



**Supply Chain Management
HUB and Federal Small Business Program**

Historically Underutilized Business Subcontracting Plans (HSP) Overview

The Historically Underutilized Business (HUB) Program of The University of Texas M. D. Anderson Cancer Center (MDACC) was established to identify Historically Underutilized Businesses and encourage them to participate in the competitive bid process with the objective of increasing the number of contracts awarded to HUB vendors.

Locate bids at: www.mdanderson.org/bids

Register as MDACC Supplier at: www.mdanderson.org/suppliers

Texas Procurement and Support Services Commission

Central Master Bid List (CMBL):

<http://www.window.state.tx.us/procurement//cmb/cmbhub.html>

MDACC Procurement Good Faith Effort Goals for FY09:

Building Construction – 22.39%

Special Trade Construction – 37.63%

Professional Services – 23.98%

Other Services – 21.93%

Commodities Contracts – 7.57%

HSP Basics: Statement of Probability

- Subcontracting Opportunities are probable in connection with this solicitation.

Determination of Good Faith Efforts:

- Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices.
- Give notification in writing to all potential bidders.
- **Notify minority or women trade organizations or development centers of subcontracting opportunities (see attached list with contact information). Document all attempts and include with HUB Subcontract Plan response.**
- Allow adequate time for a response (typically 5 working days).
- Give notification to at least 3 HUBs for each trade identified for the project.
- Negotiate in good faith with qualified HUBs.
- Provide written justification of the selection process if a HUB is not selected.
- Encourage participating non-certified minority or woman owned businesses to apply for State certification.
- **Provide supporting documentation of all good faith efforts. Failure to produce required documentation may result in rejection of your HUB Plan and subsequently your proposal.**

Good Faith Alternatives

- If meet the Professional Services goal, HUB GFE is met (Ref. Section 5 of HSP).
- Participation in State's Mentor Protégé Program applies as Good Faith Effort if subcontracting with Protégé (Ref. Section 4 of HSP).

Completing the Forms

I. Subcontracting:

Must complete the following sections –

- Section 1: RESPONDENT AND SOLICITATION INFORMATION
- Section 2: SUBCONTRACTING INTENTIONS
- Sections 3 – 8 must be completed for every subcontracting opportunity listed in Section 2. This is your GFE.
- When awarding to a non-HUB company, additional documentation of GFE must also be included showing attempt to do business with HUBs.
- Section 10: AFFIRMATION

II. Self-Performance:

Must complete the following sections –

- Section 1: RESPONDENT AND SOLICITATION INFORMATION
- Section 2: SUBCONTRACTING INTENTIONS
- Section 9: SELF PERFORMANCE JUSTIFICATION (When left blank your plan may be deemed incomplete and rejected.)
- Section 10: AFFIRMATION

III. Request for Qualifications (RFQ)

Submit Letter of HUB Commitment

HUB Subcontracting Plan (HSP) Change Order Forms

- Change or expansion of scope of work (\$100,000 or greater)
- Additional scope contains additional probable subcontracting opportunities
- HUB Change Order Form must be approved by the MDACC Project Manager and HUB Coordinator **prior to execution of PO change order** or authorization to perform additional work

Reporting – After Award

Prime contractor payment requests shall include:

- Prime Contractor Progress Assessment Report (PAR)
- Identify payments to all subcontractors (**HUB and non-HUB**), indicating HUB status as 1st, 2nd or 3rd tier payments. (With approval of MDACC's HUB Department, PAR may be modified to incorporate required information.)
- PAR reports mailed directly to HUB and Federal Small Business Department as well as with Pay-Application.

Resources for assistance with Prime Contractor Training on HSP's, HUB Forms and/or Reports:

HUB & Federal Small Business Program

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