

**Request for Qualifications**

**RFQ769-26-1023CS**

**COLLEGE OF MUSIC  
BUILDING-PHASE 1**

# STRATEGIC INFRASTRUCTURE PLANNING AND CONSTRUCTION

- **Pre-Solicitation Meeting**

Monday, June 15, 2026 @ 11:00 am

# Agenda

- INTRODUCTIONS
- PROJECT DESCRIPTION
- PRIMARY PURPOSE
- DELIVERABLES & OBJECTIVES
- SUBMISSION REQUIREMENTS/CRITERIA
- HEROS UNITED IN BUSINESS VET(HUB)
- SELECTION PROCESS/SCHEDULE
- REQUIREMENTS
- QUESTIONS

# PROJECT DESCRIPTION

- This project is anticipated to provide approximately 80,000-100,000 gross square feet of space to replace buildings that have been identified for demolition in anticipation for construction of a larger expansion for the College's facilities.
- The new building will primarily house:
  - classrooms
  - rehearsal spaces
  - student practice rooms
  - faculty teaching offices
  - graduate teaching assistant studios/offices, and
  - other support spaces.
- If it is determined that relocation of functions is best accommodated within an existing facility, renovations to those select areas/facilities may also be included within the scope of this project or under a separate contract.

# PRIMARY PURPOSE

- The primary purpose of this project is to provide technologically rich artistic/academic environment spaces within a new facility for the College of Music.
- Will allow for the future demolition of existing older, antiquated facilities that do not provide adequate environmental conditions for delivery of modern music curriculum. Important concerns include:
  - acoustics
  - sound isolation
  - occupant health and safety, welfare, accessibility, and
  - operational efficiency, particularly the use and movement of large instruments within and between facilities
- Shell space may also be included

# DELIVERABLES/OBJECTIVES

- The following deliverables will be required of the selected firm:
  - Project Programming
  - Project Design-should Owner elect to extend the services
  - Contractor/Subcontractor Bidding
  - Construction Administration
  - Project Budget
  - Project Schedule

\*\*Schedule for construction implementation has yet to be determined.

