REQUEST FOR PROPOSAL
The University of Texas Medical Branch at Galveston
Job Order Contracting (JOC) Services

RFP No. 20-006
Attachment 8 – Letter of HUB Commitment

THE FIRM SUBMITTING A BID FOR JOC SERVICES MUST PLACE THIS LETTER ON THEIR COMPANY BUSINESS LETTERHEAD AND RETURN WITH THE BID. THE LETTER MUST BE SIGNED.

Date __________

Karen L. Gross, C.P.M, CPPB, CTPM
Manager, Supplier Diversity Programs/HUB Coordinator
HUB & Federal Small Business Programs
301 University Blvd.
Galveston, Texas 77555-0905

Re: Historically Underutilized Business (HUB) Plan Requirements
for RFP No. 20-006 Job Order Contracting (JOC) Services

Dear Ms. Gross:

In accordance with the requirements of RFP No. 20-006 outlined in Section 1.15 “Historically Underutilized Businesses (HUBs),” I am pleased to forward this Letter of HUB Commitment as an integral part of our submittal in connection with your Request for Proposal.

Our firm is returning the following documents with the bid proposal; A Self-performing Plan and a Letter of HUB Commitment

As the scope of work is defined for Projects exceeding $85,000 under this JOC Agreement and (insert Contractor’s name) determines that our firm will be subcontracting, (insert Contractor’s name) understands that we may either self-perform the scope of work or utilize Method B of the HUB Subcontracting Plan to show a good faith effort to solicit from State of Texas certified HUB suppliers.

The HUB Subcontracting Plan will be submitted to the UTMB Manager of Supplier Diversity Programs/HUB Coordinator prior to execution of each Project Notification to Proceed/UTMB Purchase Order for approval. If the HUB Subcontracting Plan is not compliant, (insert Contractor’s name) understands we may not begin work on the project until the HUB Plan is corrected.

In addition, (insert Contractor’s name) understands that once the subcontractor(s) are chosen for each Job Order Project we must provide to UTMB a HUB Subcontracting Opportunity Affirmation Form within ten (10) working days after the issuance of the Notice to Proceed/UTMB Purchase Order.

(insert Contractor’s name) understands that documentation of subcontracted work must be provided with each pay request in the form of the HUB Subcontracting Plan Prime Contractor Progress Assessment Report (PAR).

I have read and understand The University of Texas Medical Branch (UTMB) Policy on the Utilization of Historically Underutilized Businesses (HUBs) for Construction Services (Ref. RFP No.20-006 Attachment 8, Job Order Contracting (JOC) Services) and that these requirements shall be applicable on a per Project basis under a subsequent Job Order Contracting (JOC) Agreement.

Sincerely,

(The letter must be signed by the company representative who signs the Execution of Offer)