# HUB Compliance Reporting System

Online HSP Process Guide

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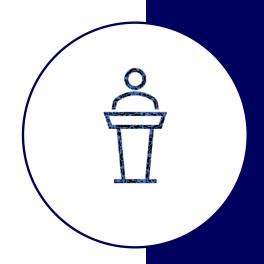


## Introduction

#### Utilization Plan (HUB Subcontracting Plan - HSP) Online

The B2Gnow Utilization Plan module allows respondents to complete and submit HUB Subcontracting plans (utilization plans) on-line directly in the B2G system. An <u>access code</u> will be provided in the agency solicitation documents to Respondents allowing access to the on-line HSP form in the system. Once the HSP plan is accessed by Respondent, Respondents will have the ability to select an applicable Method of HUB Compliance, document subcontracting scopes, add all awarded HUB certified and NON-HUB subcontractors and suppliers, document Good Faith Effort (GFE) details and **PDF version** attachments, as well as other information as requested, before signing and submitting the HSP plan.

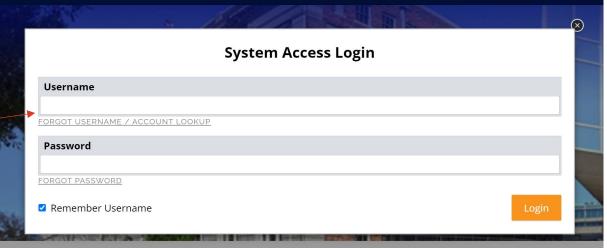
Submitted HSP plans are reviewed by HUB staff and are approved or denied. HUB Staff will have the ability to return the HSP to Respondents for clarification and/or an initial Courtesy Review. The Respondent can request a Courtesy Review of the HSP before a final submittal with proposal. The Respondent will be allowed to submit an updated plan or final HSP submittal by a designated due date. The designated due date will correlate with the solicitation deadline date.



## Accessing the B2G System

- Visit TFC website www.tfc.texas.gov
- Direct link: <a href="https://tfc.gob2g.com/">https://tfc.gob2g.com/</a>
  - Click on *Log-In*
  - Enter log-in credentials





## Dashboard



#### Home

#### View »

My Alerts

My Certifications

My Contracts

My Contract Audits

My Workforce Audits

My Concessions

My Concession Audits

My Utilization Plans

My Outreach

My Events

My Reviews

My Questionnaires

My Bid Solicitations

My Prevailing Wage

My Favorite Vendors

My Messages



#### **Key Actions**

Take a Training Class

Watch a Training Video

**Activate Enhanced Account Security** 

#### **Certification Center**

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, <u>submit a request</u> to add them to your account.

#### **Alerts**

No Activated Alerts. View Pending Alerts.

#### Configure

**Change Your Password** 

**Activate Enhanced Account Security** 

**Edit Your User Account Settings** 

View, Vote, & Post to the Wish List

Business Info

Profile Setup

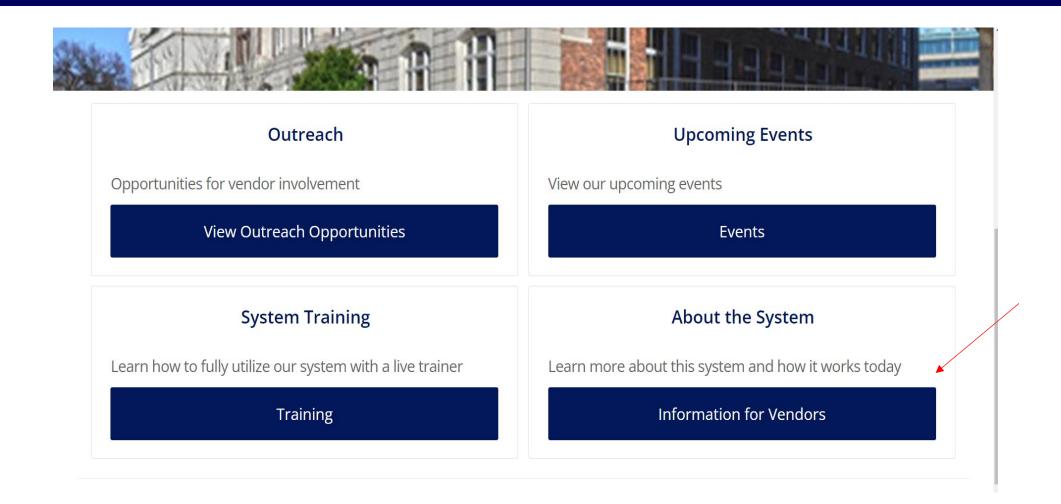
List/Add Users

Main Contacts

**Commodity Codes** 

EEO/Workforce Comp.

## No Log-In Credentials? Click "Information for vendors"



## Need to look up an Account?

#### **Account Lookup**

Search for an existing account for your company or a user account for yourself by clicking on *Account Lookup* link at the bottom of the information pop-up box.

## Welcome to Texas Facilities Commission (TFC) HUB Compliance Reporting System

The Texas Facilities Commission (TFC) HUB Compliance Reporting System is a web-based software system designed to automate tracking of State of Texas Historically Underutilize Business (HUB) goal attainment and assist in compliance reporting of HUB participation on TFC contracts.

The system is accessible to all firms doing business with Texas Facilities Commission and includes the following key features:

- Submission of contractors' utilization reports online with automated tracking of contract goals and participation
- · Verification of subcontractor payments
- Automated email communications with subcontractors regarding compliance
- Flexible reporting capabilities

If you already know your login credentials, please click here to login.

If you are looking for an existing account for your company or a user account for yourself, please perform an Account Lookup

If you do not have an account, please create a <u>new account</u> in the system.

### Create An Account?

#### No B2G Account?

Click on "New Account" link to create an account

#### Welcome to Texas Facilities Commission (TFC) HUB Compliance Reporting System

The Texas Facilities Commission (TFC) HUB Compliance Reporting System is a web-based software system designed to automate tracking of State of Texas Historically Underutilize Business (HUB) goal attainment and assist in compliance reporting of HUB participation on TFC contracts.

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- Automated email communications with subcontractors regarding compliance
- Flexible reporting capabilities

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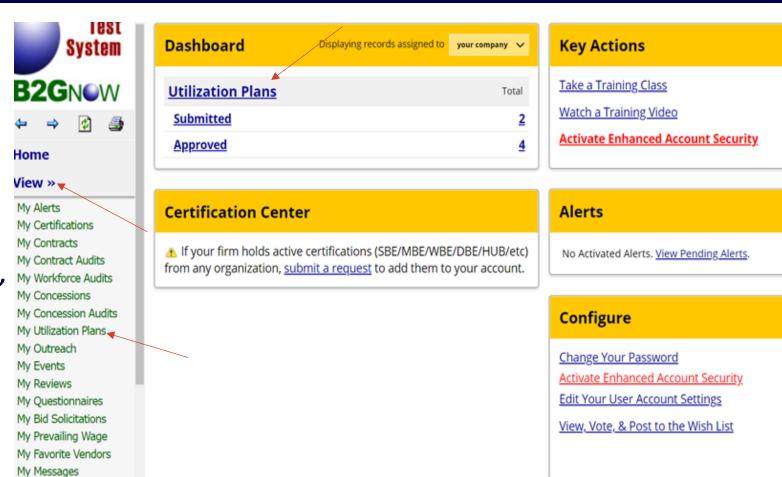
If you are looking for an existing account for your company or a user account for yourself, please perform an Account Lookup

If you do not have an account, please create a <u>new account</u> in the system.

