

Checklist for Department HUB Coordinators



HUB Good Faith Effort (GFE): the action undertaken by Texas State and a Respondent, Bidder or Proposer (Vendor) to achieve a State mandated HUB goal with respect to a solicitation which results in a contract or purchase order award.

Required for all Purchases regardless of \$ amount.

- Ensure vendor that is chosen is in "good standing" with the State Comptroller's Office.
Go to: <https://ourcpa.cpa.state.tx.us/coa/index.html>
And type in vendor's state tax id and print out page for back-up documentation.
If vendor is not in good standing with the State Comptroller's Office; call Purchasing Department (x 2521) for assistance/guidance.

Documents Needed for "Spot Purchases" (Less than \$5K)

- HUB Good Faith Effort (GFE) is not required, but recommended
- Solicit a "quote" from a single vendor.
- Response to solicitation (Quote or Bid) should be in writing so it can be used as back-up documentation.

Documents Needed for Informal Bids (Purchases \$ 5k, but less than \$25K)

- HUB Good Faith Effort (GFE) is required.
- Solicitation is to be in writing so it can be used as back-up documentation.
- Solicit to minimum of 3 vendors, at least 2 of the bidders must be HUB certified. Vendors need to be found by using the TPASS Centralized Masters Bidders List (CMBL) or the State HUB Directory.
- Go to: <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>
- Back-up documentation will be a print out of the vendor's HUB certificate or their CMBL database profile. Contact HUB Specialist (x5-2523) for assistance in identifying potential HUBs from which to solicit bids.

Additional Documents Needed for Formal/Sealed Bids or Other Solicitations (\$25K or greater)

- Create a written Competitive Solicitation for the purchase needed by the department. Make sure to add HUB requirements to this solicitation. HUB Specialist is available to assist with the drafting of the HUB requirements. Indicate if a "Pre-Submittal Conference" is needed and if mandatory attendance is required.
- After solicitation response submittal deadline, Department staff will review bids and a copy of the bids will need to be attached to Purchase Requisition. Your documentation will be reviewed by HUB Specialist for compliance with the State's HUB Good Faith Effort requirements.

Additional Documents Needed for Formal/Sealed Bids or Other Solicitations (\$100K or greater)

- Prior to issuing a solicitation, a "Determination of Subcontracting" opportunities must be completed to justify that if it is felt that subcontracting is "not probable"
http://www.txstate.edu/qao/hubprogram/forms/contentParagraph/01/document/Frm_HUB_Subcontract_Determination_Rev28Jul08.pdf
- If subcontracting is determined "probable", a HUB Subcontracting Plan (HSP) requirement must be included in the solicitation. <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>
- Solicitation is posted on the Electronic State Business Daily (ESBD) for any solicitation expected to result in an award \$100k or greater.

***If you have any questions or need assistance, please contact
Yolanda Strey, HUB Specialist @ 245.2523 or ys12@txstate.edu***