



HUB Subcontracting Plan (HSP) Rev. 2/17

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.

Rev. 2/17

Be sure you are using Rev. 2/17 or later version of the documents

Every page after the first page contains a Header. Each page header must have the Company Name and Requisition # complete

Rev. 2/17

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

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: _____

The Requisition # must be filled in on the first page and the contents of this line will be carried through and reported on every page submission



HUB Subcontracting Plan (HSP) Rev. 2/17

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)(ii), 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)



HUB Subcontracting Plans (HSPs) may be completed using 4 basic options:

- **Option 1** uses Method A documentation
- **Option 2** uses Method A documentation
- **Option 3** uses Method B documentation
- **Option 4** uses no additional Method documentation but does require at least a paragraph of technical writing

*****Section 1 on Page 1** (seen here) is completed *regardless* of what option you will be using. **All Options** require a complete Section 1

Section 1: Respondent and Requisition Information (Required)

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)

1

***Section 1 on Page 1 (seen here) is completed *regardless* of what option you will be using. All Options require a complete Section 1

Section 4: Affirmation (Required)

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.

*****Section 4 on Page 3 (seen here) is completed *regardless* of what option you will be using. All Options require a complete Section 4**

Reporting Using **Option 4 – Self Justification**

- Report that the project will be completed solely by the Prime Contractor
 - No Subcontracting will be used
- Uses no additional Method documentation but does require at least a paragraph of technical writing
- **Must complete Section 1 and Section 4 completely**
- Complete Section 2 a.
- Complete Section 3 – Self Justification
 - Technical Writing portion
- Submissions are usually a total of 3 pages

- Must complete Section 1 and Section 4 completely; For instructions, refer to:
 - SLIDE 2 Section 1: Respondent and Requisition Information (Required)
 - SLIDE 3 Section 1: Respondent and Requisition Information (Required)
 - SLIDE 4 Section 4: Affirmation (Required)
- Complete Section 2 a.

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.)

➤ Completing Section 2 a.

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.)

➤ **(Next) Complete Section 3 – Self Justification**

- **Technical Writing paragraph or attached supplemental explanation**

- Complete Section 3 – Self Justification
 - Technical Writing paragraph or attached supplemental explanation

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.



➤ **(Next) Writing Sample next Slide**

➤ Complete Section 3 – Self Justification Technical Writing Sample Format

Company XYZ will be performing Project ABC using their own resources such as:

- Resource 1
- Resource 2
- Resource 3

Company XYZ will use only employees of Company XYZ to complete Project ABC.

Company XYZ will use in-house or self-manufactured goods to complete the entire project.

Any commodity, service or tool used in the project that is obtained outside the awardee's direct resource pool is considered subcontracting or outsourcing. The HSP is completed for Options 1, 2 or 3 if subcontracting or outsourcing is expected.

(Your submission should now be complete with signature and date)

Good Faith Effort (GFE) Reporting

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.)

➤ **Option 1 GFE Method A Documentation**

➤ **Option 2 GFE Method A Documentation**

➤ **Option 3 GFE Method B Documentation**

Reporting Using Option 1 Awarding all Subcontracting Opportunities to Texas Certified HUB Vendors

- Report that all Subcontracting work will be awarded and paid to Texas Certified HUB Vendors
- Uses GFE Method A Documentation
- **Must complete Section 1 and Section 4 completely**
- Complete Section 2 a.
- Complete Section 2 b.
- Complete Section 2 c.
- Submissions vary in number of pages
- Submissions include emails showing time/date stamp you invited HUBs and trade associations
- If awarded, requires monthly submissions of the Progress Assessment Report (PAR) Form

Reporting Using Option 1 Awarding all Subcontracting Opportunities to Texas Certified HUB Vendors

- Must complete Section 1 and Section 4 completely; For instructions, refer to:
 - SLIDE 2 Section 1: Respondent and Requisition Information (Required)
 - SLIDE 3 Section 1: Respondent and Requisition Information (Required)
 - SLIDE 4 Section 4: Affirmation (Required)
- Complete Section 2 a.

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.)

Reporting Using Option 1 Awarding all Subcontracting Opportunities to Texas Certified HUB Vendors

➤ Completing Section 2 a.

