UTSA HUB Program

Historically Underutilized Business Subcontracting Plans (HSP) Tip Sheet

The Historically Underutilized Business (HUB) Program of UT at San Antonio was established to identify Historically Underutilized Businesses and encourage them to participate in the competitive bid process with the objective of increasing the number of contracts awarded to HUB vendors.

Locate bids at: [http://esbd.cpa.state.tx.us/](http://esbd.cpa.state.tx.us/) Agency #743

Texas Procurement and Support Services Commission (TPASS)
Central Master Bid List (CMBL): [http://www.window.state.tx.us/procurement//cmbl/cmblhub.html](http://www.window.state.tx.us/procurement//cmbl/cmblhub.html)

Minority/Women Trade Organizations or Development Centers:
Any that handles the SAT area! – Make sure you have an email justifying you solicited and their database has hub vendors in the area.

- **a.** Business Opportunity for Texans (BOTS)
- **b.** Alamo City Black Chamber of Commerce
- **c.** West San Antonio Chamber of Commerce
- **d.** Greater San Antonio Chamber of Commerce
- **e.** Hispanic Chamber of Commerce
- **f.** Women’s Chamber of Commerce
- **g.** Hispanic Contractor’s Association
- **h.** North Chamber of Commerce
- **i.** Southside Chamber of Commerce
- **j.** South Texas Women’s Business Center
- **k.** UTSA Small Business Development Center
- **l.** UTSA Minority Business Development Center
- **m.** South Central Texas Regional Certification
- **n.** Southwest Minority Supplier Development Council

The Project Goal is stated in the HUB Subcontract Plan above: “**Agency Special Instructions/Additional Requirements**”.

**Determinant of Good Faith Efforts when subcontracting:**

- Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.

- **NEW** Give notification in writing to all potential bidders –Notification Form is included in the HSP package. Use of this form is highly recommended.

- **NEW** You must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your response to the contracting agency. (does not include the day notice was sent)

- **NEW** Notify a minimum of two (2) minority or women trade organizations or development centers of subcontracting opportunities (see list attached to Rider 104 HUB Plan for contact information). Complete Section B-3 (d) of Option 3 Attachment B.

- Give notification to at least 3 HUBs for each trade identified for the project.
- Provide written justification of the selection process if a HUB is not selected. Complete Section B-4 (b) of Option 3 Attachment B.

- Provide supporting documentation of all good faith efforts. Failure to produce required documentation may result in rejection of your HUB Plan and subsequently your proposal.

**HUB Subcontracting Plan Options:**

- Participation by respondent in State’s Mentor Protégé Program applies as Good Faith Effort if Protégé is a Texas Certified HUB and Protégé is subcontractor selected to perform the subcontracting opportunity listed in Option 3, Section B-1 (Method B).

- Option 1 - (Method A) Section 2(c) of HSP: Respondent will subcontract with only HUB vendors. (No continuous contract exists with HUB exceeding 5-years in place.)

- Option 2 - (Method A) Section 2(d) of HSP: Respondent will subcontract with HUB and non-HUB vendors but the percentage subcontracted to the HUB **meets or exceeds the HUB Goal** the contracting agency identified in the “Agency Special Instructions/Additional Requirements.” (No continuous contract exists with HUB exceeding 5-years in place.)

- Option 3 - (Method B) Section B 1-4 of HSP: Respondent will subcontract with HUB and non-HUB vendors (or only non-HUB vendors), and the aggregate percentage of subcontracting with HUB vendors **does not meet or exceed** the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”.

- Option 4 - Self-Performance – Section 3 of HSP

**Completing the Forms**
See separate attached HSP Guideline

**Possible Causes for Rejection will include:**
- Failure to solicit the minimum of 3 HUB vendors per each subcontracting opportunity
- Failure to provide 7 (seven) working days’ notice to HUBs
- Failure to properly notify HUBs and/or provide sufficient information to bid
- Failure to notify minimum of two trade organizations
- Failure to include supporting documentation of all Good Faith Efforts
- Telephone logs will not be accepted as documentation of good faith efforts; only fax, e-mail and written correspondence are acceptable.

**Following the Award**

- **NEW Notification of Award to Subcontractors:** Within ten (10) days following signing of the contract, contractor must notify in writing the subcontractors of their award (Section 4 Affirmation); copy of the notice must also be provided to the contracting agency’s point of contact for the contract.