The system will direct you to a **DASHBOARD** page after you have entered **log-in credentials** then

Click on "Utilization Plans"

You may also access plans by Clicking on "View" then Click on "My Utilization Plans"



**Business Info** 

Profile Setup

List/Add Users

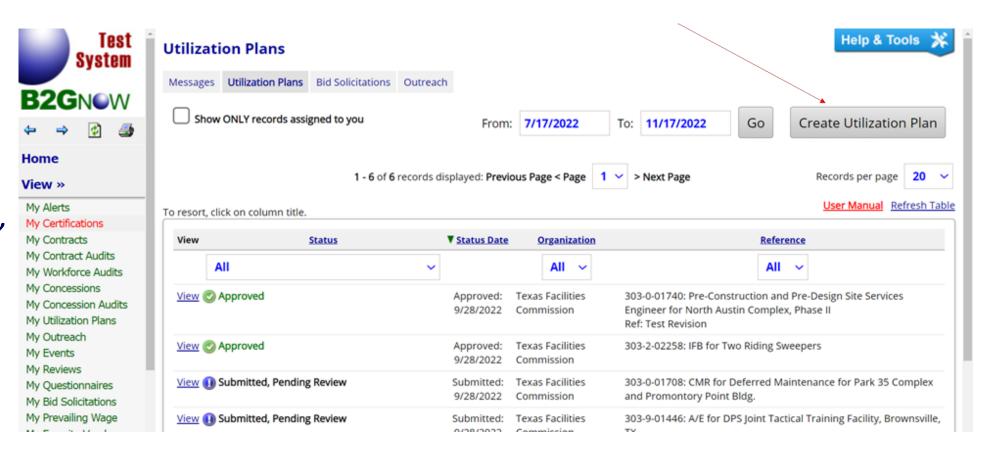
Main Contacts

Commodity Codes

EEO/Workforce Comp.

Click on

"Create Utilization Plan"



Enter Access Code
(provided in solicitation
instructions) in "Code"
box

If an organization is requiring submission of a utilization plan as part of a bidding or contract requirement and has provided an access code to start the plan, enter it below and click **Verify Code**.

Code: 5604952348

Verify Code

Close

Click on "Verify Code"

**Customer Support** 

**Start Utilization Plan** 

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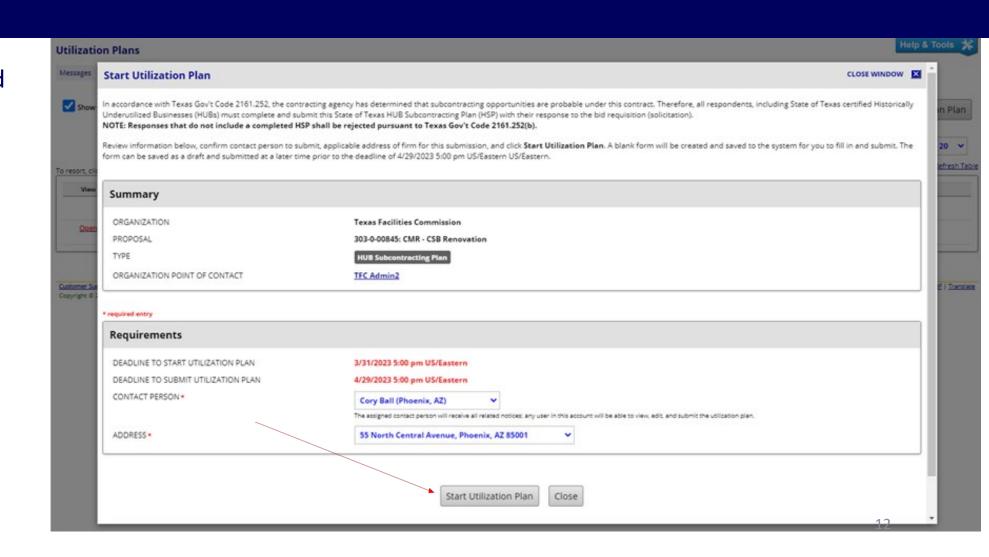
Print This Page | Print To PDF | Translate

Close

Review "Summary" and Requirement" Section to

- Confirm HSP entry of applicable solicitation
- Ensure your name is selected as the "Contact Person" for the HSP

Click on "Start
Utilization Plan"



Click on "OK" in pop up message window to confirm the start of the utilization plan

Click on "OK" again to be directed to the HSP form

#### test5.gob2g.com says

Start utilization plan? Once the record is added to the system, it cannot be deleted.

Be sure to submit by the deadline.

ОК

Cancel

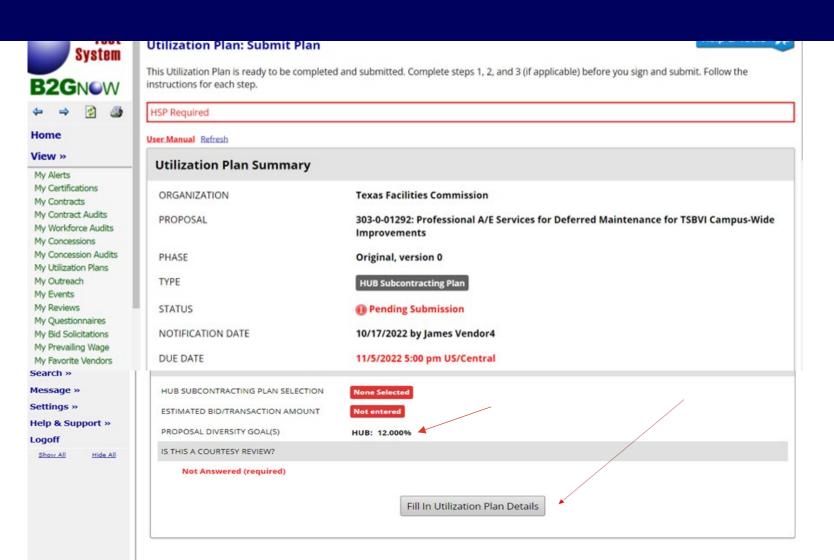
#### test5.gob2g.com says

The utilization plan has been created and you will now be directed to the record.