# SUBMISSION REQUIREMENTS/CRITERIA

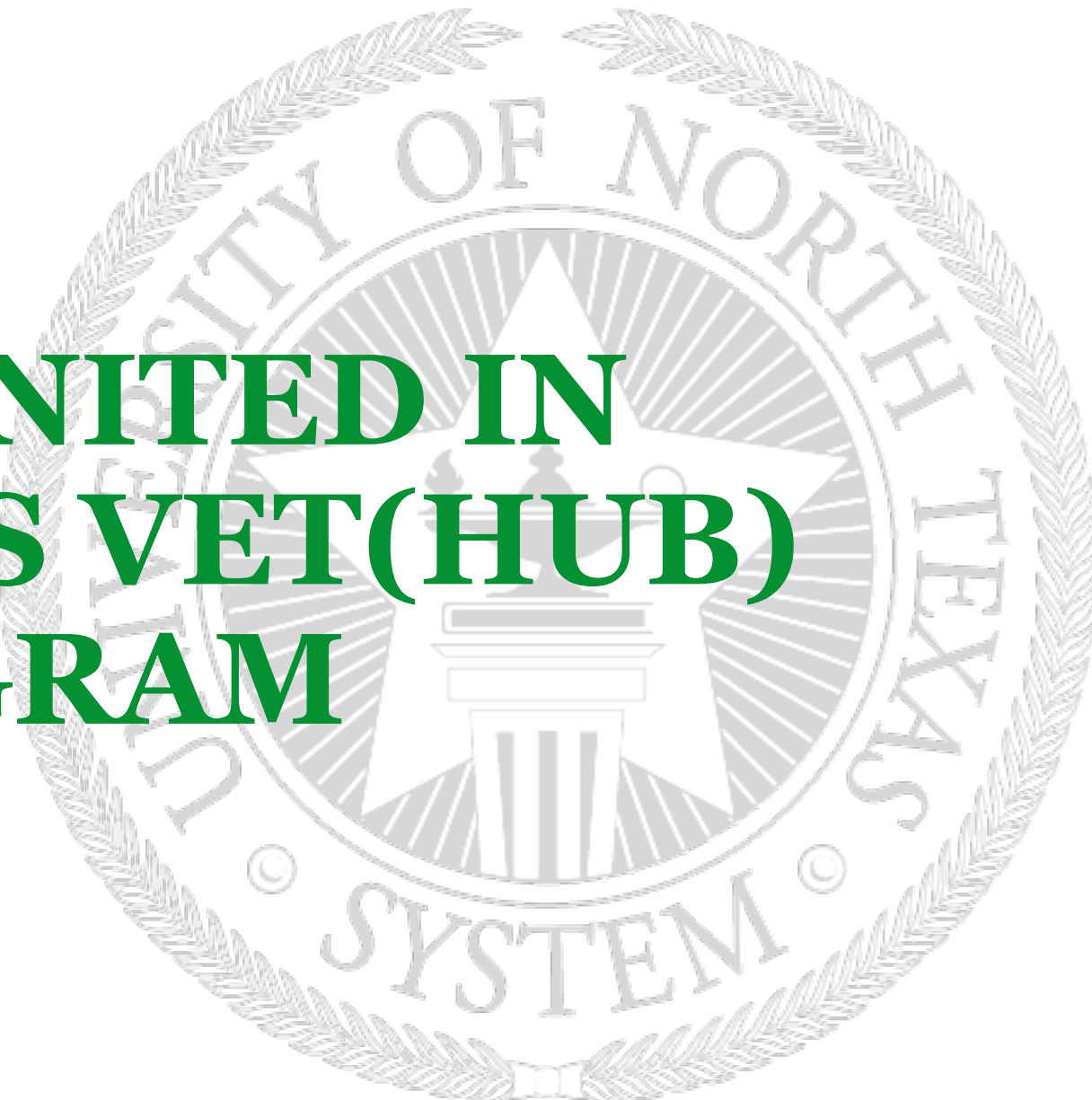
- Please provide responses to all Submission Requirements along with all sub-requirements listed in Division 00, Section 002400.
  - Firm data
  - Description of the team, including all key team members and sub-consultants
  - Relevant experience and capabilities
  - Approach
- Firms will be selected on the basis of experience and qualifications using the criteria listed below:
  - Criterion 1 - Relevant successful programming, design, and construction administration experience of key individuals named on the project team with projects of similar character to scope outlined in this RFQ.
  - Criterion 2 - Firm performance and quality of past and current projects as included in response, including demonstrated success in delivering projects with aggressive schedules or phasing requirements utilizing similar project delivery method as the project outlined in this RFQ

# SUBMISSION REQUIREMENTS/CRITERIA CONTINUED

- Criterion 3 - Current capabilities based on the experience and capacity (current workload and availability) of the individuals assigned to the team as outlined for the anticipated services rendered to deliver the project scope as outlined in this RFQ.
- Criterion 4 - Demonstrated ability to seamlessly manage and transition throughout the entire project process.
- Criterion 5 - Project Management and quality assurance processes, general procedures, approach to construction administration, specific project approach (work plan/schedule), and technical support capabilities.
- Criterion 6 - The firm's demonstrated ability to monitor construction cost estimates including approach to the volatile construction material availability and long material lead times during the design process to ensure Owner's construction budget is not exceeded at each step in the design process from programming to construction documentation.
- Criterion 7 - Quality and responsiveness of the RFQ submittal – if applicable, the interview.
- Criterion 8 - Approach to quickly respond and address issues that arise throughout the entire duration of the project. Local representation will be evaluated on the ability to respond quickly to issues during the duration of the project

