

## RFP 744 1613 Project Manager for Vivarium Management System Selection and Implementation Potential HUB Subcontracting Opportunities

### Determination of Good Faith Efforts when subcontracting:

- **HUB goal for this project 26% (Other Services Contracts)**
- Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.
- Give notification in writing to all potential bidders –Notification Form is included in the HSP package. Use of this form is highly recommended.
- You must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your response to the contracting agency. (does not include the day notice was sent)
- Notify a minimum of two (2) minority or women trade organizations or development centers of subcontracting opportunities (see list attached to Rider 104 HUB Plan for contact information). Complete Section B-3 (d) of Option 3 Attachment B.
- Give notification to at least 3 HUBs for each trade identified for the project.
- Provide written justification of the selection process if a HUB is not selected. Complete Section B-4 (b) of Option 3 Attachment B.
- Encourage participating non-certified minority or woman owned businesses to apply for State certification.
- Provide supporting documentation of all good faith efforts. Failure to produce required documentation may result in rejection of your HUB Plan and subsequently your proposal.

### When preparing your HSP:

1. The person completing the forms needs to contact me so that I can walk them through the process.
2. This contract is anticipated to exceed \$100,000 and it has been determined that HUB subcontracting opportunities exist.
3. All bidders must submit a HUB Subcontracting Plan regardless of whether you are a certified Texas HUB or not.
4. You may choose to subcontract or self perform. You have 4 GFE options for subcontracting/ self performing. HSP Check List is on **Page 6**.
5. If you choose to self perform, you will be required to provide a detailed Self Performance Justification as to how your company will perform the entire contract with its own equipment, supplies, materials and employees in **SECTION 3 of the HUB Subcontracting Plan.**
6. **When subcontracting you must contact three (3) or more certified HUB subcontractors from the State of Texas Centralized Master Bidders List (CMBL) for each subcontracting opportunity.**  
<https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>

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<http://comptroller.texas.gov/procurement/prog/hub/mwb-links-1/>

7. You will need to provide the subcontractors with written notification to include the scope of work, information regarding the location to review applicable plans and specifications, bonding and insurance requirements and identify a contact person. Utilize the HUB Subcontracting Opportunity Notification Form **Page 21** of the HSP Documents.
8. You must allow the HUB subcontractors no less than seven (7) working days from the receipt of their notice to respond.
9. You must also list the subcontracting opportunity with a minority and woman trade organizations or development centers no less than seven (7) working days prior to your submission of your HUB Subcontracting Plan for this bid.
10. You are required to submit all supporting documentation (HUB Subcontracting Opportunity Notification Form(s), letters, phone logs, fax transmittals, emails, etc.) demonstrating evidence of good faith effort performed in contacting subcontractors and listings.
11. You are required to submit on your company letterhead your Statement of Understanding pertaining to either self performance or subcontracting.
12. Your HUB Subcontracting Plan is due Wednesday, **April 15, 2016 11:00AM CST** and the HUB Manager can review your plan for accuracy up until 24 hours prior to submission deadline of the plan.
13. If your HUB Subcontracting Plan does not meet the State of Texas guidelines the associated bid proposal can not be opened and will be returned to you unopened.
14. Two copies of your HUB Subcontracting Plan are required in a **separate envelope** from the bid proposal.
15. For answers to frequently asked questions regarding the HUB Subcontracting Plan, please visit our HUB webpage at <http://www.uthouston.edu/buy/hub.htm>

**Contact Information:**

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