OK

Review Utilization Plan Summary to include the project HUB Goal

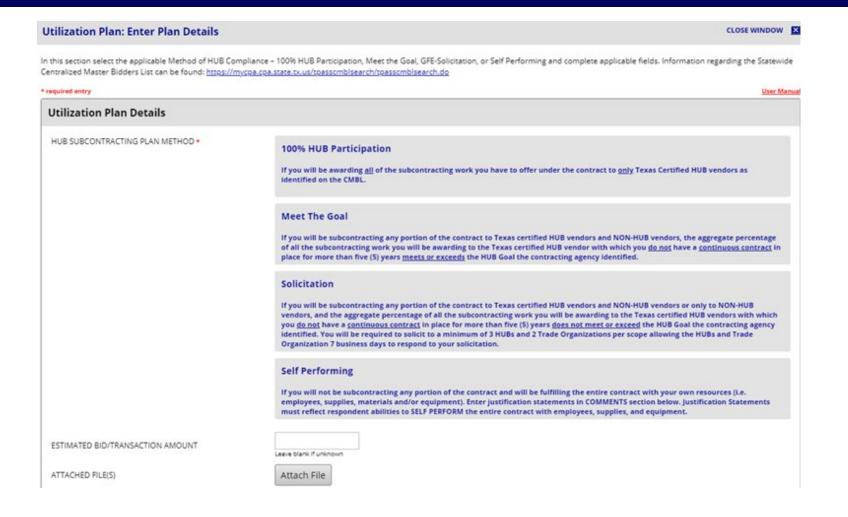
Click on "Fill in Utilization Plan Details"



## Utilization Plan Details

follow the section instructions to select the applicable

## Method of HUB Compliance



## **Questions** Section **Is this a Courtesy Review?** – Select applicable Yes or No

The HUB Office will offer an initial courtesy review of the HSP for HUB compliance and return the HSP back to the Respondent with applicable feedback. The Respondent will be responsible for resubmitting the HSP online for a final review and approval by HUB Office staff by the solicitation designated deadline date.

Failure to return the HSP online by the designated date will result in the HSP being deemed NONCOMPLIANT resulting in solicitation disqualification.



Quick Tip - If you select "Yes" for a Courtesy Review request, you must submit the completed HSP.

## Select the Applicable Method

#### To Navigate directly to the applicable Method of HUB Compliance entry steps

#### Click on one of the Methods below









# Method of HUB Compliance 100% HUB Participation

**Methods of HUB Compliance** 

**100% HUB Participation** 



Step 1

**Utilization Plan Details** 

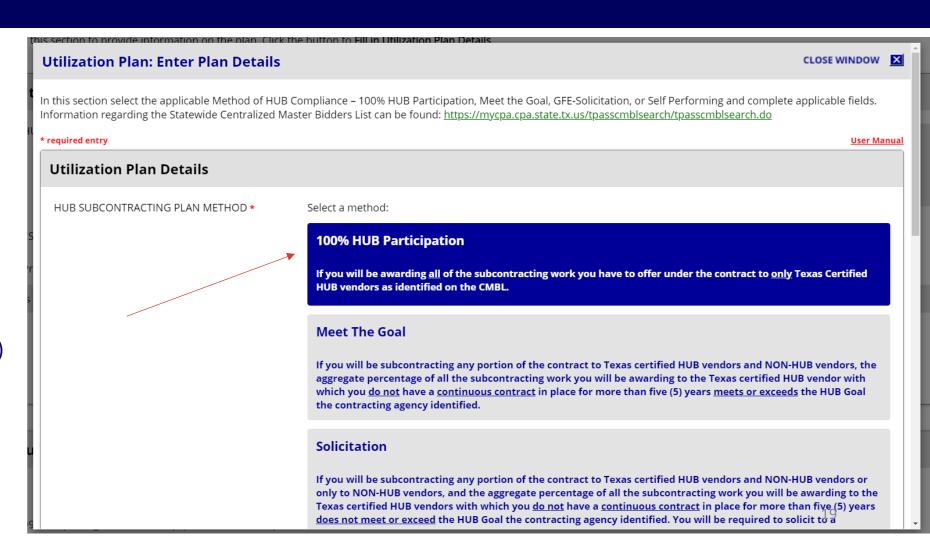
section

Click on

**100% HUB Participation** box

(box will turn blue upon selection)

Complete all required field – all other fields are optional



Questions

Questions in red are required and unanswered.

IS THIS A COURTESY REVIEW? .

**Methods of HUB Compliance** 

100% HUB Participation

STEP

**Questions** Section

Is this a Courtesy Review?

Select applicable **Yes or No** 

Click on "SAVE"

	emptoyees, supplies, and equipment.	
ESTIMATED BID/TRANSACTION AMOUNT		
	Leave blank if unknown	
ATTACHED FILE(S)	Attach File	
COMMENTS		
		_



**Methods of HUB Compliance** 

**100% HUB Participation** 

STEP 1

Click on

"Fill in Subcontracting Intentions"

to enter Subcontracting Intentions (scopes)

ilization Plan Information	
IUB SUBCONTRACTING PLAN SELECTION	100% HUB Participation  If you will be awarding <u>all</u> of the subcontracting work you have to offer under the contract to <u>only</u> . Texas Certified HUB vendors as identified on the CMBL.
STIMATED BID/TRANSACTION AMOUNT	Not entered
ROPOSAL DIVERSITY GOAL(S)	HUB: 12.000%
S THIS A COURTESY REVIEW?	
No	Fill In Utilization Plan Details
bcontracting Intentions	

**STEP** 

**100% HUB Participation** 

1

#### **Adding Subcontracting Intentions**

**Methods of HUB Compliance** 

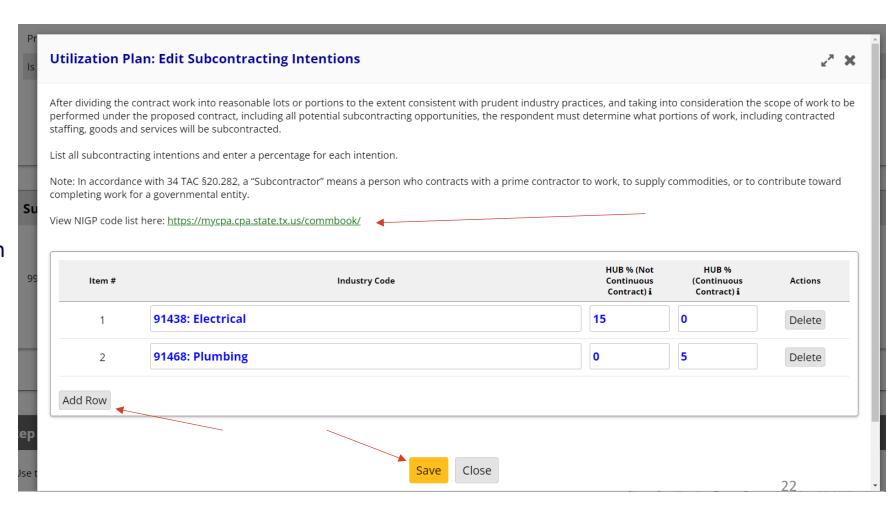
#### Click "Add Row" to

- add multiple subcontracting intentions (scope)
- enter a NIGP Code or type the name of scope to select the applicable code from drop down list \*

