INSTRUCTIONS FOR COMPLETING THE HISTORICALLY UNDERUTILIZED BUSINESS SUBCONTRACTING PLAN (HSP)

This document provides guidance to Respondents in completing the Historically Underutilized Business Subcontracting Plan (HSP) as part of their response to a competitive procurement solicitation.

1 HUB Program Background

The Texas Comptroller of Public Accounts (CPA) Statewide Procurement Division (SPD), Historically Underutilized Business (HUB) Program, administers the HUB program in accordance with Texas Government Code § 2161 and Texas Administrative Code, Title 34, Chapter 20, Subchapter D, Division 10.

The agency HUB goal for the procurement opportunity will be stated in the solicitation document.

Details about the statewide HUB program can be found here: https://comptroller.texas.gov/purchasing/vendor/hub/

2 HUB Subcontracting Plan (HSP)

Each state agency that considers entering into a contract with an expected value of $100,000 or more over the life of the contract (including renewal options) must determine whether subcontracting opportunities are probably under the contract.

If TSLAC determines that subcontracting opportunities are probable, the potential opportunities will be listed in the solicitation. The HSP form will be provided as a separate document on the ESBD solicitation posting, and submission of the HSP is required from the Respondent.

The goal of this process is to provide HUB vendors with an opportunity as a potential subcontractor in each applicable procurement. Per the HSP, a “Subcontractor” is defined as a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity. If the solicitation states that there is a probability of subcontracting opportunities, all Respondents must put forth a good faith effort requirement to recruit HUB subcontractors for each opportunity. Please note: 1099 employees are defined as subcontractors.

A blank copy of the HSP form is always available on the Texas Comptroller of Public Accounts website if the document fails to download from the ESBD solicitation posting: https://comptroller.texas.gov/purchasing/docs/hub-forms/hsp-allfms.pdf

For additional HUB-related forms, visit: https://comptroller.texas.gov/purchasing/vendor/hub/forms.php

3 Good Faith Effort

Respondents may demonstrate a good faith effort by:

- Dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.
- Notifying HUBs of subcontracting opportunities that the respondent intends to subcontract in writing. The written notice shall include the following: scope of work, specifications, and the respondent’s contact information.
- Providing written notice to potential HUB subcontractors no less than 7 working days from receipt of notice to respond.
- Using the Centralized Master Bidders List (CMBL), HUB Directory, and/or other directories as identified by the agency when searching for HUB subcontractors. https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do
- Providing notice of subcontracting opportunities to minority/women trade organizations or development centers to assist in identifying HUBs by disseminating subcontracting opportunities to their membership.
- Providing notice to 3 or more HUBs for each subcontracting opportunity that provides the type of work required for each subcontracting opportunity identified in the contract specifications or any other subcontracting opportunity the respondent cannot complete with its own equipment, supplies, materials, and/or employees. The Respondent must keep and provide written documentation.
• Providing written justification of the selection process if a non-HUB subcontractor is selected.
• Encouraging selected non-certified minority or woman owned business subcontractors to apply for HUB certification. If the minority or woman owned vendor is not a State certified HUB, refer the business to the Comptroller’s HUB office to begin the process of becoming certified. https://comptroller.texas.gov/purchasing/vendor/hub/

4 HSP Courtesy Review

The TSLAC Purchasing Team offers courtesy reviews of HSPs before the solicitation due date. Respondents are encouraged, but not required, to request a courtesy review at their convenience. TSLAC cannot guarantee a complete review to last minute requests, please plan accordingly.

To request a courtesy review, send an email to purchasing@tsl.texas.gov and include “HSP Courtesy Review Request” in the subject line. Respondents are encouraged to request a courtesy review after the HUB Notification Deadline specified in the solicitation.

5 HSP Diagram

[Diagram showing the flow of questions and decisions for HSPs, including options for subcontracting percentages and methods of completion.]
6 Identifying Subcontracting Opportunities

State agencies use the NIGP class/item codes and descriptions maintained by CPA to properly classify goods and services in the procurement process. The Respondent may use the NIGP class and item codes to identify other good or service classifications not specified in the solicitation. These classifications will assist in searching for eligible HUB vendors. The NIGP class and item codes list is located here: https://mycpa.cpa.state.tx.us/commbook/indexSearch

Note: NIGP class codes 005 through 898 classify goods (commodities); NIGP class codes 900 and above classify services.