# HEROS UNITED IN BUSINESSES VET(HUB)

- A HUB Sub-Contracting plan is required with submission of your qualifications.
- Any questions regarding HUB Sub-contracting Plan can be directed to the HUB Department at the following email: [hub@untsystem.edu](mailto:hub@untsystem.edu)

The background features a large, light gray watermark of the University of North Texas System seal. The seal is circular, with a laurel wreath border. Inside the wreath, the text "UNIVERSITY OF NORTH TEXAS" is written along the top arc, and "SYSTEM" is written along the bottom arc. The center of the seal depicts a classical building with a pediment and columns, set against a background of radiating lines.

# **HEROS UNITED IN BUSINESSES VET(HUB) PROGRAM**

# Agenda

- What is a VetHUB?
- Why we do a VetHUB Subcontracting Plan?
- How to create a VetHUB Subcontracting Plan
- Criteria G
- Where to go for assistance



# What is a Veteran Heroes United in Business (VetHUB)?

- The State of Texas VetHUB Program is committed to sharing advantageous educational and networking opportunities with certified and prospective vendors all around the state of Texas. VetHUB is Veteran Heroes United in Business. More information about the program is available on the Texas Comptroller of Public Accounts webpage: [Veteran Heroes United in Business \(VetHUB\)](#).
- State agencies, including public colleges and universities, are constantly looking to work with HUB certified businesses. The goal of this good-faith effort is to actively involve Texas certified HUBs in the procurement process and to ensure they receive a fair share of state business.

# What is a VetHUB?

- It is certified by the State of Texas.
- It is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23 and has its principal place of business in Texas.

# State of Texas and UNT System VetHUB Utilization Goals

- The statewide HUB utilization goals are qualitative, with the goal of increasing participation of service-disabled veteran businesses in state purchasing and contracts.
- UNTS | UNT | UNT Health | UNTD FY2026 UNTS VetHUB Goals
- Heavy construction other than building contracts, 0.00%
- Building construction, including general contractors and operative builders' contracts, 3.70%
- Special trade construction contracts, 6.01%
- Professional services contracts, 3.25%
- Other services contracts, 3.17%
- Commodities contracts, 2.46%

# Why we do a HUB Subcontracting Plan (HSP)

- Texas State Law
  - Government Code Chapter §2161.252
  - Administrative Code §20.14
- Demonstrates a “Good Faith Effort” (GFE) to diversify business opportunities.
- Responses that do not include a complete HSP must be rejected

# Quick Checklist

- Use this tool to determine which pages and sections must be completed based on the unique situation and plan of the submitting company.
- Fillable Electronic Form at: <https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>



## HUB Subcontracting Plan (HSP) QUICK CHECKLIST

Rev. 10/16

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding **all** of the subcontracting work you have to offer under the contract to **only** Texas certified HUB vendors, complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work 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 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you **do not** have a **continuous contract** in place for more than five (5) years **meets or exceeds** the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - Section 2 c. - No
  - Section 2 d. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you **do not** have a **continuous contract** in place for more than five (5) years **does not meet or exceed** the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - Section 2 c. - No
  - Section 2 d. - No
  - Section 4 - Affirmation
  - GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
  - Section 3 - Self Performing Justification
  - Section 4 - Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



# HUB Subcontracting Plan (HSP)

Rev. 12/25

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE: When a state agency requires a subcontracting plan, a bid, proposal, offer, or other applicable expression of interest for the contract must contain a plan to be considered responsive.**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas.

**-- Agency Special Instructions/Additional Requirements --**

*In accordance with 34 TAC §20.285(d), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs shall qualify for meeting the HUB goal.*

The statewide HUB utilization goals are qualitative, with the goal of increasing participation of service-disabled veteran businesses in state purchasing and contracts.