Quick Tip- Scopes identified as "services" the NIGP code will begin with "9" – example 91468 – Plumbing Services

 repeat entry steps for each subcontracting intentions determined (scope)

Click on "Save"



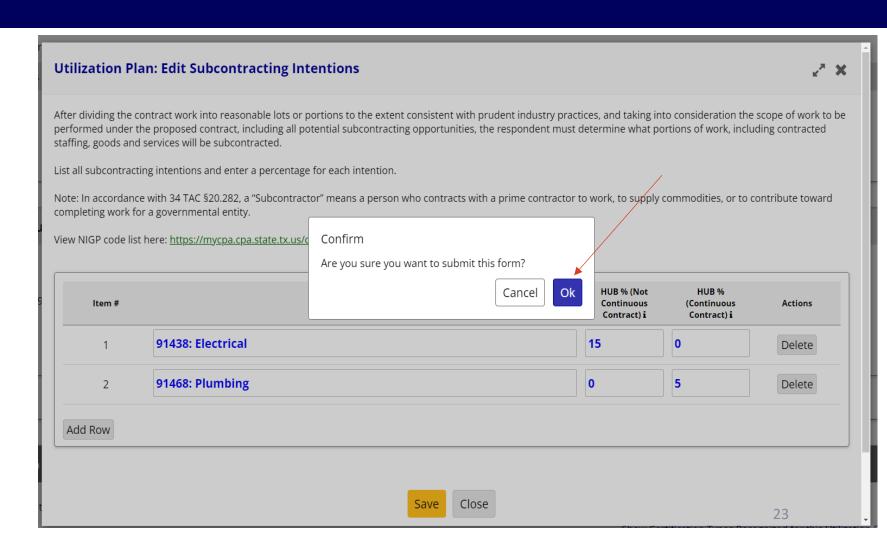
**Methods of HUB Compliance** 

**100% HUB Participation** 

1

Click on "OK" to

 confirm your entry of the subcontracting intentions (scope)



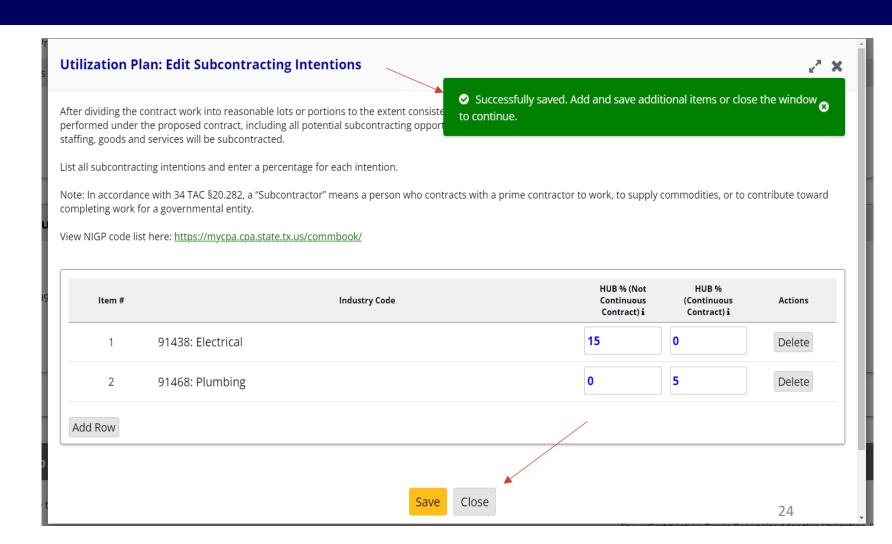
**STEP** 

**100% HUB Participation** 

**Methods of HUB Compliance** 

A system pop-up message will appear in green to confirm the information has been saved

Click on "Close"



**Methods of HUB Compliance** 

100% HUB Participation

#### STEP 1 is COMPLETE!

\*Quick Tip -The subcontracting intentions will appear in pink until awarded subcontractors are added to match the NIGP code and percentages entered

\*The system will generate an error message upon submission if matches are not complete

	Industry Code	HUB % (Not Continuous Contract)	HUB % (Continuous Contract)	Non-HUB %
6837: Electrical Contracting		10 %	O 96	0 96
1468: Plumbing	<b>*</b>	5 %	0 %	O 96
		Edit Subcontracting Intentions		

Step 2: Provide Subcontractor Information						
Use this section to add subcontractors to the Utilization Plan, if applicable. Click the Add Subcontractor button to get started.						
	Ü				Show Recogn	ized Certification Types
Prime Contractor						
Vendor Name	Cert	Inc in Goal	\$ Total	\$ Self Perf	\$ For Credit	Actions
P Prime Contracting, Inc.	<u>No</u>	No		\$0 100.00%		Edit View
	Add Subcontractor					
Subcontractors						
No subcontractors assigned to this utilization plan.						

STEP

**100% HUB Participation** 

2

#### Step 2

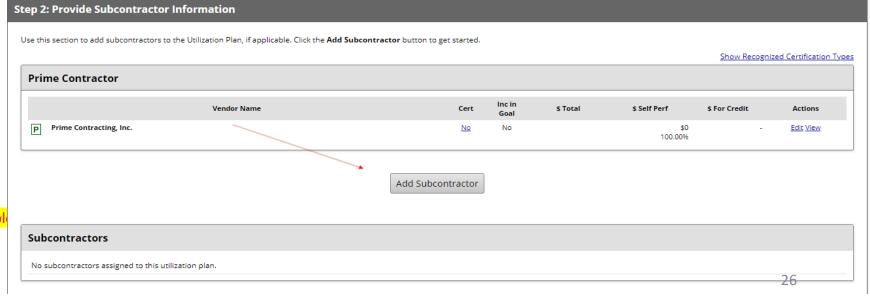
#### Click on "Add Subcontractor" to

 add the selected subcontractors for each subcontracting intention

**Methods of HUB Compliance** 

Quick Tip- If a subcontractors is being utilized for multiple NIGP codes (scopes), you will need to "ADD" the subcontractor as a single entry for EACH scope being utilized

Subcontracting Intentions							
	Industry Code	HUB % (Not Continuous Co	ntract) HUB % (Continuous Contract)	Non-HUB %			
96837: Electrical Contracting		10 %	O 96	O 96			
91468: Plumbing		5 96	O 96	O 96			
		Edit Subcontracting Intentions					



**Methods of HUB Compliance** 

**100% HUB Participation** 

STEP 2

#### Step 2

### Subcontractor Assignment

Click "Get Subcontractor" to

- Begin search engine results
- Select applicable vendor from the search engine results

Use this form to add subcontractors and provide details about the commitment. Click **Save** when finished. Look up NIGP Codes here: <a href="https://mycpa.cpa.state.tx.us/commbook/">https://mycpa.cpa.state.tx.us/commbook/</a> \* required entry User Manua **Subcontractor Assignment** Get Subcontractor from vendor database SUBCONTRACTOR \* CONTACT PERSON \* None selected  $\vee$ Contact not listed? QuickAdd a new contact. ADDRESS\* None selected  $\vee$ Address not listed? QuickAdd a new address.