For additional guidance, the Respondent may contact the TSLAC Purchasing Department at Purchasing@tsl.texas.gov. TSLAC cannot guarantee a response to last minute inquiries on the day that the response is due. Please plan accordingly.

7 Completing the HUB Subcontracting Plan (HSP)

The Respondent (or prime vendor) has four primary methods available to complete the HSP. The HSP includes a quick checklist on the first page of the document to aid in completion in these methods.

Primary subcontracting methods:

- The prime vendor intends to use only Texas Certified HUB vendors for available subcontracting opportunities on the contract. (Method A)
- The prime vendor intends to use Texas Certified HUB vendors and non-HUB vendors for available subcontracting opportunities and will meet or exceed the agency’s HUB goal on the contract. (Method A)
- The prime vendor intends to use HUB vendors and non-HUB vendors or only use non-HUB vendors for the available subcontracting opportunities on the potential projects and will NOT exceed the agency’s HUB goal. (Method B)
- The prime vendor intends to use their own resource and will NOT be subcontracting any portion of the project work. (Self-Performing)

Other available subcontracting methods:

- The prime vendor intends to subcontract a portion of the contract and use only Texas Certified HUBs but not meet the agency’s HUB goal. (Method A)
- The prime vendor intends to subcontract and will meet the agency’s HUB goal but using Texas Certified HUBs with whom the company has a continuous contract in place for more than five years. (Method B)

The following section will show pages of the HSP that need to be reviewed and completed. Read the instructions carefully and complete the form accordingly.
**Agency Special Instructions**

All Respondents must review the instructions provided by the agency. The section is highlighted in the screenshot below:

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**HUB Subcontracting Plan (HSP)**

In accordance with Texas Govt 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 Govt 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.

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Please review all the instructions of the HSP carefully and complete accordingly.

If completing Method A (Attachment A), ensure that the HUB is listed as an active on the CMBL.

If completing Method B (Attachment B), provide all supporting documentation concerning the notification of a minimum of three (3) Texas certified HUBs and two (2) minority, woman, or service-disabled veteran trade organizations or development centers for each subcontracting opportunity that will be listed in Section 2, Item b. Supporting documentation may include all e-mails, faxes, delivery receipts, confirmation receipts/pages, attachments, etc. A list of probable subcontracting opportunities is provided in Exhibit 2 of the solicitation.

Vendors are encouraged to refer to the solicitation for instructions about the HSP and the CMBL. For additional questions regarding the HSP, contact Purchasing at purchasing@tsl.texas.gov or 512-936-2774.
Section 1 of HSP Form

All Respondents must complete Section 1 of the HSP. This will address frequently asked questions about the fields in this section.

Requisition #: This field is referring to the solicitation number, which is located on the first page of the solicitation. The format of the solicitation number is 306-XX-XXXX.

Bid Open Date: This field is referring to the Response due date on the solicitation. That information can be found on the ESBD solicitation posting or on the first page of the solicitation.

The Respondent should continue to Section 2 of the HSP and complete the form accordingly.
Section 2 of the HSP Form

All Respondents should read the instructions carefully and complete Section 2. After answering the questions, proceed to the next section accordingly.

Note: To calculate the Aggregate Percentage, sum-up the percentage of each subcontracting opportunity and divide by the total number of opportunities. The Aggregate Percentage will not add up to 100%.

Example: There are three subcontracting opportunities listed. In the first HUB column, the percentages are 15%, 100%, and 45%. To calculate the Aggregate Percentage: 15+100+45=160; 160/3=53.3%.
Method A – Respondent will meet or exceed HUB subcontracting goal

With this method, Respondents intend to meet or exceed the HUB goal with the use of Texas Certified HUBs for the subcontracting work. Non-HUB vendors may be included as long as the HUB goal percentage is met.

The Respondent should complete a separate Attachment A for each subcontracting opportunity that is listed in Section 2b (Page 2). The subcontracting opportunity is provided in Section A-1 and the subcontractors are listed in Section A-2 (see below). The HUB vendors’ certification status and Texas VID are provided on the CMBL.

Supporting Documentation: For the HUBs utilized, Respondent may attach each subcontractor’s HUB certificate or a copy of their current HUB status from the CMBL.

**HSP Good Faith Effort - Method A (Attachment A)**

**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.

**SECTION A-2: SUBCONTRACTOR SELECTION**

List the subcontractor(s) you selected to perform the subcontracting opportunity listed above in SECTION A-1. Also identify whether they are 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. Do not include subcontractors who are not certified HUBs. Do not include subcontractors who do not meet the HUB certification criteria. The HUB status and Texas VID are provided on the CMBL.

