|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Because the estimated value of the contract is less than $100,000, respondents are not required by Texas Government Code §2161.251 to submit a HUB Subcontracting Plan at the time of submission. However, as part of Texas Tech’s ongoing effort to provide contracting opportunities for HUB businesses in university and system contracts, if subcontractors are used, the awarded contractor is strongly encouraged to submit this modified Subcontracting Plan for Contracts Valued at < $100,000 and regular Progress Assessment Reports, reflecting payments to all subcontractors (HUBs and Non-HUBs), to TTU’s point of contact for the contract.*** | | | | | | | | | |
| **Section I—*Company Information***  Company Name | | | | | Texas VID # | | | | |
| Point of Contact | | | Phone # | | | | | | |
| Email Address | | | Fax # | | | | | | |
| Is your company a certified HUB?  Yes No | | | Contract/Requisition # | | | | | | |
| **Section II--*Subcontracting Information***  List ***all*** the subcontractor(s) you have selected to perform the subcontracting opportunities. Identify if they are a certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. | | | | | | | | | |
| **Subcontractor’s Name** | **VID #** | **Commodity Description** | | | | **Cert. HUB?** | **Approx. $ Amt.** | **Expected % of Contract** |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
|  |  |  | | | | Yes No | $ | % |
| **Section III--*Affirmation***  As evidenced by the signature below, I affirm that I am an authorized representative of the contractor listed in Section I, and that the information submitted on the HSP is true and correct. Contractor understands and agrees that:   * Contractor will provide notice as soon as practical to all the subcontractors (HUB and Non-HUB) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum TTU’s name and TTU’s 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 TTU’s point of contact for the contract at the time you submit the final Progress Assessment Report (PAR) for the contract. * If the contract completion date is more than 30 days after award date, the respondent must submit Progress Assessment Reports (PARs) to TTU on a monthly basis, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). * The respondent must seek approval from TTU 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 TTU’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 TTU 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. | | | | | | | | | |
| Contractor Name / Title / Date | | | | Signature | | | | | |

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| --- | --- | --- | --- |
| **Section IV—*Review (to be completed by TTU)***   1. Did the contractor complete Section 1—*Company Information*? | Yes  No | |  |
| 1. Does the contractor intend to subcontract 100% with Texas-certified HUBs? | Yes  No | |  |
| 1. If the contractor intends to subcontract with HUBs and Non-HUBs, does the aggregate percentage meet or exceed TTU’s HUB goal? | Yes  No | |  |
| 1. Did the contractor sign the Affirmation? | Yes  No | |  |
| **Determination:** Procurement Services has reviewed the required Subcontracting Plan for Contracts Valued at < $100,000, in accordance with TTU’s HUB policies and procedures and determined that this plan is compliant. | | | |
| **Purchaser Name / Date** | | **Signature** | |
| **Purchasing Manager / Date** | | **Signature** | |
| **Procurement Services Director / Date** | | **Signature** | |