HUB Subcontracting Plan (HSP) Information – Part 1 of 2
Project #126476 – CHAPARRAL WILDLIFE MANAGEMENT AREA BUNKHOUSE

The HSP is part of the solicitation and must be submitted with your response. If the HSP is incorrect and/or incomplete, it may cause your response to be disqualified. If the HSP is not submitted with your response or fails to meet good faith effort requirements, your response will be disqualified.

Please use the attached HSP Quick Checklist to help you determine how to complete the HSP. The HUB subcontracting goal for this solicitation is 21.1%. Please keep this goal in mind when reviewing the checklist and Section 2 of the HSP. If Method B, Attachment B is to be used, the last day that you may send your notifications to Texas-certified HUBs and minority, women, or service-disabled veteran trade organizations or development centers in order to meet the seven (7) working days requirement is Tuesday, April 23, 2019. This date is subject to change if the response due date is changed (ex. addendum).

If you have any questions regarding the HSP process or to have a draft of your HSP reviewed at least one (1) to two (2) weeks prior to submitting a response, please contact the TPWD HUB Program.

HUB Administration
hub@tpwd.texas.gov
(512)389-4784

Reference Links:

Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Search
https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

Minority, Women, or Service-Disabled Veteran Trade Organizations or Development Centers
https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php

HUB Subcontracting Plan (HSP) Forms
https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php

TPWD Current Bid Opportunities

TPWD HUB Subcontracting Plan (HSP) Information
http://www.tpwd.texas.gov/business/bidops/hub/HSP/index.phtml
HUB Subcontracting Plan (HSP) Information – Part 2 of 2

Important

1. If your HSP does not meet good faith effort requirements, your response will be disqualified.

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 response, please determine the work you will subcontract along with the approximate dollar amount(s) and expected percentage(s) of the contract. Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices. You are not required to subcontract every opportunity that TPWD has identified as a probable subcontracting opportunity. If after reviewing the specifications of the contract 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 probable subcontracting opportunities in section 2b.

8. We are available throughout the HSP process to ensure it meets the good faith effort requirements. If necessary, we will provide step-by-step, page-by-page guidance before you start the HSP.

9. 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.
   - Please note that the official review of the HSP occurs after it has been submitted with the response.

10. Our goal is to see all responses pass the HSP review; the more competition, the better value to the state.

HUB Subcontracting Plan (HSP) Tips:

1. The HSP is not evaluated on a points system. Instead, it is reviewed for compliance with 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. BASED ON YOUR RESPONSES IN SECTION 2, YOU WILL EITHER COMPLETE SECTION 3 (SELF-PERFORMING JUSTIFICATION), THE METHOD A ATTACHMENT OR THE METHOD B ATTACHMENT, BUT NEVER ALL THREE FOR ONE CONTRACT/WORK OR PROJECT.

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.
HUB Subcontracting Plan (HSP) Tips (continued):

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.

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. 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 us. 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 in the solicitation.

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. For 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).
   - 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 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 can 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.
HUB Subcontracting Plan (HSP)

QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

▶ If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:

- Section 1 - Respondent and Requisition Information
- Section 2.a - Yes, I will be subcontracting portions of the contract.
- Section 2.b - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
- Section 2.c - Yes
- Section 4 - Affirmation
- GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2.b.

▶ If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete:

- Section 1 - Respondent and Requisition Information
- Section 2.a - Yes, I will be subcontracting portions of the contract.
- Section 2.b - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
- Section 2.c - No
- Section 2.d - Yes
- Section 4 - Affirmation
- GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2.b.

▶ If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete:

- Section 1 - Respondent and Requisition Information
- Section 2.a - Yes, I will be subcontracting portions of the contract.
- Section 2.b - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
- Section 2.c - No
- Section 2.d - No
- Section 4 - Affirmation
- GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2.b.

▶ If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:

- Section 1 - Respondent and Requisition Information
- 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.
- Section 3 - Self Performing Justification
- Section 4 - Affirmation

*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.
HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

--- Agency Special Instructions/Additional Requirements ---

In accordance with 34 TAC §20.285(d)(1)(D)(ii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

If you are completing Method B (Attachment B) of the HSP, please provide all supporting documentation pertaining to the notifications of a minimum of three (3) Texas-certified HUBs and two (2) minority, women, or service-disabled veteran trade organizations or development centers for each subcontracting opportunity listed in Section 2, Item b. Such supporting documentation would include all e-mails, faxes, delivery receipts, confirmation receipts/pages, attachments, etc.

For questions regarding the HSP, please contact TPWD HUB Administration at 512-389-4784 or hub@tpwd.texas.gov.