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.)

➤ (Next) Complete Section 2 b. and 2 c.

Reporting Using Option 1 Awarding all Subcontracting Opportunities to Texas Certified HUB Vendors

➤ Completing Section 2 b.

Examples:

1. Painting
2. Concrete
3. Roofing
4. Flooring
5. Data Migration
6. Data Analysis
7. Equipment Rental
8. Design

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.

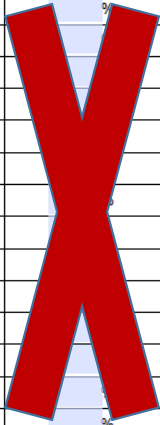
a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- **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 <u>do not</u> 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>.)




* For Option 1, the Non-HUB Column will not be used or Zero's will be entered

➤ (Next) Complete 2 c.

Reporting Using Option 1 Awarding all Subcontracting Opportunities to Texas Certified HUB Vendors

➤ Completing Section 2 c.

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.)

➤ (Next) Complete METHOD A for each subcontracting opportunity.



Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

- Report that Subcontracting work will be awarded and paid to Texas Certified HUB Vendors and Non-HUB Vendors
- Uses GFE Method A Documentation
- **Must complete Section 1 and Section 4 completely**
- Complete Section 2 a.
- Complete Section 2 b.
- Complete Section 2 c.
- Complete Section 2 d.
- Submissions vary in number of pages
- Submissions include emails showing time/date stamp you invited HUBs and trade associations
- If awarded, requires monthly submissions of the Progress Assessment Report (PAR) Form

Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

- Must complete Section 1 and Section 4 completely; For instructions, refer to:

- SLIDE 2 Section 1: Respondent and Requisition Information (Required)
- SLIDE 3 Section 1: Respondent and Requisition Information (Required)
- SLIDE 4 Section 4: Affirmation (Required)

- Complete Section 2 a.

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.)

Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

➤ Completing Section 2 a.

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.)

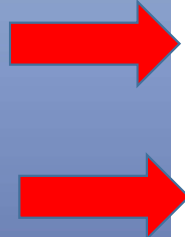
➤ (Next) Complete Section 2 b., 2 c., and 2 d.

Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

➤ Completing Section 2 b.

Examples:

1. Painting
2. Concrete
3. Roofing
4. Flooring
5. Data Migration
6. Data Analysis
7. Equipment Rental
8. Design



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 <u>do not</u> 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>.)

➤ (Next) Complete 2 c.

Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

➤ Completing Section 2 c.

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.)

➤ (Next) Complete Section 2 d.

Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

➤ Completing Section 2 d.

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.)

➤ (Next) Complete METHOD A for each subcontracting opportunity.

Reporting Using Option 2 (Meets HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

- Completing METHOD A's
 - One sheet for each Subcontracting Opportunity

Examples:

1. Painting
2. Concrete
3. Roofing
4. Flooring
5. Data Migration
6. Data Analysis
7. Equipment Rental
8. Design

(Your submission should now be complete with signature, date & emails)

HSP Good Faith Effort - Method A (Attachment A) (Rev. 2017)

Enter your company's name here: _____

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 photocopy this page or download the form at <https://www.comptroller.texas.gov/hubs/>

SECTION A-1: SUBCONTRACTING OPPORTUNITY
Enter the item number and description of the subcontracting opportunity in the attachment.
Item Number: 1 Description: Painting

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 Texas Vendor Identification (VID) Number or federal Employer Identification Number (EN), 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://imrcs.ocs.state.tx.us/gosystem/search/index.jspx>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas VID	Texas VID #	EN	Approximate Dollar Value of Work to be Subcontracted	Expected Percentage of Contract
Company 123	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
Company 234	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
Company 345	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%

REMINDER: As specified in SECTION 4 of the completed HSP form, you must provide notice as practical to all the subcontractors (HUBs and non-HUBs) of the contracting agency's name and its point of contact for the contract, the approximate dollar value of the subcontracting opportunity and the expected percentage of work to be subcontracted. This notice must also be provided to the contractor if the contract is awarded.

