifications, Experience and References

Stephen F. Austin State University reserves the right to check references prior to award. Any negative responses received may be grounds for disqualification of the bid. SFA reserves the right to enter into an agreement not based only on lowest cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.

EXHIBIT A

EXECUTION OF OFFER

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
ACKNOWLEDGEMENT OF ADDENDA

(If addenda are sent out)

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

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Respondent/Company: _____

Refer to the SFA Procurement and Business Services Department website to confirm all addenda issued: <http://www.sfasu.edu/purchasing/122.asp>

EXHIBIT C FINANCIAL PROPOSAL

Having carefully reviewed the specifications and related documents affecting the proposal to provide graphics and image services for Stephen F. Austin State University, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name: _____

Authorized Signature: _____

-
-
1. Cost per hour for graphic design services: _____
 2. Estimated number of hours per sport: _____

Department	Estimated Number of Hours
General Athletics Department	
Football	
Soccer	
Volleyball	
Men's Basketball	
Women's Basketball	
Baseball	
Softball	
Men's Cross-Country	
Women's Cross-Country	
Men's Golf	
Women's Golf	
Men's Track and Field	
Women's Track and Field	
Beach Volleyball	
Bowling	
Tennis	
Athletics Animations	

EXHIBIT D
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 do not have a continuous contract* in place for more than five (5) years 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 do not have a continuous contract* in place for more than five (5) years 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 (i.e., employees, supplies, materials and/or equipment), 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, to include 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) §20.284 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 §20.285(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 the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent **does not** have a **continuous contract*** in place for **more than five (5) years** shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.*

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)

Enter your company's name here: _____ Requisition #: _____

SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods and services will be subcontracted**. Note: In accordance with 34 TAC §20.282, a "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, including employees, goods and services. (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).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years .	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 .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
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 <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>.)

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 **do not** have a **continuous contract*** in place with for **more than five (5) years**, **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.

Enter your company's name here: _____

Requisition #: _____

SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)

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).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you do not have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for <u>more than five (5) years</u> .	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
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.) If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

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 <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.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.

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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 <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>

Item Number: Description:

[illegible]

Page 1 of 1
(Attachment A)

HSP Good Faith Effort - Method B (Attachment B)

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Enter your company's name here: _____ Requisition #: _____

IMPORTANT: If you responded “No” to **SECTION 2, Items c and 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 <https://www.comptroller.texas.gov/purchasing/docs/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.

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 (If Yes, 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 <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

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 you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbldsearch/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 Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - No

- 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 <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.
- 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.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		- Yes - No
		- Yes - No

HSP Good Faith Effort - Method B (Attachment B) Cont.

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Enter your company's name here: _____ Requisition #: _____

SECTION B-4: SUBCONTRACTOR SELECTION

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

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: _____ Description: _____

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

- c. 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.



HUB Subcontracting Opportunity Notification Form

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, §20.285 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 §20.282(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: _____
Point-of-Contact: _____
E-mail Address: _____

State of Texas VID #: _____
Phone #: _____
Fax #: _____

SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: _____
Point-of-Contact: _____
Requisition #: _____

Phone #: _____
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 §20.285, 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, §20.282(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

EXHIBIT E
EVALUATION OF QUALIFICATIONS, EXPERIENCE & REFERENCES

1. Provide a history of your company, including how long your company has been in business under its present name and any structural changes contemplated in the next year.
2. Provide samples of graphic design work.
3. Provide a description of experience working with colleges/universities of similar size (or larger) and scope, if any. Please indicate none if no experience.
4. Describe any previous related services performed for SFA in the past five (5) years, if any. Include description of services provided and years of service.
5. Provide a minimum of three (3) client references for which Respondent currently provides services, including but not limited to higher education clients. The services provided should be similar to services requested in this RFP. At a minimum, include entity name, contact name, address, telephone number and email address, description of services provided, and time period of service.

RFP # ATHLETICS GRAPHICS – FY25 **Opening date** 03/18/2025 **time** 8:30 am

NAME/ADDRESS	HUB
Asian Contractor Association Website: www.acta-austin.com Phone: 512-926-5400 Fax: 512-926-5410	
Southwest Minority Supplier Development Council Website: www.smsdc.org Phone: 512-386-8766 Fax: 512-386-8988	
Dallas/Fort Worth Minority Supplier Development Council Website: http://affiliate.nmsdc.org/dfwmsdc Phone: 214-630-0747 Fax: 214-637-2241	
Houston Minority Supplier Development Council Website: www.hmsdc.org Contact: Angela Freeman Phone: 713-271-7805 Fax: 713-271-9770	
Tri-County Black Chamber of Commerce Website: http://www.tcbcc.org Phone: 832-875-3977 Fax: 713-839-7329	
Women's Business Council – Southwest Website: http://www.wbcsouthwest.org Contact: Anita Steele Phone: 817-299-0566	
Women's Business Enterprise Alliance Website: http://www.wbea-texas.org Phone: 713-681-9232	
Golden Triangle Minority Business Council Website: www.gtmbc.com PH: 409-962-8530 FX: 409-722-5402	

