Historically Underutilized Business (HUB) Subcontracting Plan (HSP) Completion

TxDOT HUB Program
Make sure to use the most current HSP!!

For the most current version, go to:

https://comptroller.texas.gov/purchasing/vendor/hub/forms.php
This document was created by the Texas Comptroller of Public Accounts as a guide to complete the HSP.

There are 4 OPTIONS available to complete the HSP.
If all (100%) of your subcontracting opportunities will be performed using only HUB vendors, complete the following:

- Section 1 – Respondent and Requisition Information (Page 1);
- Section 2a – Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2b – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
- Section 2c – Yes, I will be using only Texas certified HUBs to perform all of the subcontracting opportunities listed (Page 2);
- Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and
- HSP GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity listed in Section 2b (Page 1 of 1).
Section 1: Respondent and Requisition Information

Complete all information requested.
Enter your Company’s name and the requisition #. *(Enter this information on each subsequent page.)*

**Section 2: Respondents Subcontracting Intentions**

2a: Yes, I will be subcontracting portions of the contract.

2b: List all the portions of work you will be subcontracting to HUBs and the % of the contract you expect to award. *(Aggregate percentage should not total 100%)*
Section 2: Respondents Subcontracting Intentions

2c: ✓ Yes, if you will only be using HUBs to perform ALL subcontracting opportunities in 2a.

Move on to page 3, Section 4.
Section 4: Affirmation

Read, sign and date to affirm the information you provided is true and correct.

Move on to “HSP Good Faith Effort – Method A (Attachment A)”
HSP Completion: Option 1 – Using Only HUBs

HSP Good Faith Effort – Method A (Attachment A)

Section A-1:
List the information requested from the subcontracting opportunity.

Section A-2:
Provide all information requested.
Don’t put ‘To Be Determined (TBD)’ under company name.
HSP Completion: Option 2 – Meeting TxDOT’s HUB Goal

If you are subcontracting with HUBs and Non-HUBs, and you meet or exceed the aggregate percentage (HUB Goal) of subcontracting with HUBs in which you do not have a continuous contract in place for more than five (5) years, complete the following:

- Section 1 – Respondent and Requisition Information (Page 1);
- Section 2a – Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2b – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
- Section 2c – No, I will not be using only Texas certified HUBs to perform all of the subcontracting opportunities listed (Page 2);
- Section 2d – Yes, the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs, which you do NOT have a continuous contract in place for five (5) years or more, meets or exceeds the HUB goal in the solicitation (Page 2);
- Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and
- HSP GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity listed in Section 2b (Page 1 of 1).
Section 1: Respondent and Requisition Information

Complete all information requested.
Page 2

Enter your Company’s name and the requisition #. (Enter this information on each subsequent page.)

Section 2: Respondents Subcontracting Intentions

2a: Yes, I will be subcontracting portions of the contract.

2b: List all the portions of work you will be subcontracting to HUBs and the % of the contract you expect to award.

NOTE: Must meet or exceed HUB goal using HUBs with which you do not have a continuous contract in place for more than five (5) years.
Section 2: Respondents
Subcontracting Intentions

2c: ✓ No, to indicate you will NOT be only using HUBs.

2d: ✓ Yes, indicating you do NOT have a continuous contract in place for 5 or more years.
Section 4: Affirmation

Read, sign and date to affirm the information you provided is true and correct.

Move on to “HSP Good Faith Effort – Method A (Attachment A)”
HSP Good Faith Effort – Method A (Attachment A)

Complete this form for each subcontract opportunity listed in Section 2(b) of the HSP.

Section A-1:
List the information requested from the subcontracting opportunity.

Section A-2:
Provide all information requested.