--- SECTION 1: RESPONDENT AND REQUISITION INFORMATION ---

a. Respondent (Company) Name: I Believe In Subcontracting (IBIS)
   Point of Contact: Uget A. Contract
   E-mail Address: ibis@gmail.com

b. Is your company a State of Texas certified HUB? □ - Yes  □ - No

c. Requisition #: 802-19-0000

State of Texas VID #: 12345678910
Phone #: (800) TRY-SUBS
Fax #: (800) GUD-F8TH
Bid Open Date: May 2, 2019
**SECTION 2: RESPONDENT’S SUBCONTRACTING INTENTIONS**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a “Subcontractor” means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
   - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
   - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If No, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the employees the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

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<th>Item #</th>
<th>Subcontracting Opportunity Description</th>
<th>HUBs</th>
<th>Non-HUBs</th>
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<tr>
<td>1</td>
<td>912-40 Construction Services, Demolition</td>
<td>10%</td>
<td>%</td>
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<tr>
<td>2</td>
<td>914-27 Carpentry</td>
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<td>3</td>
<td>988-52 Design and Planting Services, Landscape</td>
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Aggregate percentages of the contract expected to be subcontracted: 25%  %  5%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at [https://www.computer.texas.gov/purchasing/vendorhub/forms.php](https://www.computer.texas.gov/purchasing/vendorhub/forms.php).

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.
   - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
   - No (If No, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."
   - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
   - No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

"Continuous Contract": Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.
SECTION 3: SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

SECTION 4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than ten (10) working days after the contract is awarded.

- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls).

- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency’s prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.

- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company’s headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Uget A. Contract</th>
<th>Printed Name</th>
<th>Owner</th>
<th>May 2, 2019</th>
</tr>
</thead>
</table>

Reminder:

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
**HSP Good Faith Effort - Method A (Attachment A)**

Enter your company's name here: I Believe In Subcontracting (IBIS)  
Requisition #: 802-19-0000

**IMPORTANT:** If you responded "Yes" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at [https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-stcont-plan-gle-achm-a.pdf](https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-stcont-plan-gle-achm-a.pdf)

**SECTION A-1: Subcontracting Opportunity**

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b** of the completed HSP form for which you are completing the attachment.

**Item Number:** 1  
**Description:** Construction Services, Demolition

**SECTION A-2: Subcontractor Selection**

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in **SECTION A-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at [http://mycna.cpa.state.tx.us/Passomblesearch/index.jsp](http://mycna.cpa.state.tx.us/Passomblesearch/index.jsp), HUB status code "A" signifies that the company is a Texas certified HUB.

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<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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<td>Try Me</td>
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**REMEMBER:** As specified in **SECTION 4** of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here: I Believe In Subcontracting (IBIS) Requisition #: 802-19-00000

IMPORTANT: If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-stcont-plan-ple-achim-a.pdf

SECTION A-1: Subcontracting Opportunity

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: 2 Description: Carpentry

SECTION A-2: Subcontractor Selection

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mycpa.cpa.state.tx.us/PassCmblsSearch/index.jsp. HUB status code "A" signifies that the company is a Texas certified HUB.

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<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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<td>□ - Yes □ - No</td>
<td>4444444444444</td>
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</tbody>
</table>

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
HSP Good Faith Effort - Method A (Attachment A)

Enter your company’s name here: I Believe In Subcontracting (IBIS)  
Requisition #: 802-19-0000

IMPORTANT: If you responded “Yes” to SECTION 2, Items c or d of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf

SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: 3  
Description: Design and Planting Services, Landscape

SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mycpa.cnx.state.tx.us/passcmbl/search/index.jsp. HUB status code “A” signifies that the company is a Texas certified HUB.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give Me A Try</td>
<td>☑ - Yes  ☐ - No</td>
<td>11111111111111</td>
<td>$15.00</td>
<td>15 %</td>
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</tbody>
</table>

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than ten (10) working days after the contract is awarded.
HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:

- Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
- Section 2 c. - Yes
- Section 4 - Affirmation
- GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

- Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
- Section 2 c. - No
- Section 2 d. - Yes
- Section 4 - Affirmation
- GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

- Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
- Section 2 c. - No
- Section 2 d. - No
- Section 4 - Affirmation
- GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:

- Section 1 - Respondent and Requisition Information
- 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.
- Section 3 - Self Performing Justification
- Section 4 - Affirmation

*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.
HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2003 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

--- Agency Special Instructions/Additional Requirements ---

In accordance with 34 TAC §20.285(d)(1)(D)(ii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontract with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor retention as recommended by the 2009 Texas Disparity Study.

