

## HUB Subcontracting Plan Instructions (HSP)

The following instructions are intended to assist the bidder in being successful in completing the HUB Subcontracting Plan (HSP).

- At the top of each page of the HSP there is a space to enter your company's name and the solicitation number. Please make sure you fill in those blanks so if the pages get separated we can identify whose plan the pages belong with.
- The box that appears at the top of Page 1 is for **agency use only**.
- Your company's HUB Subcontracting Plan should be in a separate section of the bid proposal package. UTMB recommends that a separate binder marked HUB Subcontracting Plan be utilized. If you intend to submit your package within your bid proposal clearly identify that section as the HSP Plan. This will help us identify your plan.
- Bidders will use page 1's continuation form if you have more than 20 subcontracting opportunities.
- Bidders must complete a copy of page 2 for **each** subcontracting opportunity. Make copies of page 2 if needed.
- You may obtain blank copies of the HUB Subcontracting Plan Forms by going to the Texas Procurement and Support Services Website at [www.window.state.tx.us/procurement/prog/hub/hub-forms/](http://www.window.state.tx.us/procurement/prog/hub/hub-forms/) or the UTMB Website at [www.utmb.edu/logistics/central\\_purchasing/hub\\_fed/hub\\_fed\\_home.htm](http://www.utmb.edu/logistics/central_purchasing/hub_fed/hub_fed_home.htm)
- Please make note that a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report is necessary for all subcontracting opportunities (HUBS and Non-HUBS) for any contracts after 9/1/05.

### Section 1: Respondent and Solicitation Information

This section must be filled out completely. **There should be no blanks.**

The VID number is your company's Taxpayer Identification Number.

## **Section 2: Subcontracting Intentions**

If your company intends to subcontract any portions of the work detailed mark the box **Yes** and then proceed in filling out this section. For each subcontracting opportunity list the description of the opportunity.

Example: #1 Electrical, #2 Plumbing, etc.

If your company does not intend to subcontract mark the box next to the word **No** and go to section 9 and 10.

## **Section 3: Subcontracting Opportunity**

Enter the corresponding line item number and description of the opportunity from section 2.

## **Section 4: Mentor-Protégé Program**

If the respondent is participating as a Mentor in the State of Texas Mentor-Protégé Program mark the box **Yes** and complete section 8 with the name of your Protégé and sign the blanks in section 10.

If the respondent is not participating in the Mentor-Protégé Program mark the box **No** and proceed to Section 5.

## **Section 5: Professional Services – Contracts Only**

This section applies to Professional Service Contracts only. All other contracts go to Section 6. [Professional services are defined in this section]

## **Section 6: Notification of Subcontracting Opportunity [READ Section 6]**

Section 6 (a), (b) and (c) must be followed [No exceptions]

Section 6 (a) is self explanatory.

Section 6 (b) is **not** an option. Anyone responding and completing an HSP must provide written notification to a minority or woman trade organization (i.e., Chamber of Commerce, WBEA, Hispanic Contractors Association, etc.), of their subcontracting opportunities. The organization does not necessarily need to pertain to that industry. A Chamber of Commerce encompasses many different types of organizations. So does the Houston Minority Business Council. These organizations are a great resource for this kind of notification. You may submit notification by letter or an e-mail. It does not consist of advertising in publications.

Section 6 (c) The HUB Coordinator will verify from the supporting documentation provided in (a) and (b) that all notification information is correct.

**\*\*\*For both (a) and (b) in section 6 you must attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.\*\*\***

### **Section 7: HUB Firms Contacted for Subcontracting Opportunity**

Here you must list at least 3 State of Texas **certified** HUB vendors that your company solicited for bids for the opportunity listed in section 3.

There should be no blank spaces in this section.

### **Section 8: Subcontractor Selection**

You must clearly identify the subcontract(s) chosen. Complete the company name, VID# (Taxpayer Identification Number on file), the expected percentage of the contract, the approximate dollar amount and if the vendor selected is a Texas certified HUB.

If your company did not choose a **certified** HUB vendor please state why you chose the vendor listed.

### **Section 9: Self Performance Justification**

If your company intends to perform the entire scope of work with its own equipment, supplies, materials and employees you must give a complete explanation of how this will be accomplished.

Give a list of names of employees that will be responsible for the project. (Example: Project Manager, Delivery Personnel, Forman, Plumber, Electrician etc.)

If your company chooses the box marked **Yes**, please indicate in the space the page(s) and/or section where this information can be located in your proposal.

If your company chooses the box marked **No**, submit your explanation in the space provided.

### **Section 10: Affirmation**

Please **read** this section and then **sign** the form. There must be no spaces left blank in this section. Failure to sign the form will be cause for your HSP and Proposal to be rejected.