- **Reporting – After Award:** Progress Assessment Reports (PARs) will be required monthly, by the 10th of the month, documenting payments to all subcontractors, HUB and non-HUB.

Resources for assistance with Prime Contractor Training on HSP’s, HUB Forms and/or Reports:

Bruce W Williams II HUB Program Manager [bruce.williams@utsa.edu](mailto:bruce.williams@utsa.edu) 210.458.6491
METHOD I

If all (100%) of your subcontracting opportunities will be performed using only HUB vendors, complete the following in the HSP:

- Section 1 – Respondent and Requisition Information (Page 1);
- Section 2 a. – Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
If all (100%) of your subcontracting opportunities will be performed using only HUB vendors, complete the following in the HSP (Cont.):

• Section 2 c. – Yes, I will be using only Texas certified HUBs to perform all of the subcontracting opportunities listed (Page 2);

• Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,

• HSP GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity (Page 1 of 1).
Company Name
and Requisition #

Subcontracting Intentions:
Complete Section 2-a; Yes, I will be subcontracting portions of the contract.
Complete Section 2-b; List all the portions of work you will subcontract, and indicate the % of the contract you expect to award to all HUBs.

Complete Section 2-c; Yes if you will be using only HUBs to perform all Subcontracting Opportunities in 2-b.
**Section 4; Affirmation**

**Signature**

Affirms that Information Provided is True and Correct.
Complete this attachment (Sections A-1 and A-2) for each subcontracting opportunity.

**HUB Subcontractor Selection for this Subcontracting Opportunity**

Reminders: Notice to subcontractors and UTSA.
METHOD II

If any of your subcontracting opportunities will be performed using HUB protégés, complete the following in the HSP:

- Section 1 – Respondent and Requisition Information (Page 1);

- Section 2 a. – Yes, I will be subcontracting portions of the contract (Page 2);

- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);

- Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,

- HSP GFE Method B (Attachment B) – Complete Section B-1, Section B-2, and Section B-4 only for each subcontracting opportunity as (Page 1 of 2).
HSP Information

Page

Respondent and Requisition Information
Company Name and Requisition #

Subcontracting Intentions: Complete Section 2-a; Yes, I will be subcontracting portions of the contract.
Complete Section 2-b; List all the portions of work you will subcontract, and indicate the % of the contract you expect to award to HUB Protégés.

Skip Sections 2-c and 2-d.
Section 4; Affirmation

Signature

Affirms that

Information Provided is True and Correct.
HSP GFE Method B (Attachment B)

Complete Sections B-1

B-2 only for each HUB Protégé subcontracting opportunity.
HSP GFE Method B (Attachment B)

Indicate subcontracting opportunity

List the HUB Protégé(s)
METHOD III

If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, which meets or exceeds the HUB Goal identified in the solicitation, complete the following in the HSP:

- Section 1 – Respondent and Requisition Information (Page 1);
- Section 2 a. – Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
- Section 2 c. – No, I will not be using only Texas certified HUBs to perform all of the subcontracting opportunities listed (Page 2);
If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, which meets or exceeds the HUB Goal identified in the solicitation, complete the following in the HSP (cont.):

- Section 2 d. – Yes, the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs, which you have a contract in place for five (5) years or less, meets or exceeds the HUB goal in the solicitation (Page 2)

- Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,

- HSP GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity (Page 1 of 1).
Subcontracting Intentions:
Complete Section 2-a; Yes, I will be subcontracting portions of the contract.
Complete Section 2-b; List all the portions of work you will subcontract, and indicate the % of the contract you expect to award to HUBs and Non-HUBs.

Complete Section 2-c; No to using only HUBs to perform all Subcontracting Opportunities in 2-b.
Complete Section 2-d; Yes, to the Aggregate % of the contract expected to be subcontracted to HUBs to meet or exceed the HUB goal, which you have a contract agreement in place for five (5) years or less.
Section 4; Affirmation

Signature

Affirms that Information Provided is True and Correct.
Complete this attachment (Sections A-1 and A-2) for each subcontracting opportunity.