HSP Good Faith Effort - Method A (Attachment A) (Rev. 2017)

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

IMPORTANT: If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photocopy this page or download the form at <https://www.comptroller.texas.gov/hubs/>

SECTION A-1: SUBCONTRACTING OPPORTUNITY
Enter the item number and description of the subcontracting opportunity in the attachment.
Item Number: 2 Description: Concrete

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 Texas Vendor Identification (VID) Number or federal Employer Identification Number (EN), 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://imrcs.ocs.state.tx.us/gosystem/search/index.jspx>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas VID	Texas VID #	EN	Approximate Dollar Value of Work to be Subcontracted	Expected Percentage of Contract
Company 99	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
Company 000	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
Company 990	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%

REMINDER: As specified in SECTION 4 of the completed HSP form, you must provide notice as practical to all the subcontractors (HUBs and non-HUBs) of the contracting agency's name and its point of contact for the contract, the approximate dollar value of the subcontracting opportunity and the expected percentage of work to be subcontracted. This notice must also be provided to the contractor if the contract is awarded.

HSP Good Faith Effort - Method A (Attachment A) (Rev. 2017)

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

IMPORTANT: If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photocopy this page or download the form at <https://www.comptroller.texas.gov/hubs/>

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: 7 Description: Equipment Rental

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 Texas Vendor Identification (VID) Number or federal Employer Identification Number (EN), 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://imrcs.ocs.state.tx.us/gosystem/search/index.jspx>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas VID	Texas VID #	EN	Approximate Dollar Value of Work to be Subcontracted	Expected Percentage of Contract
Company 777	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
Company 1010	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
Company 6	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%
	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$	%

REMINDER: As specified in SECTION 4 of the completed HSP form, you must provide notice as practical to all the subcontractors (HUBs and non-HUBs) of the contracting agency's name and its point of contact for the contract, the approximate dollar value of the subcontracting opportunity and the expected percentage of work to be subcontracted. This notice must also be provided to the contractor if the contract is awarded.

Reporting Using **Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs**

- Report that Subcontracting work will be awarded and paid to Texas Certified HUB Vendors and Non-HUB Vendors
- Uses GFE Method B Documentation
- Must complete Section 1 and Section 4 completely
- Complete Section 2 a.
- Complete Section 2 b.
- Complete Section 2 c.
- Complete Section 2 d.
- Submissions vary in number of pages
- Submissions include emails showing time/date stamp you invited HUBs and trade associations
- If awarded, requires monthly submissions of the Progress Assessment Report (PAR) Form

- Must complete Section 1 and Section 4 completely; For instructions, refer to:

- SLIDE 2 Section 1: Respondent and Requisition Information (Required)
- SLIDE 3 Section 1: Respondent and Requisition Information (Required)
- SLIDE 4 Section 4: Affirmation (Required)

- Completes Section 2 a.

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.)

➤ Completing Section 2 a.

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.)

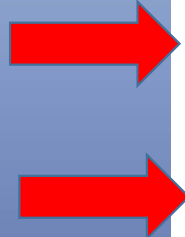
➤ (Next) Complete Section 2 b., 2 c., and 2 d.

Reporting Using Option 3 Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

➤ Completing Section 2 b.

Examples:

1. Painting
2. Concrete
3. Roofing
4. Flooring
5. Data Migration
6. Data Analysis
7. Equipment Rental
8. Design



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 <u>do not</u> 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>.)

➤ (Next) Completes 2 c.

➤ **Completing Section 2 c.**

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.)

➤ **(Next) Complete Section 2 d.**

➤ Completing Section 2 d.

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.)

➤ (Next) Complete METHOD B for each subcontracting opportunity.



Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

- Completing METHOD B's
- One sheet set for each Subcontracting Opportunity

Examples:

1. Painting
2. Design
3. Equipment Rental

HSP Good Faith Effort - Method B (Attachment B) Rev. 2017

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-skcont-el-an-afe-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 PROTEGE 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/asson/kssearch/index.jspx>. 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 <small>(Do not enter Social Security Numbers.)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond? <input type="checkbox"/> - Yes <input type="checkbox"/> - No <input type="checkbox"/> - Yes <input type="checkbox"/> - No <input type="checkbox"/> - Yes <input type="checkbox"/> - 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/vendorhub/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 <small>(mm/dd/yyyy)</small>	Was the Notice Accepted? <input type="checkbox"/> - Yes <input type="checkbox"/> - No <input type="checkbox"/> - Yes <input type="checkbox"/> - No

Page 1 of 2
(Attachment B)

HSP Good Faith Effort - Method B (Attachment B) Cont. Rev. 2017

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/asson/kssearch/index.jspx>. HUB status code 'A' signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB <input type="checkbox"/> - Yes <input type="checkbox"/> - No	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
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%

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.