**Methods of HUB Compliance** 

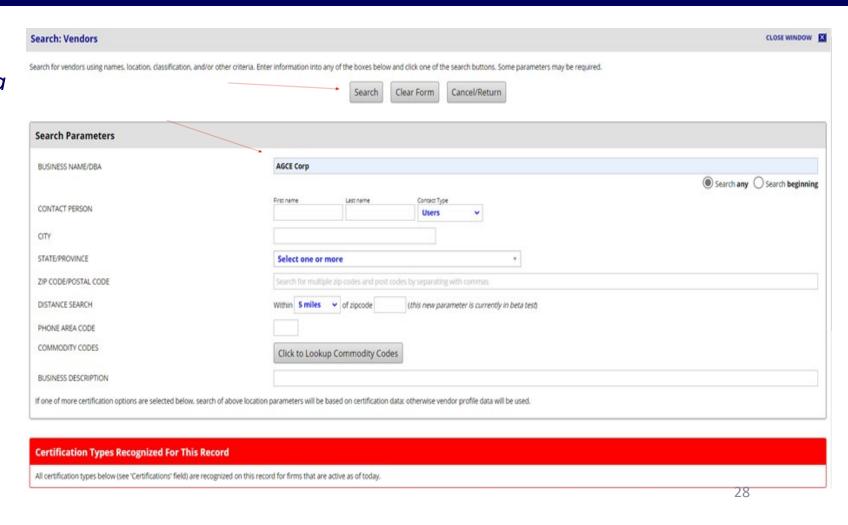
**100% HUB Participation** 

STEP 2

How to search the **B2G database** for a Subcontractor

Enter Subcontractor Name in applicable field

Click on "Search"



**Methods of HUB Compliance** 

**100% HUB Participation** 

STEP 2

## Review Search Engine Results

Click on "Select Vendor" to select applicable subcontractor

		To <b>resort</b> click column ti	tle. To <b>filter</b> click drop down
Business Name All V	Location	Phone Number	Actions
A&R VINYL COASTAL DBA RAY LARA GCE	LONG BEACH, MS	228-263-2110	Select Vendor
AG CENTER INC	HAGERSTOWN, MD	301-739-2223	Select Vendor
AGC EDUCATION INC	BRIDGEVILLE, PA	800-535-7553	Select Vendor
AGC ELECTRIC INC	HIALEAH, FL	305-823-2280	<u>Select Vendor</u>
AGC ELECTRONIC RECYCLING	SAN ANTONIO, TX	210-612-4444	Select Vendor
AGC EXPANSE, LLC	MIAMI GARDENS, FL		Select Vendor
AGCE CORP.	AUSTIN, TX	512-529-5851	Select Vendor
AGCEL	SACRAMENTO, CA	916-730-0379	Select Vendor
AGCERTAIN INDUSTRIES, INC.	AMES, IA	256-604-0975	Select Vendor
AGCERTAIN OPERATIONS GROUP LLC	AMES, IA	256-604-0975	Select Vendor

999: Brandt Test Proposal

**Methods of HUB Compliance** 

100% HUB Participation

## STEP 2

Status: Open Estimated Cost: \$100

## **Subcontractor Assignment** section

#### **Contact Person**

 Select the applicable compliance contact from the drop-down options Use this form to add subcontractors and provide details about the commitment. Click Save when finished. Look up NIGP Codes here: <a href="https://mycpa.cpa.state.tx.us/commbook/">https://mycpa.cpa.state.tx.us/commbook/</a>

\*required entry

Subcontractor Assignment

SUBCONTRACTOR\*

AGCE CORP. (Change Subcontractor)

CONTACT PERSON\*

PresAnthony Gutierrez (AUSTIN, TX) >

Contact not listed? QuickAdd a new contact. 
ADDRESS\*

None selected
Address not listed? QuickAdd a new address.

\*Quick Tip — If the compliance contact is NOT listed in the dropdown options — Click on "QUICK ADD" to add contact

Methods of HUB Compliance-

**100% HUB Participation** 

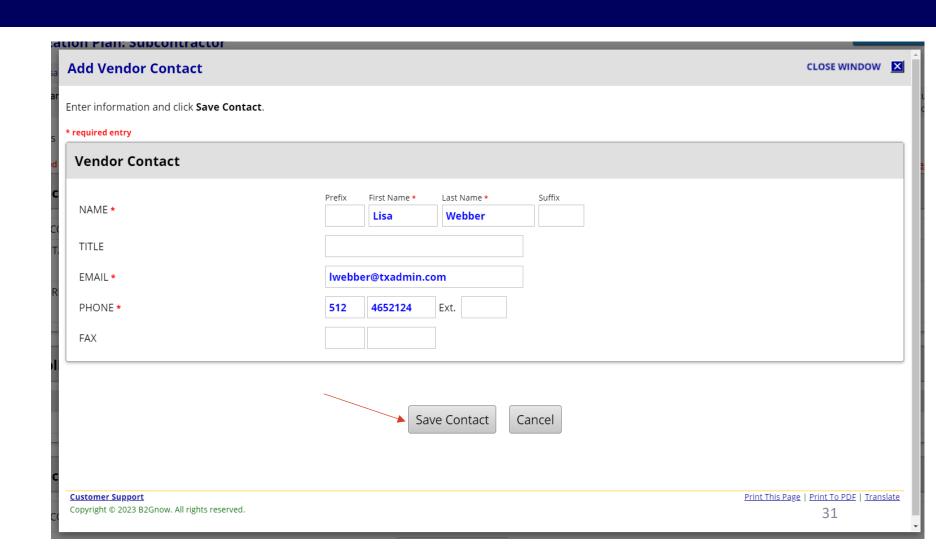
STEP 2

#### **Vendor Contact**

#### **Enter required fields**

- Name
- Email Address
- Phone Number

Click on "Save Contact"



Methods of HUB Compliance-

**100% HUB Participation** 

STEF 2

#### **Subcontractor Assignment**

#### **Vendor Address**

 Select the vendor's address from the dropdown options.

down options.

\*Quick Tip — If the vendor address is NOT listed in the drop-down options — Click on "QUICK ADD" to add contact address

999: Brandt Test Proposal				
Jse this form to add subcontractors and provide details al	pout the commitment. Click <b>Save</b> when finished. Look up NIGP Codes here: https://mycpa.cpa.state.tx.us/commbook/			
required entry		<u>User Manual</u>		
Subcontractor Assignment				
SUBCONTRACTOR*	AGCE CORP. ( <u>Change Subcontractor</u> )			
CONTACT PERSON*	PresAnthony Gutierrez (AUSTIN, TX)  Contact not listed? QuickAdd a new contact.			
ADDRESS*	None selected  Address not listed? QuickAdd a new address.			

