



Railroad Commission of Texas

## HUB Subcontracting Plan (HSP)

### Completing a HUB Subcontracting Plan (HSP)

#### **Section 1: Respondent and Solicitation Information**

- Please provide the contact person's name, phone number, State of Texas VIN number, and the solicitation number
- Be sure to check whether or not your company is a Texas certified HUB

#### **Section 2: Subcontracting Intentions**

It is important to list the line items in this section. If you will be subcontracting out any portion of the contract, please check the "Yes" box and list the line items. If you are NOT planning to subcontract, please be sure to mark the box "No".

- **If you are not going to subcontract, skip to and complete section 9 on page 3.**

#### **Section 3: Subcontracting Opportunity**

- List the line item and description

#### **Section 4: Mentor-Protégé Program**

- If you are in a mentor-protégé relationship and you are subcontracting the work out to your protégé, then check "Yes" and go to sections 8 and 10.

#### **Section 5: Professional Services Contract Only**

- Complete only if this section applies to you.

#### **Section 6: Notification of Subcontracting Opportunity**

- Read this section carefully. This will give the requirements for contacting the HUB vendors about the subcontracting opportunity.
  - **Three (3) HUB vendors must be contacted about each of the subcontracting opportunities. They must be contacted in writing and that documentation must be submitted with the bid packet.**
  - **When sending out notices, you must allow HUB vendors five (5) days from their receipt of notice to respond to your solicitation. Anything less than that will cause your HSP to be non-compliant. The notices should be sent out no later than five (5) days prior to the bid opening date. The documentation must show this date.**
  - **The notification to HUB vendors must include the type of work being subcontracted, the specifications, the location of the job, and contact information for the person in which they respond to.**

- **Include all fax cover, transmittal sheets, electronic mail, or letters with the other documentation. This is needed in order for the HUB Coordinator to verify that the notices were sent within the specified timeframe.**

**Section 7: HUB Firms Contacted for Subcontracting Opportunity**

- Please list the three (3) HUB vendors that you send notices to, along with their vendor ID number, the date the notice was sent, and whether or not a response was received.
  - The notices sent to the HUB vendors must be submitted with the bid packet and HSP. The notices must include the date it was sent, vendor's name and contact information, the type of work/services that are needed, and the specifications. **The notices must sent out five (5) days prior to the date of the bid opening.**

**Section 8: Subcontractor Selection**

- Please list which vendor (HUB or Non-HUB) was selected for the subcontracting opportunity. **If a HUB vendor contacted was not selected, please complete the bottom of this section, stating why the particular vendor listed was selected.**

**Section 9: Self-Performance Justification**

- You must complete this section if you will not be subcontracting any part of the contract.
  - If you have submitted a separate page stating that your company will perform the work for the entire contract with its own resources, employees, and materials, please check the "Yes" box and make reference to that page.
  - If you have not submitted a separate page stating this information, please check the "No" box and fill out the blank portion of this page, stating your intentions.

**Section 10: Affirmation**

- Please read the statement and then sign, print, and list the date.

**If there are any questions about how to complete an HSP, please contact:**

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