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Health and Human
Services

Historically Underutilized Business (HUB)

HUB Post Award Training

Agenda



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❖ HUB Program Office

- Responsibilities
- Limitations

❖ Subcontractor Notices

- Immediate Action Required

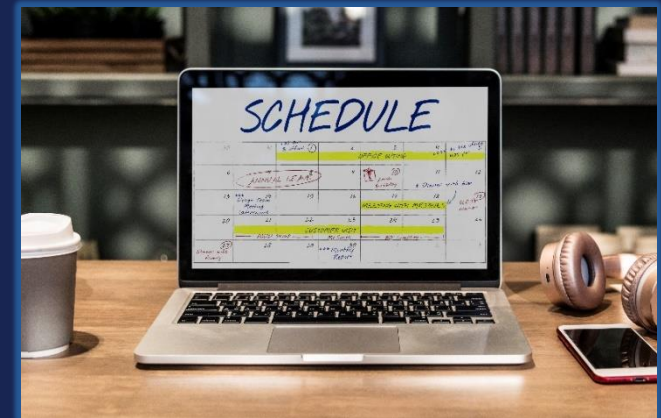


Agenda Continued



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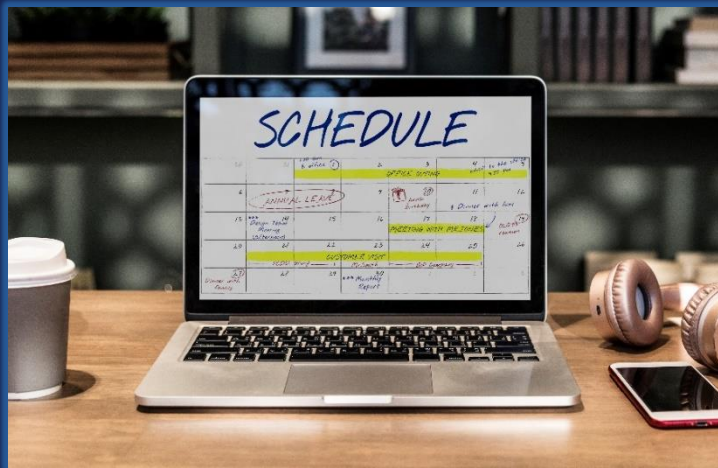
- **HUB Reporting**
 - Submission
 - Required Information
 - Progress Assessment Reports (PARs)
- **HSP Changes**
 - Adjustments
 - HSP Requirements
 - Approval Process
 - HSP Noncompliance's



Agenda Continued Again



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- **HUB Program**
 - CPA: CMBL/HUB Directory
 - HUB Vendor Status
 - HUB Subcontracting Plan (HSP)
 - Staying in Compliance
- **HUB Office Contact**

HUB Program Office Responsibilities



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Oversee:

- HUB Subcontracting Plan (HSPs)
- Progress Assessment Reports (PARs)



HSP Performance Notification

Provide HUB Technical Direction

Confirm Utilization/Payments

HUB Program Office Limitations



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HUB Program Office Cannot:

- (i) **Provide legal interpretations:**
 - scope of work
 - delivery schedule
 - terms & conditions
 - or any other contract specifications.
- (ii) **Give direction outside of HUB.**
- (iii) **Resolve any disputes / questions of law.**
- (iv) **Compromise the contract or state agency.**
- (v) **Authorize expenditure of funds.**



Subcontractor Notices

**HSP subcontractors must be notified
Within **10 days**
after the award & provided:**

- **Contractor Point of Contact**
- **Contract Award Number**
- **Subcontracting Opportunity
(subcontractor performing)**
- **The approximate dollar
amount & percentage of the
contract**



Email assigned HUB Coordinator



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HUB Reporting Submission

Progress Assessment Reports (PARs)

- Include All information
- Submit with invoice
- *Required as a condition of payment*



Via:

HUB_PAR@hhsc.state.tx.us

-Required with All Pay Requests as a condition of payment.