Methods of HUB Compliance-

**100% HUB Participation** 

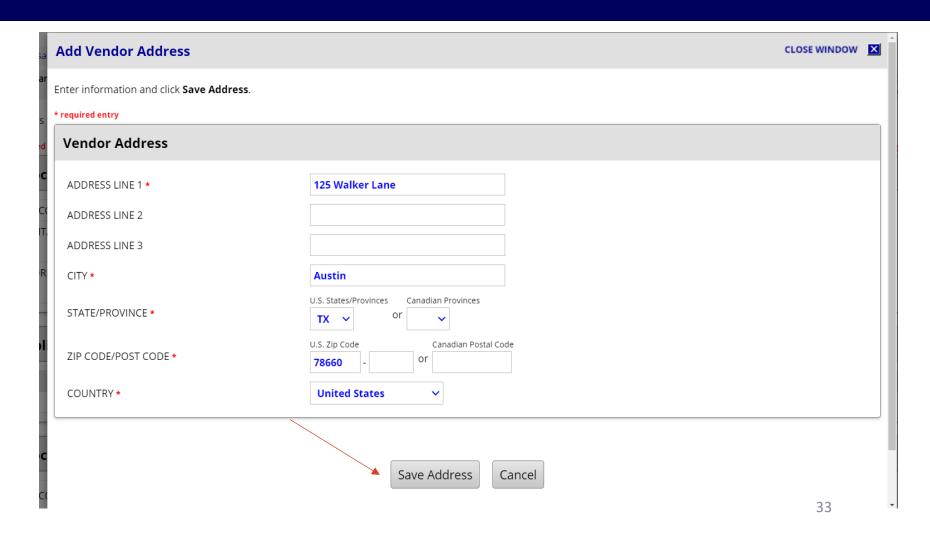
STEP 2

#### **Vendor Address**

#### **Enter required fields**

- Address Line
- City
- State
- Zip Code
- Country

Click on "Save Address"



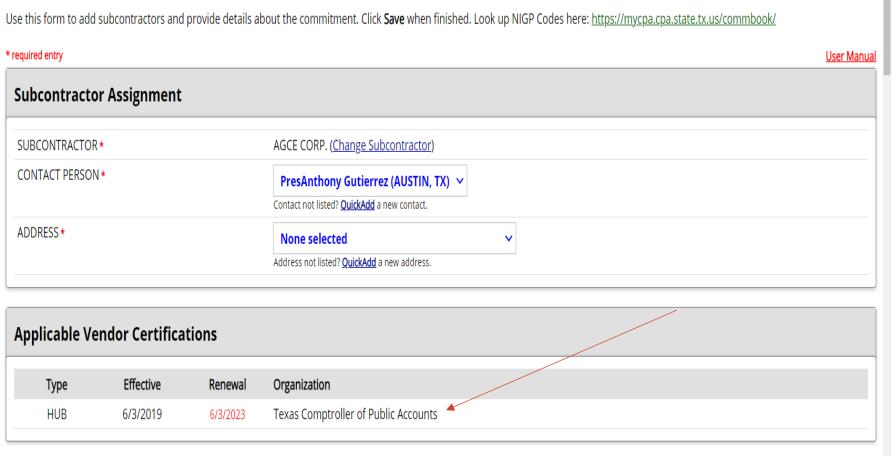
STEP

**100% HUB Participation** 

**Methods of HUB Compliance** 

#### Applicable Vendor Certifications section

 Review to ensure subcontractor HUB certification is still active



**Applicable Vendor Certifications** 

Effective

6/3/2019

Renewal

6/3/2023

Organization

Texas Comptroller of Public Accounts

Type

HUB

**100% HUB Participation** 

**Methods of HUB Compliance** 

#### **Subcontractor Details Section**

#### **Proposed Amount & Percent field**

- select "by Percent"
- enter the same percentage entered in the Subcontractor Intentions section for the applicable scope

**Subcontractor Details** Subcontracts to [Prime] Prime Contracting, Inc. > SUBCONTRACTOR TIER \* PROPOSED AMOUNT & PERCENT \* ( ) By Amount: \$ 0.00 By Percent: Enter the full amount/percent of the subcontract value. Do not deduct amount/percent of lower tier subcontracts assigned under this subcontractor. <u>Click here</u> to view the subcontracting opportunity percentages added for this plan. COUNT TOWARDS GOAL \* Yes - Payments to this contractor will count towards the HUB ✓ Goal. TYPE OF PARTICIPATION \* Subcontractor/Subconsultant Supplier - Manufacturer Supplier - Regular Dealer Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep. ( ) Joint Venture Fees & Commission Broker ) Trucking & Hauling 35

\*Quick Tip – Click on "Click Here" to review a pop-up window of your subcontracting intentions entry

Methods of HUB Compliance

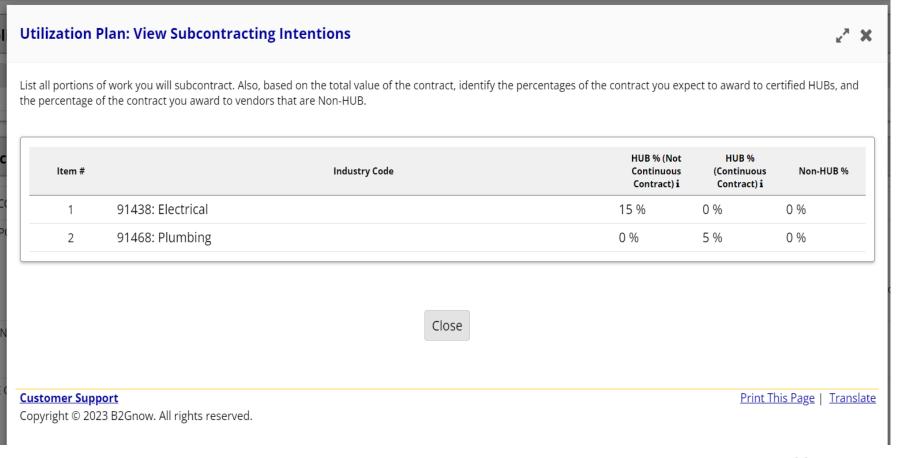
**STEP** 

**100% HUB Participation** 

2

## **Subcontracting Intentions Pop-up window**

 review your entry to ensure you enter the correct percentage per scope for the applicable subcontractor



**Methods of HUB Compliance** 

100% HUB Participation

1 E I

Subcontractor Detail continued......