Page 2 of 2
(Attachment B)

Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

- Completing METHOD B's
- One sheet for each Subcontracting Opportunity

Examples:

1. Painting
2. Design
3. Equipment Rental

Notifying Vendors & Associations:

1. List HUBs notified
2. List Associations Notified

HSP Good Faith Effort - Method B (Attachment B) Rev. 2017

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

IMPORTANT: If you responded "No" in 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-abstract-plan-efc-schm-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: **1** Description: **Painting**

SECTION B-2: MENTOR PROTEGE PROGRAM
If respondent is participating as a Mentor in a State of Texas Mentor Protegé 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 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/passcom/search/index.jspx>. 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 state you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID <small>(Do not enter Social Security Numbers)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond?
Painting Co A	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Painting Co B	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Painting Co C	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - 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/vendors/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 <small>(mm/dd/yyyy)</small>	Was the Notice Accepted?
Trade Assoc	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Trade Assoc	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

Page 1 of 2
(Attachment B)

HSP Good Faith Effort - Method B (Attachment B) Cont. Rev. 2017

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/passcom/search/index.jspx>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB <input type="checkbox"/> - Yes <input type="checkbox"/> - No	Texas VID or federal EIN <small>(Do not enter Social Security Numbers. Verify the EIN from their VID. Only leave their VID if it is their first name.)</small>	Approximate Dollar Amount	Expected Percentage of Contract
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - 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.

Page 2 of 2
(Attachment B)

Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

Examples:

1. Painting
2. Design
3. Equipment Rental

List subs you selected (HUB or Non-HUB)

1. Expected Percentage of Contract
2. Indicate Dollar Amounts
3. Use VID's

➤ Completing METHOD B's

➤ One sheet set for each Subcontracting Opportunity

HSP Good Faith Effort - Method B (Attachment B) Rev. 2017

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

IMPORTANT: If you responded "No" in 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-attachment-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: 1 Description: Painting

SECTION B-2: MENTOR PROTEGE PROGRAM
If respondent is participating as a Mentor in a State of Texas Mentor Protege Program, submitting to Protegee (Protegee 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 Protegee.
 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/HUBSubcontractingOpportunityNoticeForm.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://mygoa.opa.state.tx.us/hubsearch/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 <small>(Do not enter trade organization)</small>	Date Notice Sent <small>(Month/Day/Year)</small>	Did the HUB Respond? <small>(Yes/No)</small>
HUB Painting Co A	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
HUB Painting Co B	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
HUB Painting Co C	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - 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/vendorhub/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 <small>(Month/Day/Year)</small>	Was the Notice Accepted? <small>(Yes/No)</small>
Trade Assoc	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Trade Assoc	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

Page 1 of 2
(Attachment B)

HSP Good Faith Effort - Method B (Attachment B) Cont. Rev. 2017

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: 1 Description: Painting

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://mygoa.opa.state.tx.us/hubsearch/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, have their VID, EIN, field blank.)</small>	Approximate Dollar Amount	Expected Percentage of Contract
Selected Vendor No. 1	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
Selected Vendor No. 2	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
Selected Vendor No. 3	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - 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.