- All Subcontractors \$
- Include Self-Performing contracts.



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HUB Reporting Required Information



- Total paid:
 - ✓ Prime contractor
 - ✓ Each subcontractor, if any
- Invoice number associated



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Progress Assessment Reports (PARs)



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coming
soon!



HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report

This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.

Contract/Requisition Number: _____ Date of Award: _____ (mm/dd/yyyy) Object Code: _____ (Agency Use Only)

Contracting Agency/University Name: _____

Contractor (Company) Name: _____ State of Texas VID #: _____

Point of Contact: _____ Phone #: _____

Reporting (Month) Period: _____ Total Amount Paid this Reporting Period to Contractor: \$ _____

Report HUB and Non-HUB subcontractor information

Subcontractor's Name	Subcontractor's VID or HUB Certificate Number	*Texas Certified HUB? (Yes or No)	Total Contract \$ Amount from HSP with Subcontractor	Total \$ Amount Paid This Reporting Period to Subcontractor	Total Contract \$ Amount Paid to Date to Subcontractor	Object Code (Agency Use Only)
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

HSP Changes



- ❖ Law states when the contract is awarded the HSP becomes a contract provision and **MUST** be implemented in good faith.
- ❖ Changes made to the HSP **without prior agency approval** **is considered a breach of contract.**



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HSP Changes:

Types of Adjustments

- Changes to Scope-of-Work (SOW)
 - Requiring additional subcontractor(s)
- Adding a Subcontractor(s)
- Substituting a Subcontractor
- Deleting a Subcontractor
- Changes to \$ and/or %

*** All Requires Justification for HSP change**



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HUB Changes:

HSP Requirements a)

**Good Faith Efforts
(GFEs)
Still Required!**



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HUB Changes:

HSP Requirements b)

GFE Requirements:

- Using all HUBs
- Mentor-Protégé
- Solicitation Method



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HUB Changes:

HSP Requirements c)

GFE - Using all HUBs
Requirements:

***Active certified HUBs**

- Provide PCS 424 form
- HUB profile
(CMBL/HUB Directory)



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HUB Changes:

HSP Requirements d)

GFE – Mentor-Protégé Requirements:

- Prime = Mentor
- Protégé = HUB

- Approved State of TX sponsored M-P agreement
- Provide PCS 424 form
- HUB profile
(CMBL/HUB Directory)



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HUB Changes:

HSP Requirements e)

GFE – Solicitation Method Requirements:

- Contact 3 (minimum) HUBs &
- 2 Minority/Women Trade Orgs./Business Development Centers
- In writing:
(email, fax, or certified letter)
- Provide 7 working days to respond
(day sent is zero)



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HUB Changes:

HSP Requirements e) continued

GFE – Solicitation Method Requirements:

- Provide PCS 424 form
- HUB profile
(CMBL/HUB Directory)
- GFE supporting documentation:
 - Sent emails or
 - Fax logs or
 - Certified letters



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HUB Changes: Approval Process

Submit Required Documentation:
HHSCHUB@hhsc.state.tx.us for
review and approval.

Note: agency approval of the HSP
Change Request **must be obtained
prior** to engaging a new
subcontractor.



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HSP Changes: Noncompliance's

- ❖ Changes made to the HSP without prior agency approval **is considered a breach of contract.**

- ❖ TAC Rule §20.285

- ❖ **Vendor Performance Scoring**

Affected



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HUB Program: CMBL/HUB Directory

<https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>

- HUB vendors;
- determine ethnicity/gender;
- check certification statuses;
- locate HUB expiration date.

***Additional training coming soon!**



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HUB Program: Staying in Compliance

Report and comply with HSP:

- Adhere to GFE/HSP;
- Update HSP asap;
- Submit PARs.



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HUB Office Contact Information



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HHSCHUB@hhsc.state.tx.us

(512) 406-2570

HUB_PAR@hhsc.state.tx.us



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Thank you
