

HISTORICALLY UNDERUTILIZED BUSINESS (HUBS) SUBCONTRACTING PLAN Summary of Requirements

As noted in UTMB’s solicitation (Section 1, Notice to Respondents/Bidders), UTMB has determined that subcontracting opportunities are probable. Please refer to the table below to determine which forms your firm needs to complete in order to satisfy the HUB Subcontracting requirements.

If you have any questions or need further information, please contact UTMB’s HUB Program Coordinator at 409.747.8060.

RESPONDENT/BIDDER MUST COMPLETE AND SUBMIT THE HUB SUBCONTRACTING PLAN DOCUMENTS AS PART OF YOUR PROPOSAL. FAILURE TO DO SO WILL RESULT IN YOUR PROPOSAL BEING DISQUALIFIED.

Table of Attachments Required from Respondents

	State of TX HSP pgs 1 &3	State of TX Self Perf HSP Pgs 1 & 3	HSP Prime Contractor Assess Report pg 4
1. Respondent Proposes Subcontractors: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are probable</u> .	X		
2. Respondent Proposes Self-Performance: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that <u>subcontracting opportunities are probable</u> , but the Respondent can perform such opportunities with its employees and resources.		X	
3. Reporting: All subcontracting regardless if they are HUBs or Non-HUBS must be reported. This is a new requirement as of 9/1/05. Attachments required with all payment requests. The submittal of these attachments is a condition of payment.			X

A blank copy of the HUB Subcontracting Plan (HSP) can be obtained by going to the Texas Procurement and Support Services Website at www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/

Please remember that the empty box on the first page of the HSP Plan is for agency use only. The form provided to you on the UTMB HUB Website contains the HUB Coordinator’s contact information.