Page 2 of 2
(Attachment B)



Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

- Completing METHOD B's
- One sheet set for each Subcontracting Opportunity

HSP Good Faith Effort - Method B (Attachment B) Rev. 2017

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

IMPORTANT: If you responded "no" in 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-attachment-b-adm-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: 1 Description: Painting

SECTION B-2: MENTOR PROTEGE PROGRAM
If respondent is participating as a Mentor in a State of Texas Mentor Protege Program, submitting to Protegee (Protegee 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 Protegee.
 - 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 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/HUBSubcontractingOpportunityNoticeForm.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://mycga.opa.state.tx.us/hubcom/bsr/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 state you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID <small>(Do not enter State Agency Number)</small>	Date Notice Sent <small>(Month/Day/Year)</small>	Did the HUB Respond? <small>(Yes/No)</small>
HUB Painting Co A	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
HUB Painting Co B	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
HUB Painting Co C	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - 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/vendorhub/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 state when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent <small>(Month/Day/Year)</small>	Was the Notice Accepted? <small>(Yes/No)</small>
Trade Assoc	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Trade Assoc	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

Page 1 of 2 (Attachment B)

HSP Good Faith Effort - Method B (Attachment B) Cont. Rev. 2017

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: 1 Description: Painting

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://mycga.opa.state.tx.us/hubcom/bsr/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 Number. If you do not know their VID, EIN, then their VID, EIN, and Name)</small>	Approximate Dollar Amount	Expected Percentage of Contract
Selected Vendor No. 1	<input type="checkbox"/> - Yes <input type="checkbox"/> - No	FULL VID #	\$ \$\$\$	% %
Selected Vendor No. 2	<input type="checkbox"/> - Yes <input type="checkbox"/> - No	FULL VID #	\$ \$\$\$	% %
Selected Vendor No. 3	<input type="checkbox"/> - Yes <input type="checkbox"/> - No	FULL VID #	\$ \$\$\$	% %
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - 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):

For each Non-HUB you awarded, justify the reason here.

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.

Page 2 of 2 (Attachment B)

Reporting Using Option 3 (Does Not Meet HUB Goal) Awarding Subcontracting Opportunities to Texas Certified HUB Vendors & Non-HUBs

- Completing METHOD B's
- One sheet for each Subcontracting Opportunity

Examples:

1. Painting
2. Design
3. Equipment Rental

Notifying Vendors & Associations:

1. List HUBs notified
2. List Associations Notified

(Your submission should now be complete with signature, date & emails)

HSP Good Faith Effort - Method B (Attachment B) Rev. 2017

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

IMPORTANT: If you responded "No" in 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-subcontract-plan-efc-schm-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: 2 Description: Design

SECTION B-2: MENTOR PROTEGE 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://myopa.opa.state.tx.us/passport/bidsearch/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 <small>(Do not use Social Security Numbers)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond?
Design Co A	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Design Co B	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Design Co C	FULL VID #	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - 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/vendors/hubresources.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 <small>(mm/dd/yyyy)</small>	Was the Notice Accepted?
Trade Assoc	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Trade Assoc	01-01-1900	<input type="checkbox"/> - Yes <input type="checkbox"/> - No

Page 1 of 2
(Attachment B)

HSP Good Faith Effort - Method B (Attachment B) Cont. Rev. 2017

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: 2 Description: Design

b. List the subcontractor(s) 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://myopa.opa.state.tx.us/passport/bidsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB <small>(Do not use Social Security Numbers. If you do not have their VID/EIN, leave their VID/EIN field blank.)</small>	Texas VID or Federal EIN <small>(Do not use Social Security Numbers. If you do not have their VID/EIN, leave their VID/EIN field blank.)</small>	Approximate Dollar Amount	Expected Percentage of Contract
Selected Vendor No. 1	<input type="checkbox"/> - Yes <input type="checkbox"/> - No	FULL VID #	\$\$\$	%
Selected Vendor No. 2	<input type="checkbox"/> - Yes <input type="checkbox"/> - No	FULL VID #	\$\$\$	%
Selected Vendor No. 3	<input type="checkbox"/> - Yes <input type="checkbox"/> - No	FULL VID #	\$\$\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - 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).

For each Non-HUB you awarded, justify the reason here.

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.

Page 2 of 2
(Attachment B)



Tips for Avoiding Disqualification

- University of Texas at Tyler is a Pre-Review HUB Office
 - Bidders can submit their HUB documents unexecuted for HUB Coordinator Review up and until the day before the bid opening
 - Indicate the RFP #, Requisition or Project Identifier throughout every page
 - Enter all Texas Vendor Identification (VIDs) or EINs
 - Submit the emails used to reach out to HUBs and Trade Associations
- * If awarded, PARs can be submitted prior to invoicing for HUB Coordinator review and assistance