UNTS | UNT | UNT Health | UNTD FY2026 UNTS VetHUB Goals  
Heavy construction other than building contracts, 0.00%  
Building construction, including general contractors and operative builders contracts, 3.70%  
Special trade construction contracts, 6.01%  
Professional services contracts, 3.25%  
Other services contracts, 3.17%  
Commodities contracts, 2.46%

# Page 1

- Contains the HUB goals established by the State of Texas.
- Please ensure Section 1 is completed thoroughly and accurately.
- Note: UNT System HUB Area will verify the Vendor ID and HUB status of the submitting company

**SECTION 1: RESPONDENT AND REQUISITION INFORMATION**

a. Respondent (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

b. Is your company a State of Texas certified HUB?  - Yes  - No

c. Requisition #: \_\_\_\_\_ Bid Open Date: \_\_\_\_\_  
(mm/dd/yyyy)

# Page 2

- Declare all subcontracting opportunities on this page.
- List by opportunity type, not by vendor name (that comes later).
- The choices at the bottom will determine which “Method” the submitting company will use to demonstrate a GFE.
- There is an addendum page to use if the submitting company identifies more than 15 subcontracting opportunities.

## SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.11, 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.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b of this SECTION and continue to Item c of this SECTION.)
- **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <u>do not</u> have a "continuous contract" in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a "continuous contract" in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

- **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- **No** (If **No**, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a "continuous contract" in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- **No** (If **No**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

# Page 3

- If the submitting company is not subcontracting any of the work, they must explain how the company will perform the entire contract with its own employees, materials, etc.
- The designated representative of the submitting company will read and affirm the contractual obligations within the HSP by signing in the space below.
- This should be signed by a senior employee familiar with the project.

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION 3: SELF PERFORMING JUSTIFICATION** (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

**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 information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Reminder:**

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b.



# Attachment B

- Used if the submitting company intends to use any non-HUB businesses or if they do not meet the State's HUB goals.
- One page per subcontracting opportunity.
- Minimum of 3 HUB Vendors and 2 related trade organizations
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
- **HUB Subcontracting Goals for this RFQ is 3.25%**

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**IMPORTANT:** If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

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**SECTION B-1: SUBCONTRACTING OPPORTUNITY**  
 Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

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**SECTION B-2: MENTOR PROTÉGÉ PROGRAM**  
 If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, continue to SECTION B-4.)  
 - No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

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**SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY**  
 When completing this section you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycga.cga.state.tx.us/hasscmblsearch/index.jspx>. HUB status code "A" signifies that the company is a Texas certified HUB.

b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID <small>(Do not enter Social Security Numbers.)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond? <input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent <small>(mm/dd/yyyy)</small>	Was the Notice Accepted? <input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION B-4: SUBCONTRACTOR SELECTION**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://myopa.opa.state.tx.us/haassomksearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

# Attachment B (pg. 2)

- The submitting company will show the selected vendor.
- Complete justification as to why a HUB vendor was not selected must be listed
- The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.

# HUB Subcontracting Opportunity Notification

- Only one of the many options for distributing information.
- All methods of distributing information must provide complete information.
- Respondents have 7 working days to respond.
- All contact information must be accurate.



## HUB Subcontracting Opportunity Notification Form

Rev. 10/16

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

<b>SECTION A: PRIME CONTRACTOR'S INFORMATION</b>	
Company Name: _____	State of Texas VID #: _____
Point-of-Contact: _____	Phone #: _____
E-mail Address: _____	Fax #: _____
<b>SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION</b>	
Agency Name: _____	Phone #: _____
Point-of-Contact: _____	Bid Open Date: _____ (mm/dd/yyyy)
Requisition #: _____	
<b>SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION</b>	
<b>1. Potential Subcontractor's Bid Response Due Date:</b>	
If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2,	
we must receive your bid response no later than _____ on _____.	
Central Time Date (mm/dd/yyyy)	
<small>In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).</small>	
<small>(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)</small>	
<b>2. Subcontracting Opportunity Scope of Work:</b>	
_____	
<b>3. Required Qualifications:</b>	<input type="checkbox"/> - Not Applicable
_____	
<b>4. Bonding/Insurance Requirements:</b>	<input type="checkbox"/> - Not Applicable
_____	
<b>5. Location to review plans/specifications:</b>	<input type="checkbox"/> - Not Applicable
_____	