If you are completing Method B (Attachment B) of the HSP, please provide all supporting documentation pertaining to the notifications of a minimum of three (3) Texas-certified HUBs and two (2) minority, women, or service-disabled veteran trade organizations or development centers for each subcontracting opportunity listed in Section 2, Item b. Such supporting documentation would include all e-mails, faxes, delivery receipts, confirmation receipts/pages, attachments, etc.

For questions regarding the HSP, please contact TPWD HUB Administration at 512-389-4784 or hub@tpwd.texas.gov.

--- SECTION 1 Respondent and Requisition Information ---

a. Respondent (Company) Name: I Believe In Subcontracting (IBiS)
   Point of Contact: Uget A. Contract
   E-mail Address: ibis@gmail.com

b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No

c. Requisition #: 802-19-0000

State of Texas VID #: 12345678910
Phone #: (800) TRY-SUBS
Fax #: (800) GUD-F8TH
Bid Open Date: May 2, 2019
(yyyy/mm/dd)
HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here: I Believe In Subcontracting (IBIS)  
Requisition #: 802-19-0000

IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-ge-achm-b.pdf.

SECTION B-1: SUBCONTRACTING OPPORTUNITY.
Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: 2  Description: Carpentry

SECTION B-2: MENTOR PROTÈGÉ PROGRAM
If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ - Yes (If Yes, continue to SECTION B-4.)
☐ - No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY
When completing this section you MUST comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mygsa.cpa.state.tx.us/teaaspmblsearch/index.jsp. HUB status code "A" signifies that the company is a Texas certified HUB.

b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company’s Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas VID (Do not enter Social Security Numbers.)</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Did the HUB Respond?</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA Co.</td>
<td></td>
<td>03/28/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
<tr>
<td>BBB Co.</td>
<td></td>
<td>03/28/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
<tr>
<td>CCC Co.</td>
<td></td>
<td>04/02/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
</tbody>
</table>

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at https://www.comptroller.texas.gov/purchasing/vendors/hub/resources.php.

d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Indicate the date when you sent notice to it and indicate if it accepted or rejected your notice.

<table>
<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Was the Notice Accepted?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/28/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
<tr>
<td></td>
<td>03/28/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
</tbody>
</table>
### SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

- **Item Number:** 2  
- **Description:** Carpentry

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at [http://mycpa.cpa.state.tx.us/tograms/search/index.jsp](http://mycpa.cpa.state.tx.us/tograms/search/index.jsp). HUB status code "A" signifies that the company is a Texas certified HUB.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>No, Pick Me</td>
<td>- Yes</td>
<td>4444444444444</td>
<td>$ 5.00</td>
<td>5%</td>
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</table>

If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is **not** a Texas certified HUB, provide **written** justification for your selection process (attach additional page if necessary):

In this area, please explain why your company chose to utilize "No, Pick Me" (a NON-HUB) vendor instead of a Texas Certified HUB Vendor.

---

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

Page 2 of 2

(Attachment B)
IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed *HSP Good Faith Effort - Method B (Attachment B)* for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at [https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-ge-achm-b.pdf](https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-ge-achm-b.pdf).

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

**Item Number:** 3  **Description:** Design and Planting Services, Landscape

SECTION B-2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ - Yes (If Yes, continue to SECTION B-4.)
☐ - No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a, b, c, and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at [https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf](https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf).

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agancy, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at [http://mycpa.cpa.state.tx.us/raascmb/index.jsp](http://mycpa.cpa.state.tx.us/raascmb/index.jsp). HUB status code 'A' signifies that the company is a Texas certified HUB.

- b. List the **three (3)** Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas VID (Do not enter Social Security Numbers)</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Did the HUB Respond?</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX Co.</td>
<td></td>
<td>04/23/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
<tr>
<td>YYY Co.</td>
<td></td>
<td>04/23/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
<tr>
<td>ZZZ Co.</td>
<td></td>
<td>04/18/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
</tbody>
</table>

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at [https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php](https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php).

d. List **two (2)** trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

<table>
<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Was the Notice Accepted?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>04/23/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
<tr>
<td></td>
<td>04/23/19</td>
<td>☐ - Yes ☐ - No</td>
</tr>
</tbody>
</table>
HSP Good Faith Effort - Method B (Attachment B) Cont.

SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: 3  Description: Design and Planting Services, Landscaping

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mycpa.cpa.state.tx.us/tpassportsearch/index.jsp. HUB status code "A" signifies that the company is a Texas certified HUB.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give Me A Try</td>
<td>1</td>
<td>1111111111</td>
<td>$ 10.00</td>
<td>10%</td>
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<td>□ - Yes □ - No</td>
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</tr>
</tbody>
</table>

If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

Page 2 of 2
(Attachment B)