**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 practicable 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.
**Method B – Respondent will not meet the HUB subcontracting goal**

With this method, the Respondent will solicit eligible Texas Certified HUBs and trade organizations or development centers for potential subcontracting opportunities; the Respondent will provide supporting documentation of their good faith effort.

The Respondent should notify a minimum of 3 eligible Texas Certified HUB vendors for each subcontracting opportunity that the Respondent intends to subcontract. The notification must be in writing and shall be provided to HUB businesses at least 7 working days prior to Respondent’s submission of their response.

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**HSP Good Faith Effort - Method B (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/auditing/procurement/hub-forms/hub-good-faith-effort.pdf](https://www.comptroller.texas.gov/auditing/procurement/hub-forms/hub-good-faith-effort.pdf).

**SECTION B1: 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.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Support Services (NIGP 952-86)</td>
</tr>
</tbody>
</table>

**SECTION B2: Mentor Protege Program**

If respondent is participating as a Mentor in a State of Texas Mentor Protege Program, submitting its Protege (Protege must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specified 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 B1 to your Protege.

| | Yes (If Yes, continue to SECTION B4.) |
| | No (If No, continue to SECTION B3 and SECTION B4.) |

**SECTION B3: 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 B1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identity a person contact. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notification Form, which is also available online at [https://www.comptroller.texas.gov/auditing/procurement/hub-forms/hub-subcontracting-opportunity-notification-form.pdf](https://www.comptroller.texas.gov/auditing/procurement/hub-forms/hub-subcontracting-opportunity-notification-form.pdf).

- Provide written notification of the subcontracting opportunity you listed in SECTION B1, 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 Builder list (CMBL) – Historically Underutilized Business (HUB) Directory Search located at [http://hubs.sos.state.tx.us/hubs/search/index.cfm](http://hubs.sos.state.tx.us/hubs/search/index.cfm). HUB status code “A” signifies that the company is a Texas certified HUB.

- List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B1. Include the company’s Texas Vendor Identification (VID) number, the date you sent notice to that company, and indicate whether it was responsible or non-responsible to your subcontracting opportunity notice.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas VID</th>
<th>Did the HUB Respond?</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUB can be identified using the CMBL directory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Provide written notification of the subcontracting opportunity you listed in SECTION B1 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/auditing/vendor/hub-resources.php](https://www.comptroller.texas.gov/auditing/vendor/hub-resources.php).

- List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B1. Include the date when you sent notice to them and indicate if it was accepted or rejected.

<table>
<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent (working days)</th>
<th>Was the Notice Accepted?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade organizations are found on the CPA website</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Page 1 of 2**

(Attachment B)
If HUB vendors were notified and responded but will not be awarded a subcontract as part of the project, a justification must be provided in Section B-4c.

### HSP Good Faith Effort - Method B (Attachment B) Cont.

#### Section B-4: Subcontractor Selection

Enter your company's name here: ____________________________ Requisition #: ____________________________

**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:**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Support Services (NIGP 952-85)</td>
</tr>
</tbody>
</table>

**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://mycap.oca.state.tx.us/tassomh/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 (if applicable)</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ - Yes □ - No</td>
<td></td>
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<td>□ - Yes □ - No</td>
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<td>□ - Yes □ - No</td>
<td></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).**

Include a written justification if non-HUB vendors were selected for subcontracting opportunities.

**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 (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 notification to HUB vendors should provide the type of work required for each subcontracting opportunity identified in the solicitation specifications or any other subcontracting opportunity the Respondent cannot complete with its own equipment, supplies, materials, and/or employees. The notification should also provide bonding and/or insurance requirements (if applicable), and the Respondent’s contact information.

Using the HUB Subcontracting Opportunity Notification Form, Respondents must document the HUBs that were contacted with at least 2 being from trade organizations and include supporting documentation. Respondents may attach addressed and dated supporting documentation in the form of emails or transmittals demonstrating evidence of a good faith effort. Please note that Respondents must give the HUB business at least 7 working days to respond to the request.
Section 3 of the HSP Form

If the Respondent plans to self-perform, Section 3 of the HSP must be completed. Adequate supporting documentation should be attached to justify how this can be accomplished.

If completing all work with your own resources, provide a justification of how this will be accomplished.

Supporting Documentation: Respondent may attach or provide the following documentation to validate that the company may complete the work with their own resources. Note that some of these documents may already be requested in the solicitation to provide evidence of qualifications.