RFP # ATHLETICS GRAPHICS – FY25 Opening date 03/18/2025 time 8:30 am

RFP # LAB TESTING SERVICES-23 Opening date 02/17/2023 time 8:30 am

NAME/ADDRESS	HUB
Hispanic Contractors Association de San Antonio Website: www.hcadesa.org PH: 210-444-1100 FX: 210-444-1101	
US Pan Asian American Chamber of Commerce Website: www.uspaacc-sw.org PH: 682-367-1393 FX: 817-469-9485	
El Paso Hispanic Chamber of Commerce Website: www.ephcc.org PH: 915-566-4066 FX: 915-566-9714	
Regional Hispanic Contractors Association (RHCA) Website: www.tamacc.org PH: 972-786-0909 FX: 972-786-0910	
Texas Association of Mexican American Chambers of Commerce (TAMACC) Website: www.tamacc.org Contact: Pauline Anton Phone: 512-444-5727	
START SELECTED VENDORS HERE	
MALDONADO-BURKETT, LLP 2312 WESTERN TRAILS BLVD STE C303, AUSTIN, TX 78745-1678	HI / M
GGE DESIGN & CONSULTING, LLC 5117 SCOTTISH THISTLE DR, AUSTIN, TX 78739-1471	HI / M
LAURA BRITT DESIGN, LLC 1210 W 49TH ST STE 100, AUSTIN, TX 78756-3103	WO / F
DICKENSHEETS DESIGN ASSOCIATES, LLC 10919 CONCHOS TRL,SUITE 100 AUSTIN, TX 78726-1421	WO / F
JANKEDESIGN, INC. 4920 TIGER LILY WAY, AUSTIN, TX 78739-1430	WO / F
STRATEGIC PARTNERSHIPS, INC. 7500 Rialto Blvd,Rialto 2 Suite 145 AUSTIN, TX 78735	WO / F

RFP # ATHLETICS GRAPHICS – FY25 Opening date 03/18/2025 time 8:30 am

NAME/ADDRESS	HUB
TIMSEL27 LLC 10379 TIMBERIDGE DR, COLLEGE STATION, TX 77845-3096	/
KMCE, INC. 17774 PRESTON RD, DALLAS, TX 75252-5736	AS / M
GENTI STUDIOS, INC. 1825 W MOCKINGBIRD LN, DALLAS, TX 75235-5012	AS / M
K STRATEGIES GROUP, LLC 3839 MCKINNEY AVE STE 155-204, DALLAS, TX 75204-1413	BL / F
CEDRICK FRANK ASSOCIATES PO BOX 4796, DALLAS, TX 75208-0796	BL / M
LYNN CLARK ASSOCIATES, INC. DBA LCA ENVIRONMENTAL, INC.,PO BOX 29469 DALLAS, TX 75229-0469	WO / F
CP&Y, INC. 13155 NOEL ROAD,SUITE 200 DALLAS, TX 75240	/
DSGN ASSOCIATES, INC. 115 W GREENBRIAR LN, DALLAS, TX 75208-2331	/
ZONE MAGIC LLC 7418 EMORY OAK LN, DALLAS, TX 75249-1442	/
MCKISSACK & MCKISSACK, INC. TURTLE CREEK CENTER,2911 TURTLE CREEK BOULEVARD DALLAS, TX 75219	/
FREESE AND NICHOLS INC 801 CHERRY ST,SUITE 2800 FORT WORTH, TX 76102-6803	/
PARATUM SOLUTIONS, LLC 5801 GOLDEN TRIANGLE BLVD,SUITE 103-MB1 FORT WORTH, TX 76244	/

RFP # ATHLETICS GRAPHICS – FY25 Opening date 03/18/2025 time 8:30 am

NAME/ADDRESS	HUB
AWERA VISUALS LLC 5833 FAIRGLEN AVE,APT 428 FORT WORTH, TX 76137	/
HINDSIGHT DESIGNS, LLC 107 LAVERNA LN, HICKORY CREEK, TX 75065	BL / F
KIRKEGAARD SOUTH LLC 11011 RICHMOND AVENUE,SUITE 865 HOUSTON, TX 77042	AS / M
PACIFIC CONSULTING GROUP, INC. 8915 ABERDEEN PARK DR, HOUSTON, TX 77095-3775	AS / F
GONZALEZ SHAH SMITH INC. 2825 WILCREST DRIVE SUITE 375, HOUSTON, TX 77042-4938	HI / M
BRANNAN DESIGNS, LLC 2323 CLEAR LAKE CITY BOULEVARD,SUITE 180-306 HOUSTON, TX 77062-0670	HI / F
WALTER P. MOORE AND ASSOCIATES INC 1301 MCKINNEY ST STE 1100, HOUSTON, TX 77010-3064	/
MCKIM & CREED, INC. 12718 CENTURY DR., STAFFORD, TX 77477, HOUSTON, TX 77099-5104	/
WESTON SOLUTIONS INC STE 175,2929 BRIARPARK DRIVE HOUSTON, TX 77042	/
COGENT INFOTECH CORPORATION 1425 GREENWAY DRIVE,SUITE 310 IRVING, TX 75038	/
CAPITAL CONSTRUCTION MANAGEMENT INC. 902 EAST AVE, KATY, TX 77493-2437 seery@capital-tx.com	/
ODISCOM LLC 2600 S SHORE BLVD STE 300, LEAGUE CITY, TX 77573-2944	/

RFP # ATHLETICS GRAPHICS – FY25 **Opening date** 03/18/2025 **time** 8:30 am

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