Texas State University strives to provide you with the most effective resource material to ensure that your HSP meets all the HUB rules.

First, you will need to determine what HSP method will best fit the commodity, project, and/or service requirements. Below are the 5 HSP Methods:

**Method 1- 100% HUB Participation**- means that all your subcontracting opportunities will be utilized with a HUB Vendor(s).

**Method 2- Mentor Protégé**- means that you will utilize the Mentor Protégé Agreement for the potential subcontracting opportunities.

*The Mentor Protégé Program is a State of Texas Program that helps HUB vendors coordinate with and be mentored by a larger business. The Mentor Protégé Agreements are sponsored by state agencies and universities. The mentor-protégé relationship is mutually beneficial since mentors can use their protégés to fulfill HUB subcontracting requirements when bidding on state contracts with expected values of $100,000 or more. It is advantageous to build a partnership prior to a solicitation or contract award to establish confidence in performance.*

**Method 3- Meet the Goal**- means that you will meet the goal of the solicitation by utilizing HUB participation. The goal of the solicitation will be listed in the “Agency Special Instructions” section.

**Method 4- Solicit**- means that you will solicit 3 HUBs per potential subcontracting opportunities, allowing for a minimum of seven (7) working days* notification to potential HUB subcontractors and notification to two (2) minority chambers, business development centers or minority trade organizations.

*Seven (7) day notification period: does not include the first day of notification, the date the bid is due, state, national holidays or weekends.*

**Method 5- Self-Preform**- means that you will not subcontract any portion of the contract and will fulfill all aspects of the contract with your own internal (W2) employees.
Method 1-100% HUB Participation HSP Example

Section 1 - Fill out the Respondent & Requisition Information

Section 2 a. - Check Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the specific areas of work (i.e. division, trade, professional service, specialty) you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Check Yes
Step 5

Section 4 – Read & Sign the Affirmation

HSP GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity you will have.
Method 2– Mentor Protégé HSP Example

Section 1 - Fill out the Respondent & Requisition Information

Section 2 a. - Check Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the specific areas of work (i.e., division, trade, professional service, specialty) you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Check Yes

Please make sure to read the “Agency Special Instructions”

This section will list:
- Solicitation Goal
- Solicitation Due Date
Section 4 - Read & Sign the Affirmation
HSP Good Faith Effort - Method B (Attachment B) – Complete Section B-1, Section B-2, and B-4 only for each HUB Protégé subcontracting opportunity as applicable.

Step 6

Step 3

Step 8
Method 3– Meet the Goal HSP Example

NOTE: Please make sure to read the “Agency Special Instructions”
This section will list:
• Solicitation Goal
• Solicitation Due Date

Section 1 - Fill out the Respondent & Requisition Information

Section 2 a. - Check Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the specific areas of work (i.e. division, trade, professional service, specialty) you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Yes
**Section 4 – Read & Sign the Affirmation**

**HSP GFE Method A (Attachment A) – Complete this attachment for each subcontracting opportunity you will have.**

<table>
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<tr>
<th>Company Name</th>
<th>Type of HUB</th>
<th>HUB ID</th>
<th>Approximate Dollar Amount</th>
<th>Exempted Percentage of Contract</th>
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**REMEMBER:** As specified in Section 6 of the completed HSP form, if you respond “Yes” to Section 6, you must provide notice on or before the date specified in the contract and in the first notice of opportunity. The notice must specify the minimum amount of the total contract that the HUB will perform. A copy of the notice required by this section must also be provided to the contractor’s agent of contact for the contract no later than 10 working days after the contract is awarded.
Method 4– Solicit HSP Example

Section 1 - Fill out the Respondent & Requisition Information

STEP 1
Please make sure to read the “Agency Special Instructions”

This section will list:
- Solicitation Goal
- Solicitation Due Date

Section 2 a. – Check Yes, I will be subcontracting portions of the contract.

Section 2 b. – List all the specific areas of work (i.e. division, trade, professional service, specialty) you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. – Check No

Section 2 d. – Check No
Section 4 – Read & Sign the Affirmation

Step 6

Step 6
HSP GFE Method B (Attachment B) – Complete Section B-1, Section B-3b and B-3d, and B-4a, B-4b and B-4c only for each subcontracting opportunity as applicable.
Method 4- Self- Preform HSP Example

Section 1 - Fill out the Respondent & Requisition Information

Step 1

NOTE
Please make sure to read the “Agency Special Instructions”
This section will list:
- Solicitation Goal
- Solicitation Due Date

Section 2 a. – Check No, You will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources

Step 2
Section 3 – Provide a Self Performing Justification

Step 3

Section 4 – Read & Sign the Affirmation

Step 4

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 statement and supporting documentation submitted with this HSF proposal is true and correct. Respondent understands and agrees that [Exhibit A, Document of the Affirmation]

1. The respondent must provide notice as soon as practicable to all subcontractors (HSFs and Non-HSFs) of their selection as a subcontractor for the awarded contract. The notice must specify the name of the contracting agency, the name of the respondent, and the subcontractor, if the subcontractor is a HSF. If the subcontractor is not a HSF, the notice must also specify the subcontractor's name and address. The notice must state that the subcontractor will perform all work required by the contract and that the subcontractor is responsible for all costs associated with the work. The notice must also state that the respondent has complied with all applicable laws and regulations. The notice must be delivered in writing and must be received by the subcontractor not later than the date specified in the contract.

2. The respondent must submit monthly progress reports to the contracting agency, including the status of all subcontractors. The progress reports must be submitted within 10 days after the end of each month. The progress reports must include the name and address of the subcontractor, the amount paid to the subcontractor, and the percentage of work completed by the subcontractor. The progress reports must be signed by an authorized representative of the respondent.

3. The respondent must maintain adequate insurance coverage for all work performed under the contract. The insurance must include liability insurance that covers all claims arising from the work performed under the contract. The insurance must be obtained from a company that is licensed and qualified to do business in the state where the work is performed. The insurance must be renewed at least annually and must not expire before the end of the contract.

4. The respondent must submit a final report to the contracting agency, including a statement of the amount of work performed under the contract and the amount paid to the subcontractors. The final report must be submitted within 30 days after the end of the contract.

REMINDER: If you responded “Yes” to SECTION 2, items a or b, you must complete an HSF Good Faith Effort - Method A (Attachment A) for each of the subcontracting opportunities you listed in SECTION 2, item b.

REMINDER: If you responded “No” to SECTION 2, items c and d, you must complete an HSF Good Faith Effort - Method B (Attachment B) for each of the subcontracting opportunities you listed in SECTION 2, item b.