#### Count Toward Goal field

 Select applicable response based on HUB certification status

## **Type of Participation field**

select applicable type

SUBCONTRACTOR TIER*	Subcontracts to [Prime] Prime Contracting, Inc. $\vee$
PROPOSED AMOUNT & PERCENT *	O By Amount: \$ 0.00
	By Percent: 15.000 %
	Enter the <u>full</u> amount/percent of the subcontract value. Do not deduct amount/percent of lower tier subcontracts assigned under this subcontractor <u>Click here</u> to view the subcontracting opportunity percentages added for this plan.
COUNT TOWARDS GOAL*	Yes - Payments to this contractor will count towards the HUB Goal.
	○ No
TYPE OF PARTICIPATION *	Subcontractor/Subconsultant
	Supplier - Manufacturer
	Supplier - Regular Dealer
	Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.
	O Joint Venture
	Fees & Commission Broker
	Trucking & Hauling
	Trucking & Hauling Brokerage
	According to policy, goal participation will be counted at 100%

**Methods of HUB Compliance** 

**100% HUB Participation** 

STEF 2

#### Subcontractor Detail continued......

#### Work Description field

enter applicable work description

#### Work Codes field

assign applicable NIGP code

(code must corresponds to the NIGP code selected in **subcontracting intentions** section)

#### **Comments** field

 Enter statement justifying subcontractor selection – (examples- Best Value and/or HUB sub, NO HUBs bid

\*Quick Tip- you must click on "Assign Selected Work Codes" to save the selection

WORK DESCRIPTION *		<b>←</b>
WORK CODES	Currently assigned work codes:	
	NIGP 91438	Electrical ( <u>Remove</u> )
	the work this firm will be perfor	subcontracting opportunities listed for this utilization plan. Select one or more work codes that mat rming for this assignment and click <b>Assign Selected Work Codes</b> to add to this record. <u>Click here</u> to endor or for credit status has been changed.
	NIGP 91438	Electrical
	NIGP 91468	Plumbing
	Assign Selected Work Co	des
		recognized certifications for this firm. Select one or more work codes that match the work this firm ment and click <b>Assign Selected Work Codes</b> to add to this record. <u>Click here</u> to refresh the list if the atus has been changed.
	NIGP 91240	Demolition Services
	NIGP 91430	Concrete
	Assign Selected Work Co	des Add Other Work Codes
ESTIMATED START DATE	mm/dd/yyyy	
ESTIMATED END DATE	mm/dd/yyyy	
ATTACHED FILE(S)	Attach File	
	Download the attached docume	ent, sign and upload
COMMENTS *		
•		38

**Methods of HUB Compliance** 

100% HUB Participation

STEF 2

Subcontractor Detail continued......

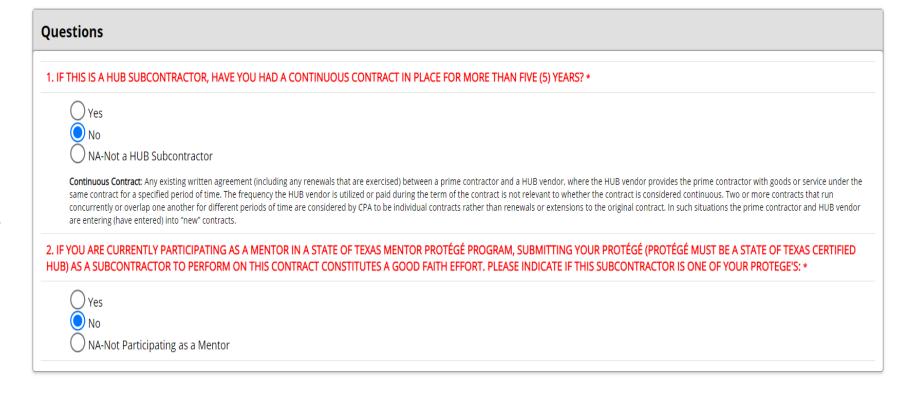
Questions section

If this a HUB subcontractor,
have you had a continuous
contract in place for than five
years?

Select applicable Yes, No, or NA

Indicate if this vendor is one of your protégé if in a Mentor Protégé Agreement

Select applicable Yes, No, NA



Save

Cancel

**Methods of HUB Compliance** 

**100% HUB Participation** 

STEP 2

Additional Subcontractor entry......

Return to "ADD SUBCONTRACTOR" section to

•repeat *Add Subcontractor* steps to enter the required Subcontractor fields for <u>each</u> subcontractor utilized Subcontracting Intentions

Industry Code

MUB % (Not Continuous Contract)

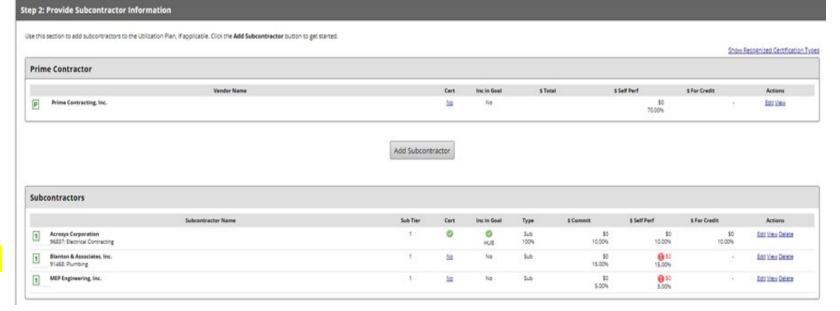
96837: Electrical Contracting

10 % 0 % 0 %

91466: Plumbing

No Pink Highlights

Edit Subcontracting Intentions



\*Quick Tip - ensure all subcontractors have been added for the applicable NIGP Codes and % (percentage) that matches the entry in the <u>Subcontracting Intentions</u> section

**Methods of HUB Compliance** 

100% HUB Participation

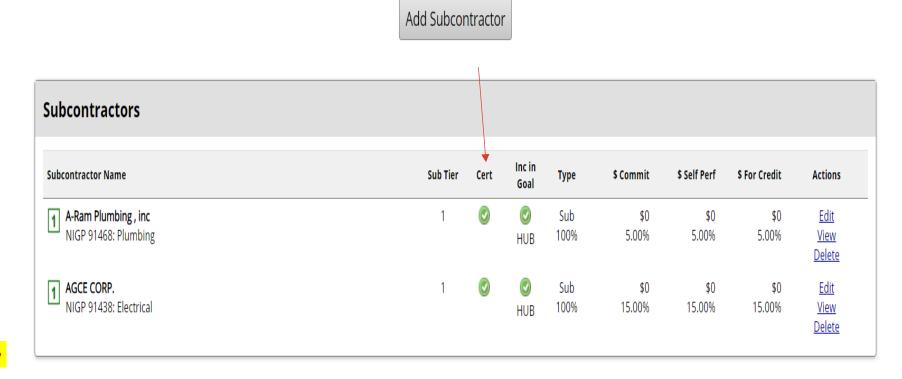
STEP 2

Additional Subcontractor entry......