Subcontractor Selection (HUBs and Non-HUBs)

Reminders: Notice to subcontractors and UTSA.
If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, does not meet or exceed the HUB Goal identified in the solicitation, complete the following in the HSP:

- Section 1 – Respondent and Requisition Information (Page 1);
- Section 2 a. – Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
- Section 2 c. – No, I will not be using only Texas certified HUBs to perform all of the subcontracting opportunities listed (Page 2);
If you are subcontracting with HUBs and Non-HUBs, and the aggregate percentage of subcontracting with HUBs, holding an existing contract with HUBs for 5 years or less, does not meet or exceed the HUB Goal identified in the solicitation, complete the following in the HSP (cont.):

- Section 2 d. – No, the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs, which you have a contract in place for five (5) years or less, does not meet or exceed the HUB goal in the solicitation (Page 2)

- Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,

- HSP GFE Method B (Attachment B) – Complete this attachment for each subcontracting opportunity (Page 1 of 1).
HSP Information Page

Respondent and Requisition Information
Subcontracting Intentions:
Complete Section 2-a; Yes, I will be subcontracting portions of the contract.
Complete Section 2-b; List all the portions of work you will subcontract, and indicated the % of the contract you expect to award to HUBs and Non-HUBs.

Complete Section 2-c; No, to using only HUBs to perform all Subcontracting Opportunities in 2-b.
Complete Section 2-d; No, to the Aggregate % of the contract expected to be subcontracted to HUBs to meet or exceed the HUB goal, which you have a contract agreement in place for five (5) years or less.
Section 4; Affirmation

Signature Affirms that Information Provided is True and Correct.
HSP GFE Method B (Attachment B)

Complete Section B-1; and

Section B-2 only for each subcontracting opportunity.

Good Faith Efforts to find Texas Certified HUB Vendors
Written Notification Requirements
List Three (3) HUBs Contacted for this Subcontracting Opportunity
HSP GFE Method B (Attachment B)

Written Notification To Trade Organizations

List Two (2) Trade Organizations Notified with Dates Sent/Accepted.
Provide written justification why HUB was not selected for this Subcontracting Opportunity

List the subcontractors

Reminders: Notice to subcontractors and UTSA.
If you are not subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., equipment, supplies, materials, and/or employees), complete the following in the HSP:

• Section 1 – Respondent and Requisition Information (Page 1);

• 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 (Page 2);

• Section 3 – Self Performing Justification that explains how your company will fulfill the entire contract with its own resources (Page 3); and,

• Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3);
Subcontracting Intentions:
Complete Section 2-a; No, I will not be subcontracting any portion of the contract.
List the specific page(s)/section(s) of your proposal response, OR in the space provided, which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.
Section 4; Affirmation

Signature Affirms that Information Provided is True and Correct.
HUB Subcontracting Plan (HSP) Overview

HUB Subcontracting Opportunity Notification Form

This form is used to notify vendors of potential subcontracting opportunities related to a specific agency solicitation. This is not a required form, just a sample notification form.
Post Award HUB Requirements

RFP Section Historically Underutilized Business Participation Requirements

- Post Award Meetings
- HSP Prime Contractor Progress Assessment Report
- HSP Changes After Contract Award
- Reporting and Compliance with the HSP
HSP Prime Contractor Progress Assessment Report
HSP Prime Contractor Progress Assessment Report

- Required with **ALL** Pay Requests
- List **ALL** Sub payments (HUBs & Non-HUBs)
- Required even if not subcontracting

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**HUB Subcontracting Plan (HSP)**

**Prime Contractor Progress Assessment Report**

This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.

<table>
<thead>
<tr>
<th>Contract/Requisition Number:</th>
<th>Date of Award:</th>
<th>Object Code:</th>
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**Contracting Agency/University Name:**

**Contractor (Company) Name:**

**State of Texas VID #:**

**Point of Contact:**

**Phone #:**

**Reporting (Month) Period:**

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<tr>
<th>Total Amount Paid this Reporting Period to Contractor:</th>
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**Report HUB and Non-HUB subcontractor information**

<table>
<thead>
<tr>
<th>Subcontractor’s Name</th>
<th>Subcontractor’s VID or HUB Certificate Number</th>
<th><em>Texas Certified HUB? or No</em></th>
<th>Total Contract $ Amount from HSP with Subcontractor</th>
<th>Total $ Amount Paid This Reporting Period to Subcontractor</th>
<th>Total Contract $ Amount Paid to Date to Subcontractor</th>
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