

## **IMPORTANT NOTES ON THE HSP PROCESS**

1. **If your HSP does not meet good faith effort requirements, your Bid/Proposal will be disqualified and not included in the evaluation process.**
2. HUBs must be Texas-certified through the Comptroller's office to comply with the HSP. Not every HUB Zone-certified, City/County HUB, MBE/WBE/DBE, etc. is Texas-certified. If you are searching for HUBs on the [Centralized Master Bidders List \(CMBL\)/HUB Directory](#), please be sure that their HUB status is active. HUBs may be active or inactive on the CMBL.
3. If you are a HUB prime contractor, you must still complete the HSP.
4. HUBs are not required to respond. You are only required to give them an opportunity to respond.
5. The HUB Program and the HSP are designed to give HUB vendors an opportunity to compete for state contract dollars as a prime contractor or subcontractor. You are not required to subcontract to HUBs.
6. Once a decision has been made to submit a response, the vendor's staff responsible for processing the HSP should contact TPWD HUB Administration for assistance.
7. When writing your Bid/Proposal, determine the work you will subcontract, if any, along with the approximate dollar amount(s) and expected percentage(s) of the contract.
  - If after reviewing the scope of work you identify portions in which your company is unable to complete in its entirety, you will then list the items you have identified as potential subcontracting opportunities in Section 2, Item b.
  - Think of the whole project as 100% and your subcontracting opportunities as a percentage of the whole project.
  - You are not required to subcontract every opportunity that TPWD has identified as a potential subcontracting opportunity in the HUB Subcontracting Opportunities form (PWD-991 or PWD-991a).

**The TPWD HUB team is available throughout the HSP process to assist Respondents with the HSP and to meet the State defined good faith effort requirements.**

8. **HSPs can be reviewed prior to the response due date. We recommend utilizing this opportunity for a preliminary review of the HSP, but please allow time for you to correct any issues that may be found.**
  - **To request a preliminary review, please submit your draft of the HSP via e-mail to HUB Administration at [hub@tpwd.texas.gov](mailto:hub@tpwd.texas.gov).**
  - **Please note that the official review of the HSP occurs after it has been submitted with the response.**
9. **Our goal is to see all responses pass the HSP review – the more competition, the better value to the state. If necessary, we will provide step-by-step, page-by-page guidance before you start the HSP.**

### **HUB Subcontracting Plan (HSP) Tips:**

1. The HSP is not evaluated on a point system. Instead, it is reviewed for compliance with the State defined good faith effort requirements. Therefore, there are no points awarded for subcontracting to HUBs nor are there penalties for not subcontracting to HUBs. Additionally, there are no penalties for self-performance.
2. **Please read the entire HSP and utilize the attached HSP Quick Checklist.** There are four ways to complete the HSP based on the checklist.
3. Section 2 Subcontracting Intentions is where you will determine if you are self-performing the contract or if you will need to demonstrate a good faith effort by utilizing Method A or Method B.

4. The HUB subcontracting goal is a percentage to help you determine if Method A or Method B should be used to demonstrate a good faith effort. You are not required to subcontract the amount of this percentage. The goal is not applicable if you are self-performing the entire contract.
5. "Self-performance" is fulfilling the entire contract with your own resources (equipment, supplies, materials, and/or employees). To claim self-performance, you must provide detailed justification explaining your ability to self-perform.
  - If you are self-performing only a portion of the contract, you are only required to provide information related to the subcontracting opportunities.
  - If you are self-performing the entire contract, you will not complete Method A or Method B.
6. If you are a HUB prime contractor and you will be self-performing some of the subcontracting opportunities, the percentage of the contract you will be self-performing does not count towards the HUB subcontracting goal because you are not subcontracting. **Do not identify subcontracting opportunities that you will be self-performing on the HSP.**
7. Who qualifies as a subcontractor?
  - Any person or entity, contracting with the contractor, either directly or indirectly, to perform all or part of contractor's obligations under the contract including, but not limited to, performing all or part of the work, supplying labor and/or providing, selling, or leasing supplies, material or equipment for the work.
  - Anyone that is not on your payroll (think payment vs. paycheck).
  - Please note that small dollar purchases from a vendor do not qualify (ex. box of nails).
8. The HUB Subcontracting Opportunities form (PWD-991 or PWD-991a) provided in the solicitation packet identifies potential subcontracting opportunities. These are just potential opportunities; you could have other opportunities or may self-perform some opportunities.
9. If you have a subcontracting opportunity not previously identified in the HUB Subcontracting Opportunities form and need assistance finding HUBs to notify, please contact the TPWD HUB team. We can create a list of HUBs for you. Please note that HUB lists which correspond to the HUB Subcontracting Opportunities form (PWD-991 or PWD-991a) can be found within the solicitation bid notice or as an attachment on the solicitation bid notice email.
10. If using Method A, Attachment A of the HSP, you may split a subcontracting opportunity in Section 2 between a HUB and a non-HUB and then list both subcontractors on the same Method A page. This tip also applies to Method B, Attachment B of the HSP.
11. If using Method B, Attachment B of the HSP, you must allow HUBs at least seven (7) working days to respond to your notification prior to submitting your response. In addition, you must provide notification to minority, women, or service-disabled veteran trade organizations or development centers at least seven (7) working days prior to submitting your response. **The initial day of notification is considered "day zero" and does not count as one of the seven (7) working days. Holidays and weekends also do not count (see Section B-3 Notification of Subcontracting Opportunity).** [Texas State Auditor's Office - Holiday Schedule](#)
  - It is best practice to add a couple of days to the minimum seven (7) day notice to ensure sufficient time is provided.
  - Keep in mind the amount of time needed to receive a reply and to prepare your response.
  - Be aware of the date and time when your response must be received by our agency.
  - Note the last possible day notifications can be sent (see HSP Information – Part 1 of 2).
  - Keep all e-mails, delivery receipts, read receipts, faxes, confirmation receipts/pages, attachments, phone logs, etc. as supporting documentation and submit them with your HSP.
  - Your notification must provide project specifications. Options include providing a link to the TPWD or TxSmartBuy/Electronic State Business Daily (ESBD) websites for solicitations, attaching the specifications to your notification, or including the specifications in the body of your notification.
  - **Although the form is optional, it is recommended that you utilize the HUB Subcontracting Opportunity Notification Form as your notification** or in addition to your notification to ensure all the required information is provided.

- You may want to contact more than a minimum of three (3) HUBs and two (2) minority, women, or service-disabled veteran trade organizations or development centers in case you make an error in an e-mail address.

For additional HSP information, please visit the following webpage located on our TPWD website:  
<http://www.tpwd.texas.gov/business/bidops/hub/HSP/index.phtml>.

If you have any questions concerning the HSP, please contact HUB Administration at (512)389-4784 or [hub@tpwd.texas.gov](mailto:hub@tpwd.texas.gov).