- Evidence of existing staffing to meet contract objectives.
- Documentation proving employment of qualified personnel holding the necessary licenses and certificates required to perform work.
- Monthly payroll records showing company staff fully engaged in the contract.
- On-site audits of company headquarters or work site where services are to be performed.

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(s) where services are being performed and must provide documentation regarding staffing and other resources.

Signature

Printed Name

Title

Date

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" to SECTION 2, Items c or 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.
Section 4 of the HSP Form

Section 4 must be completed and signed with ALL methods used to complete the HSP.

**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.xlsl).

- 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.

**Signature**

**Printed Name**

**Title**

**Date (mm/dd/yyyy)**

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.
8 Record Keeping

The Respondent should keep records of the CMBL searches, and the emails sent to the HUB vendors for the procurement file. TSLAC may request copies of these records to validate that a good faith effort was conducted.

9 Finding active HUB vendors on the Centralized Master Bidders List (CMBL)

TSLAC will provide a courtesy list of HUB vendors on the ESBD solicitation posting. This list is generated using the NIGP class and item codes of the probable subcontracting opportunities identified. However, Respondents are not limited to the list of probably subcontracting opportunities.

Respondents may use the Centralized Master Bidders List (CMBL) to locate eligible Texas Certified HUB vendors using the NIGP class and item code. Search tips on the CMBL are available on CPA’s website. https://comptroller.texas.gov/purchasing/vendor/registration/search-tips.php

To conduct a search, the Respondent should follow these steps:

Use the link to the CMBL: https://mycpa.cpa.state.tx.us/tpasemblsearch/tpasemblsearch.do?

1) Select HUBs Only in the Search For section located at the top of the page.

2) Expand the Multiple Vendor Search section and enter the appropriate NIGP class and item code; highway district is optional. The highway district field is used to narrow the service area that the potential HUB vendor serves. To determine the NIGP class and item code or highway district, click on the title above the fields. These are links to the appropriate resource.

3) Expand the Select Fields for Output section. The default setting may be used but it is encouraged that the Business Description field be added to provide more details about the HUB vendor.

4) Expand the Output Options section and select the Excel Spreadsheet option.

5) Click the Search button at the bottom of the page.

Respondents are encouraged to retain a copy of each search for their records. Agencies may request supporting documentation of the HUB vendors that were solicited.

A screenshot of the page is provided on the next page for reference.
The CMBL is a master database used by State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to the State of Texas. Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the State should register for the CMBL to receive bidding opportunities.

The CMBL/HUB Directory Search is automatically defaulted to “CMBL Only” to perform a search for vendors, including Texas certified HUBs who have elected to register on the CMBL. Purchasing entities use NIGP Class and Item Codes within the “Multiple Vendor Search” feature to identify vendors who can provide the products or services they want to purchase, and to develop mailing lists of vendors to receive bids.

For detailed explanations of the various search and data output features (i.e., Search For, Single Vendor Search, Multiple Vendor Search, Business Category/Vendor Location Search, Select Fields For Output, Output Options) that may be used to create lists of potential vendors as well as retrieve detailed information on a specific vendor, click CMBL/HUB Directory Search Tips.

**SEARCH FOR**
- CMBL Only
- HUBs Only
- All Vendors

**SINGLE VENDOR SEARCH**

**MULTIPLE VENDOR SEARCH**

- Select 1
- Select 2
- Select 3

**BUSINESS CATEGORY / VENDOR LOCATION SEARCH**

**SELECT FIELDS FOR OUTPUT**

- Vendor ID
- Company Name
- Contact Person
- Mailing Address
- City
- State
- Zip
- Country
- Email
- Phone
- HUB Eligibility
- HUB Gender
- Small Business

**OUTPUT OPTIONS**

- **Output as**: Excel Spreadsheet (max 1000 vendors)
- **Sort by**: Vendor Name
10 HUB Profile on the Centralized Master Bidder List (CMBL)

Respondents may include a copy of the HUB vendors profile as confirmation of their status at the time of the subcontracting solicitation. An example of a vendor’s HUB profile and status is shown in the screenshot below. The vendor’s HUB status is provided at the bottom of the profile screen. The vendor’s Vendor ID or TINS can also be located on this page.

11 Finding Trade Organizations

Small, Minority, and Woman Business Trade Organizations and Development Centers can be found here: https://comptroller.texas.gov/purchasing/vendor/hub/resources.php