# How to Find HUB Vendors and Contact Trade Organizations

## ➤ How to Find HUB Vendors

- NIGP Commodity Book Numeric Index  
<https://commbook.app.cpa.state.tx.us/>  
Visit the States of Texas “Centralized Master Bidders List” at:  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>

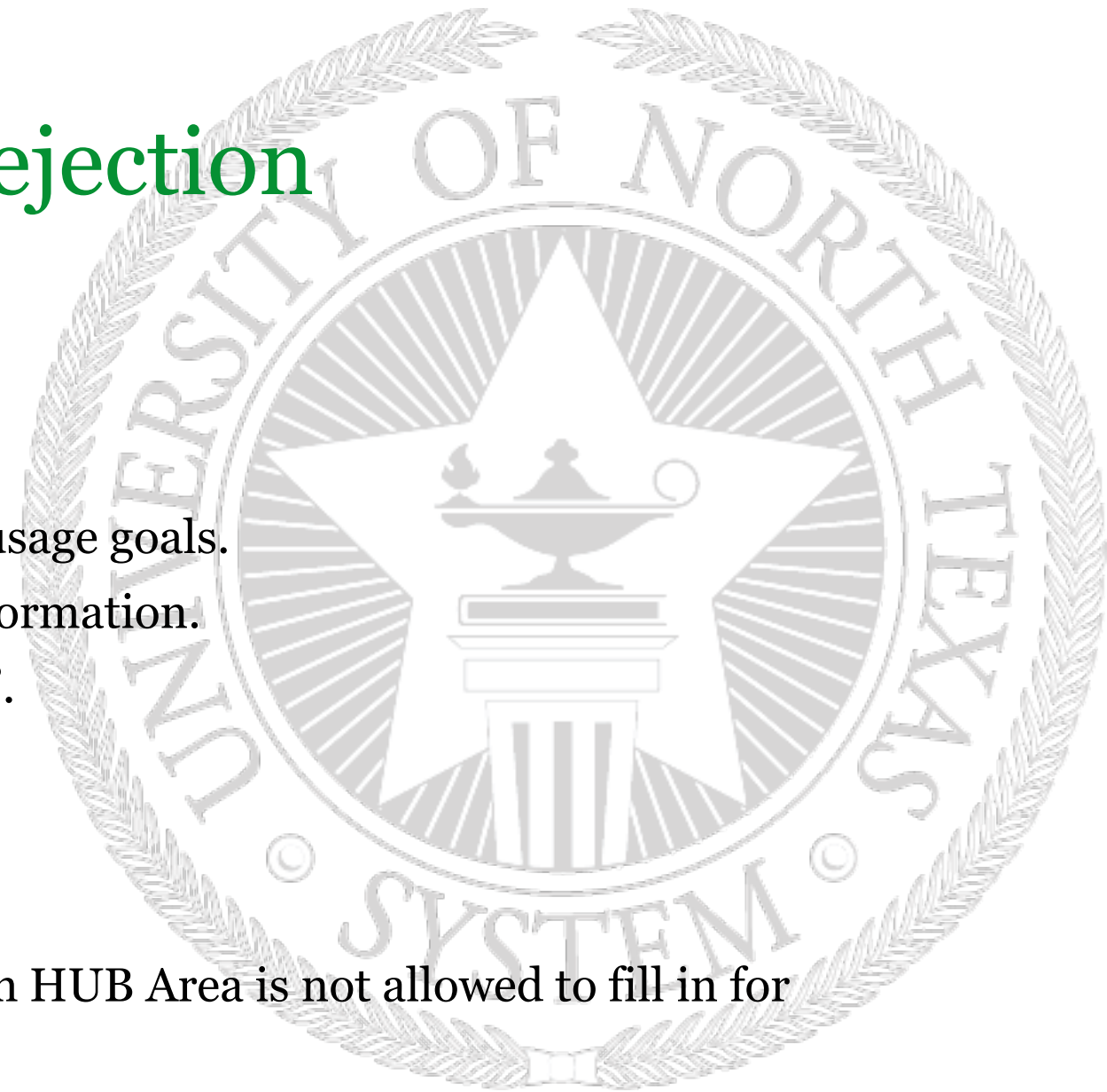
## ➤ Contact Information Trade Organizations:

