

HUB Determination Form Guide

University Requirements:

A HUB Determination Form (HDF) is required for all purchase orders and contracts totaling over \$90k over the life of the contract or purchase. The form allows the university to determine if subcontracting opportunities are probable or not.

According to 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. If at any time a prime vendor can outsource to another entity to help completion of the purchase, then subcontracting opportunities are probable and a HUB Subcontracting Plan (HSP) is required.

If it is determined that subcontracting opportunities are probable, please reach out to Texas State University HUB staff by phone or e-mail. Contact: hub@txstate.edu or (512)245-2521

HDF Completion Guide

Section 1 - Line one is the purchase title or contract name

Section 2 - Check the box that is applicable indicating if the award is expected to exceed \$90,000

Section 3 - Declare methods that were used to determine if subcontracting opportunities are probable or not.

Section 4 - Definition of a "subcontractor" according to Texas Administrative Code – 34 TAC §20.28


Section 5 - Check applicable box

- If subcontracting opportunities do not exist please provide a summary of why (e.g., software purchase straight from developer, lease agreement, conference)

Section 6 - Sign and date

Section 7 – Send to HUB staff to sign and file

If assistance is needed please e-mail hub@txstate.edu

PRINT

SUBCONTRACTING OPPORTUNITY(IES) DETERMINATION
(Check all applicable boxes, sign, and return to Procurement and Strategic Sourcing)

1 SOLICITATION NUMBER/PROJECT NAME: _____

2 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:

3 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): _____

4 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):

5 **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:

Signature of Authorized Representative Date

6 Name (Print) _____
Title _____

Concurrence:

7 _____
Texas State HUB Evaluator - JCK #527 (512) 245-2521 Date

HUB Determination Form Rev. 01/00