Historically Underutilized Business (HUB)

HUB Post Award Training
Agenda

❖ HUB Program Office
   ▪ Responsibilities
   ▪ Limitations

❖ Subcontractor Notices
   ▪ Immediate Action Required
Agenda Continued

• HUB Reporting
  - Submission
  - Required Information
  - Progress Assessment Reports (PARs)

• HSP Changes
  - Adjustments
  - HSP Requirements
  - Approval Process
  - HSP Noncompliance’s
Agenda Continued
Again

• HUB Program
  - CPA: CMBL/HUB Directory
  - HUB Vendor Status
  - HUB Subcontracting Plan (HSP)
  - Staying in Compliance

• HUB Office Contact
HUB Program Office Responsibilities

Oversee:
- HUB Subcontracting Plan (HSPs)
- Progress Assessment Reports (PARs)

HSP Performance Notification

Provide HUB Technical Direction

Confirm Utilization/Payments
HUB Program Office
Limitations

HUB Program Office Cannot:

(i) Provide legal interpretations:
   ▪ scope of work
   ▪ delivery schedule
   ▪ terms & conditions
   ▪ or any other contract specifications.

(ii) Give direction outside of HUB.

(iii) Resolve any disputes / questions of law.

(iv) Compromise the contract or state agency.

(v) Authorize expenditure of funds.
Subcontractor Notices

HSP subcontractors must be notified Within **10 days** after the award & provided:

- Contractor Point of Contact
- Contract Award Number
- Subcontracting Opportunity (subcontractor performing)
- The approximate dollar amount & percentage of the contract

Email assigned HUB Coordinator
HUB Reporting Submission

Progress Assessment Reports (PARs)

- Include All information
- Submit with invoice
  - Required as a condition of payment

Via:

HUB_PAR@hhsc.state.tx.us

- Required with All Pay Requests as a condition of payment.

- All Subcontractors $
  - Include Self-Performing contracts.
HUB Reporting
Required Information

- **Total paid:**
  - ✓ Prime contractor
  - ✓ Each subcontractor, if any

- Invoice number associated
Progress Assessment Reports (PARs)

HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report

This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.

<table>
<thead>
<tr>
<th>Contract/Requisition Number:</th>
<th>Date of Award: (mm/dd/yyyy)</th>
<th>Object Code:</th>
</tr>
</thead>
</table>

Contracting Agency/University Name: ____________________________

Contractor (Company) Name: ____________________________

State of Texas BID #: ____________________________

Point of Contact: ____________________________

Phone #: ____________________________

Reporting (Month) Period: ____________________________

Total Amount Paid this Reporting Period to Contractor: $ ____________________________

Report HUB and Non-HUB subcontractor information

<table>
<thead>
<tr>
<th>Subcontractor's Name</th>
<th>Subcontractor's BID or HUB Certificate Number</th>
<th>'Texas Certified HUB? (Yes or No)</th>
<th>Total Contract $ Amount from HSP with Subcontractor</th>
<th>Total $ Amount Paid This Reporting Period to Subcontractor</th>
<th>Object Code: (For use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
HSP Changes

- Law states when the contract is awarded the HSP becomes a contract provision and **MUST** be implemented in good faith.

- Changes made to the HSP **without prior agency approval** **is considered a breach of contract.**
HSP Changes: Types of Adjustments

- Changes to Scope-of-Work (SOW)
  - Requiring additional subcontractor(s)
- Adding a Subcontractor(s)
- Substituting a Subcontractor
- Deleting a Subcontractor
- Changes to $ and/or %

* All Requires Justification for HSP change
HUB Changes:
HSP Requirements a)

Good Faith Efforts (GFEs) Still Required!
HUB Changes: HSP Requirements b)

GFE Requirements:

- Using all HUBs
- Mentor-Protégé
- Solicitation Method
HUB Changes:
HSP Requirements c)

GFE - Using all HUBs
Requirements:

*Active certified HUBs
- Provide PCS 424 form
- HUB profile
  (CMBL/HUB Directory)
HUB Changes:

HSP Requirements d)

GFE – Mentor-Protégé Requirements:

- Prime = Mentor
- Protégé = HUB

- Approved State of TX sponsored M-P agreement
- Provide PCS 424 form
- HUB profile
  (CMBL/HUB Directory)
HUB Changes:

HSP Requirements e)

GFE – Solicitation Method
Requirements:

• Contact 3 (minimum) HUBs &
• 2 Minority/Women Trade Orgs./Business Development Centers
• In writing:
  (email, fax, or certified letter)
• Provide 7 working days to respond
  (day sent is zero)
HUB Changes:
HSP Requirements e) continued

GFE – Solicitation Method
Requirements:

- Provide PCS 424 form
- HUB profile
  (CMBL/HUB Directory)
- GFE supporting documentation:
  - Sent emails or
  - Fax logs or
  - Certified letters
Submit Required Documentation: HHSCHUB@hhsc.state.tx.us for review and approval.

Note: agency approval of the HSP Change Request must be obtained prior to engaging a new subcontractor.
HSP Changes: Noncompliance’s

- Changes made to the HSP **without prior agency approval** is considered a breach of contract.

- **TAC Rule §20.285**

- **Vendor Performance Scoring**
  Affected
HUB Program: CMBL/HUB Directory

https://mycpa.cpa.state.tx.us/tpass/cmblsearch/index.jsp

- HUB vendors;
- determine ethnicity/gender;
- check certification statuses;
- locate HUB expiration date.

*Additional training coming soon!*
HUB Program: Staying in Compliance

Report and comply with HSP:

- Adhere to GFE/HSP;
- Update HSP asap;
- Submit PARs.
HUB Office
Contact Information

HHSCHUB@hhsc.state.tx.us
(512) 406-2570
HUB_PAR@hhsc.state.tx.us
Thank you