General Land Office

How to complete your HUB Subcontracting Plan (HSP)
Once the agency determines that HUB subcontracting opportunities are probable in the Scope of Work, a completed HUB Subcontracting Plan must be returned with your Bid/Proposal.

If the HSP is not submitted with your response or fails to meet good faith effort requirements, your response will not proceed to the evaluation team.
Read the HUB Subcontracting Plan (HSP) form before you begin.

The HUB GOAL is identified in the “Special Instructions” section of the HSP.

Decide whether or not you will need to subcontract parts of the contract in order to complete the agency’s scope of work.

Read the four different options on the HUB Subcontracting Plan (HSP) checklist and determine which options best fits your response. Answer each section within that option.

Note: HSP Good Faith Effort – Method B (Attachment B) will require you to provide a Good Faith Effort notification and contact HUBs, trade organization or development centers.
There are four ways to complete the HSP based on the checklist. The checklist identifies which sections of the HSP to complete based on your subcontracting intentions.
You may select one of the four options to complete the scope of work...

- Options #1 – You are using subcontractors and they are all Texas Certified HUBs.
- Option #2 – You will meet or exceed the HUB goal using Texas certified HUBs and Non-HUB subcontractors.
- Option #3 – You will not meet the stated HUB goal using Texas Certified HUBs and Non-HUB subcontractors.
- Option #4 – You will self-perform the entire contract with your own resources. (own employees, supplies, materials and/or equipment, to include transportation and delivery)
Notification of a Subcontracting Opportunity

7 Working Day Notification

- Notify at least (3) Texas certified HUBs businesses of the subcontracting opportunities that respondent intends to subcontract.
- Notify (2) or more trade organizations or development centers.

1. You must allow the HUBs, trade organizations, and development centers at least (7) working days to respond to your notification prior to submitting your bid response to the agency.
2. The initial day of notification is considered “day zero” and does not count as one of the (7) working days.
3. Does not include weekends, federal or state holidays, or days the agency is closed by the executive director.
4. You must provide written notification of each subcontracting opportunity listed in Method B; Section B-1. Please retain and submit supporting documentation (certified letters, faxes and e-mails) and submit them with your HSP.
HSP Information Page:

- HUB GOALS
- Special reminders and instructions
- Respondent and requisition information
Section 2: Subcontracting Intentions:

Section – 2, item (a)

List portions of work (subcontracting opportunities) you will subcontract, and identify the percentages of the contract you expect to award to all HUBs and Non-HUBs vendors.

Section – 2, item (b):

If you will be using Texas certified HUBs, with whom you have had a continuous contract in place for more than (5) years, you may use them, they just won’t count towards your HUB goal.
Section 3: Self Performance Justification

- Give a complete and thorough explanation of how your company will perform the entire contract with its own resources.

Section 4: Affirmation

- Signature affirms that information provided is true and correct.

Note: After award, the HSP becomes part of your contract deliverables.
If you responded “Yes” to Sections 2, Items (c) or (d), you must submit a completed “HSP Good Faith Effort – Method A (Attachment A)” for each of the subcontracting opportunities listed in Section-2, item (b).

Note: Item number must coincide with “Section-2, item (b).”

Identify subcontractors that will be used during the course of the contract; please list VID number for HUBs and Non-HUBs; approximate dollar amount and percentage of work to be subcontracted. Percentage should coincide with Section-2, item (b).
Section B-2: Use only for HUB Protégé subcontracting opportunity.

Section B-3: Notification of subcontracting opportunity.

Note: You must comply with all items in Section B-3: A, B, C and D.
HSP GFE Method B (Attachment B)

- Enter information for HUB Protégé subcontracting opportunity.

- List subcontractors you selected to perform the opportunity you listed in Section B-1.

- If any of the subcontractors you selected to perform the opportunity listed in Section B-1 is not a Texas certified HUB, provide written justification for your selection process.
Note: Respondent must provide notice of each subcontracting opportunity.
Affirmation

- Respondent understands and agrees that **if awarded any portion of the requisition:**

  The respondents are required to provide written notice to all subcontractors (HUBs and Non-Hub) of their selection as a subcontractor for the awarded contract. A copy of this notice must be provided to the contracting agency’s point of contact **no later than (10) working days after the contract is awarded.**

1. The respondent must submit monthly expenditure reports (Prime Contractor Process Assessment – PAR), as a condition of payment and to verify their compliance with the HSP.

2. The respondent **must** seek approval from the agency **prior to** making any modifications to the HSP. A HUB Subcontracting Plan (HSP) Change Order form will be provided by the agency.
HSP Evaluation Process

- The agency will review and evaluate the HSP and supporting documentation.
- The agency may request clarifications or further documentation of your good faith effort.
- The HSP is not evaluated on a point system. Instead, it is reviewed for compliance with good faith effort requirements.
HSP Resources

- Texas Comptroller of Public Accounts website HUB forms will guide you through the proper completion of the HUB Subcontracting Plan (HSP) form:

https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php
GLO HUB Team Contacts

- If you have any questions concerning the HSP, please contact GLO HUB Coordinators below.
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