|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section I**  Contractor Name | | | | Contract Number | | | |
| **Section II--*To be completed by the contractor when requesting a change to the original HSP***  **No changes shall be made to an accepted HUB Subcontracting Plan (HSP) until after the contract has commenced and then only as authorized by Texas Tech University Procurement Services.** If at any time during the term of the contract, the contractor desires to make any changes to the approved HSP, such proposed changes must be received in writing for prior review and must be approved by TTU before changes will be effective under the contract. The contractor must comply with provisions of the contract relating to developing and submitting an HSP Change Request in order to ***substitute/add a subcontracting opportunity and/or a subcontractor*** prior to any amendment or change order listed on the original HSP.  When requesting a change to an HSP, the contractor is required to meet the good faith effort provisions of the HSP. In addition to this form, the contractor must submit an HSP listing only the requested changes, including all the documentation required by HSP that apply to the requested changes.  ***Note, if the contractor indicated on the original HSP that they intended to self-perform all contract requirements but is now intending to subcontract some of the work, a complete HSP will need to be submitted. The plan must include GFE Attachment B documenting that three (3) or more HUB businesses and two (2) or more minority or women trade organizations or development centers were notified of the subcontracting opportunities. Contractor must allow at least seven (7) working days after the notice for HUBs to respond prior to contractor submitting the HSP Change Request Form and revised HSP.*** | | | | | | | |
| **CONTRACTOR INTENDS TO MAKE A CHANGE IN SUBCONTRACTING OPPORTUNITIES AND/OR SUBCONTRACTORS** | | | | | | | |
| **Subcontractor’s Name** | **Cert. HUB?** | | **VID #** | | **Approx. $ Amt.** | **Change to Original HSP** |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
|  | Yes No | |  | | $ | Inc Dec |
| Explanation of Changes: | | | | | | | |
| Contractor Name / Date | | Signature | | | | | |

|  |  |  |
| --- | --- | --- |
| **Section III—*To be completed by TTU Procurement Services***  Verify the following to determine if a good faith effort was made by the Prime Contractor in their HSP Change Request Form: | | |
| 1. Did the Prime Contractor complete the HSP Change Request Form? | | Yes  No |
| 1. Which option on the HSP Change Request Form was completed? | | Option 1 Option 2 |
| 1. Did the Prime Contractor include a list of the subcontracting opportunities expected to be awarded, the approximate dollar amount of the total contract, and other requested information about subcontractors? | | Yes  No |
| 1. Did the Prime Contractor attach a revised HSP for the changes requested? | | **Yes  No** |
| 1. Did the Prime Contractor meet the good faith effort requirements of the HSP when making a change to their HSP? | | Yes  No |
| **Section IV—*Review and approval by TTU Procurement Services***  TTU Procurement Services has reviewed the Contractor’s submissions and has determined, based on the HSP requirements, that this HSP change is:  **Acceptable**  **Not Acceptable** | | |
| **Purchaser Name / Date** | **Signature** | |
| **Purchasing Manager / Date** | **Signature** | |
| **Procurement Services Director / Date** | **Signature** | |
| **Additional Comments:** | | |

**INSTRUCTIONS**

**PURPOSE:**

In accordance with Texas Administrative Code, Title 34, §20.14(g)(2), the purpose of this form is to provide awarded contractors a method for proposing changes to the approved HUB subcontracting plan. The form must be reviewed and accepted by Texas Tech University Procurement Services before changes will be effective under the contract.

**PROCEDURES:**

The contractor must submit this form to TTU Procurement Services for any substitution of work or of a subcontractor. The change form must be approved by TTU prior to the substitution.

In addition to the Change Request Form, the contractor must submit an HSP form showing the proposed changes only, including the documentation of a good faith effort in developing the revised HSP.

**INSTRUCTIONS FOR CONTRACTOR:**

List Contractor Name and Contract Number. For Section II, list information for all the subcontractors that are being revised. Include an explanation of the changes. Sign and date the form and submit to TTU point of contact for the contract.