- DFW Business Council  
[andrew@dfwmsdc.com](mailto:andrew@dfwmsdc.com)
- Regional Hispanic Contractors Association  
[john@regionalhca.org](mailto:john@regionalhca.org)
- DFW Veterans Chamber of Commerce (DFWVCC)  
[info@dfwveteranschamber.org](mailto:info@dfwveteranschamber.org)
- Texas Veteran Commission (Veteran Entrepreneur Program)  
[yep@tvc.texas.gov](mailto:yep@tvc.texas.gov)
- Veteran's Women's Enterprise Center  
[info@veteranwomensec.org](mailto:info@veteranwomensec.org)



# Possible Reasons for Rejection

- Not signed.
- HSP not separate pdf from RFQ Response.
- Company information incorrect/incomplete.
- Not justifying the failure to meet State HUB usage goals.
- If self-performing, not providing required information.
- Section 2 does not match Method's "A" or "B".
- Respondents not allowed 7 working days.
- HUBs and minority chamber not contacted.
- No documentation showing "GFE".
- Missing any information that the UNT System HUB Area is not allowed to fill in for the submitting company



# Remember...

- The submitting company's HSP is a binding document.
- Contract language requires the submitting company to abide by the terms of the original HSP.
- The HSP can be revised only with the consent of the UNT System HUB Area. The same "GFE" requirements will apply.
- *You can send us a draft of your HSP via email 10 days prior to the deadline for review.*

# Assistance is Available

- Rosa Violante, Assistant HUB Coordinator & Outreach Specialist
- Sony Simon, Assistant HUB Coordinator & Outreach Specialist
- Email: [hub@untsystem.edu](mailto:hub@untsystem.edu)
- Web: <https://finance.untsystem.edu/vendor-resources/hub-program/>
- Fillable Electronic Form at:  
<https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>

# CONTRACT

- A sample contract is included in the RFQ document. We are providing the sample contract so it can be reviewed by your company and, if selected, you know what you will be signing and agreeing to.
- Make sure you have reviewed the contract as **NO CHANGES** to the contract will be made

# SELECTION PROCESS

- Responses are due July 8, 2026 @ 2:00p.m.
- HUB plans are due on July 8, 2026 @ 2:00p.m., please submit HUB Plan as a separate pdf document in Jaggaer.
- Responses will be submitted electronically thru Jaggaer site:  
<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>
- Anticipate contract complete August/September 2026, with Notice to Proceed August/September 2026.

# REQUIREMENTS

- Provide a single point of contact with phone number and email
- Make sure you address each criteria listed that starts on page 002400-7, Evaluation Criteria. Note that criteria requires multiple items to be addressed under certain criteria.

# QUESTIONS

- Questions should be directed to Carrie Stoeckert, Construction Contract Expeditor III– please email questions to: [carrie.stoeckert@untsystem.edu](mailto:carrie.stoeckert@untsystem.edu)
- Questions must be received by June 23, 2026, by 2:00 p.m. – questions responses will be posted to UNT System website by June 25, 2026, by 5:00 p.m.
- Questions & answers and any addendums will be posted to:  
<https://www.untsystem.edu/bid-opportunities>,  
<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS>  
and <http://www.txsmartbuy.com/sp>