

**HUB Determination Form (HDF)**

*Instructions to Department: Check all applicable boxes, sign, and return to hub@txstate.edu for approval prior to attaching to TCM contract request, requisitions, or e-NPO*

**SOLICITATION NUMBER/PROJECT NAME:** \_\_\_\_\_

This solicitation is **NOT** expected to result in an award of \$90,000 or greater over the life of the contract "**including any renewal options**". (Note: HUB Subcontracting Plan requirements are optional)

This solicitation **MAY** result in an award \$90,000 or greater "over the **life** of the contract " **including any renewal options**". In accordance with 34 TAC Rule § 20.14, Sec. (a) (1) and (2), as indicated below, the following have been utilized to make the determination of whether subcontracting opportunities are probable, or not, under the proposed contract:

Use of the HUB participation goals shown in 34 TAC Rule § 20.13 (relating to Statewide Annual HUB Procurement Utilization Goals)

Research of the Centralized Master Bidders list (CMBL), the HUB Directory, the Internet and other directories, identified by the Texas Procurement and Support Services Division of the Comptroller's Office, for HUB's that may be available to provide or perform the work; and

Additional HUB "Good Faith Effort" activities, noted below:

- Contacting other state and local agencies and institutions of higher education to obtain information regarding similar contracting and subcontracting opportunities;
- Review of the history of similar Texas State purchasing transaction(s); and/or
- Other (specify & attach additional sheets, if necessary): \_\_\_\_\_

Note: In accordance with 34 TAC §20.28, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

As the Authorized Representative, after review of the requirements of the proposed project/contract, I have determined, to the best of my knowledge and experience, that probable subcontracting opportunity(ies):

**DO EXIST** - The HUB Subcontracting Plan (HSP) requirements **must be included** as part of the solicitation's specifications

**DO NOT EXIST** – A HUB Subcontracting Plan (HSP) is **not** required as part of the solicitation's specification

Please give a brief summary of why subcontracting opportunities do not exist:

\_\_\_\_\_

\_\_\_\_\_  
Department Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

Concurrence:

\_\_\_\_\_  
Texas State HUB Evaluator - JCK #527 (512) 245-2521

\_\_\_\_\_  
Date