Don't put ‘To Be Determined (TBD)’ under company name.
If you are subcontracting with HUBs and Non-HUBs, and you do not meet or exceed the aggregate percentage (HUB Goal) of subcontracting with HUBs, complete the following:

- Section 1 – Respondent and Requisition Information (Page 1);
- Section 2a – Yes, I will be subcontracting portions of the contract (Page 2);
- Section 2b – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors (Page 2 and the continuation sheet as needed);
- Section 2c – No, I will not be using only Texas certified HUBs to perform all of the subcontracting opportunities listed (Page 2);
- Section 2d – No, the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs, which you have a continuous contract in place for five (5) years or less, does not meet or exceed the HUB goal in the solicitation (Page 2);
- Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3); and,
- HSP GFE Method B (Attachment B) – Complete this attachment for each subcontracting opportunity (Page 1 of 1).
Section 1: Respondent and Requisition Information

Complete all information requested.
Page 2

Enter your Company’s name and the requisition #. *(Enter this information on each subsequent page.)*

Section 2: Respondents Subcontracting Intentions

2a: ✔ Yes, I will be subcontracting portions of the contract.

2b: List all the portions of work you will be subcontracting to HUBs and the % of the contract you expect to award.
Section 2: Respondents Subcontracting Intentions

2c: ✓ No, to indicate you will NOT be only using HUBs.

2d: ✓ No, indicating you do NOT have a continuous contract in place for 5 or more years.
HSP Completion: Option 3 – Not Meeting TxDOT’s HUB Goal

Page 3

Section 4: Affirmation

Read, sign and date to affirm the information you provided is true and correct.

Move on to “HSP Good Faith Effort – Method B (Attachment B)”
HSP Completion: Option 3 – Not Meeting TxDOT’s HUB Goal

HSP Good Faith Effort – Method B (Attachment B) Page 1

Complete this form for each subcontract opportunity listed in Section 2(b) of the HSP.

Section B-1:
Complete the information requested.

Section B-2:
If you are using your HUB Protégé, mark Yes and continue to Section B-4.

HSP Good Faith Effort – Method B (Attachment B), Page 2 of 2 IF YOU MARK NO, CONTINUE TO SECTION B-3 and SECTION B-4.
HSP Good Faith Effort – Method B (Attachment B) Page 2

Section B-3:

You must comply with Items a, b, c and d.
Retain documentation (i.e., fax, email, certified letter) demonstrating evidence of your good faith effort. You are encouraged to use the Notification Form located at the link provided or included. The initial day the notice is sent counts as “Day Zero.”

You MUST submit supporting documentation with the HSP.

a. Allow the HUBs at least seven (7) working days to respond. The initial day notice is sent is considered “day zero” and does not count as one of the seven (7) working days.

b. List three (3) HUBs contacted for subcontracting opportunities.
Section B-3 (cont.):

c. Provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response.

d. List two (2) trade organizations contacted for these subcontracting opportunities.
**HSP Completion: Option 3 – Not Meeting TxDOT’s HUB Goal**

**HSP Good Faith Effort – Method B (Attachment B) Page 2**

**Section B-4:**

a. Subcontracting opportunity information.

b. Enter each selected subcontractor and provide all other information in this field. **Don’t put ‘To Be Determined (TBD)’ under company name.**

c. Provide written justification as to why a HUB was not selected for this subcontracting opportunity.
If you are not subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., equipment, supplies, materials, and/or employees), complete the following in the HSP:

- Section 1 – Respondent and Requisition Information (Page 1);
- Section 2 a – No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources (Page 2);
- Section 3 – Self Performing Justification that explains how your company will fulfill the entire contract with its own resources (Page 3); and
- Section 4 – Affirmation that all information and supporting documentation submitted is true and correct (Page 3).
Section 1: Respondent and Requisition Information

Complete all information requested.
Enter your Company’s name and the requisition #. *(Enter this information on each subsequent page.)*

Section 2: Respondents Subcontracting Intentions

2a: ✓ No, I will not be subcontracting any portion of the contract.

*Move on to Page 3, Section 3.*
Page 3

Section 3: Self Performing Justification

In the space provided, list the specific page(s)/section(s) of your proposal response, which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.

Section 4: Affirmation

Read, sign and date to affirm the information you provided is true and correct.
Contact Information

Texas Department of Transportation
Civil Rights Division
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Austin, TX 78701

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CIV_HUB@txdot.gov
www.txdot.gov