Return to "ADD SUBCONTRACTOR" section to

•repeat *Add Subcontractor*steps to enter the required
Subcontractor fields for <u>each</u>
subcontractor utilized

\*Quick Tip - ensure all HUB
subcontractors have been added for the
applicable NIGP Codes and %
(percentage) that matches the entry in
the Subcontracting Intentions section



Methods of HUB Compliance-

100% HUB Participation

STEP 3

Step 3 is NOT applicable for the selected Method of HUB Compliance

**Methods of HUB Compliance-**

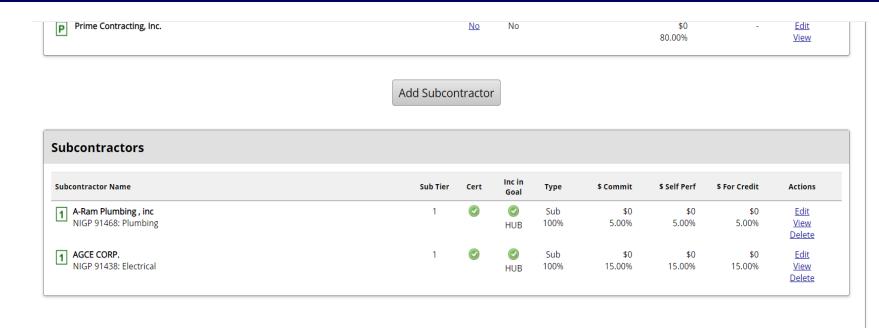
**100% HUB Participation** 

STEF 4

#### Step 4

Submit HSP (Utilization) Plan

Click on "Submit Utilization Plan" to submit plan



#### Step 4: Sign and Submit Utilization Plan

To submit this plan click the button below. You will be asked to provide your full name as your signature, title, company name, and check the affirmation box. If any warnings are listed, you must address them before submitting the plan.

Submit Utilization Plan

43

**Methods of HUB Compliance-**

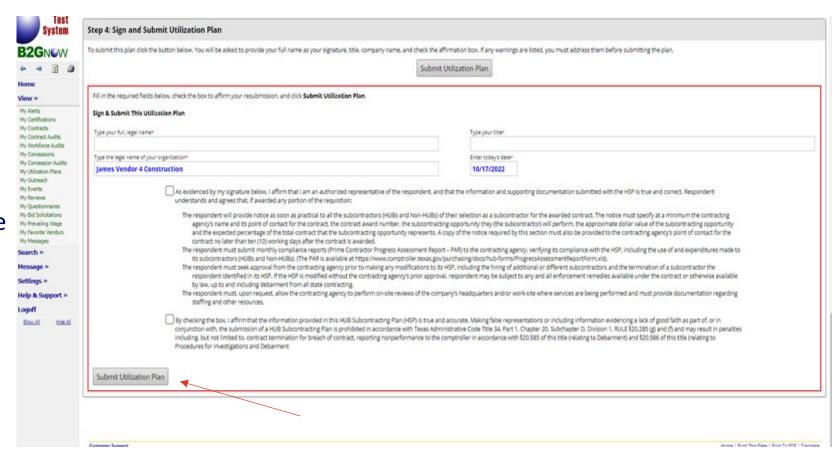
**100% HUB Participation** 

STEF 4

Review Affirmation Statements and check boxes accordingly

Enter your name and title in applicable fields

Click on "Submit Utilization Plan"



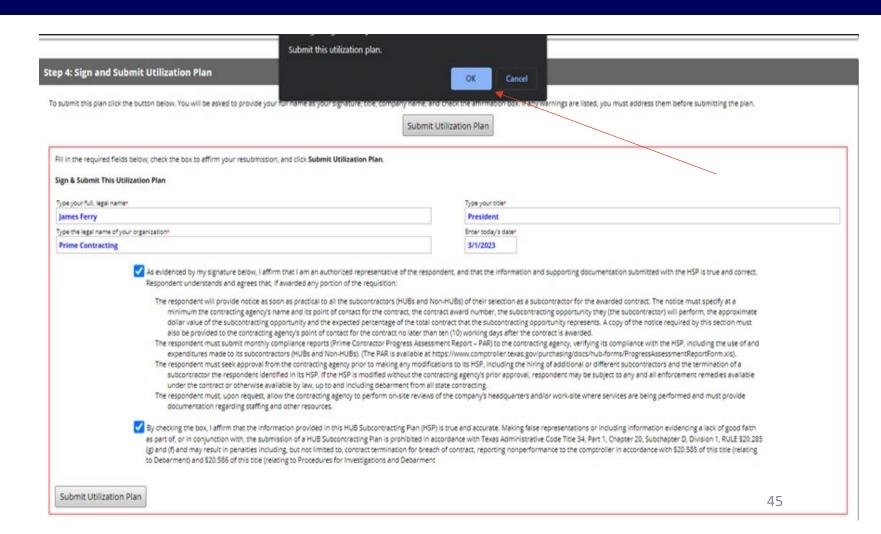
Methods of HUB Compliance-

**100% HUB Participation** 

STEF 4

A system message will appear to validate the HSP submission

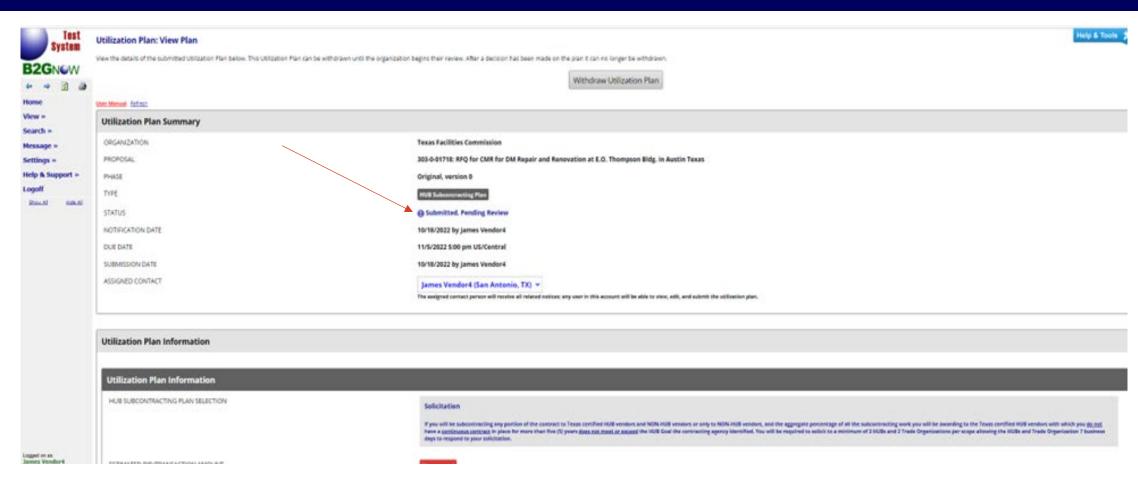
Click on "OK" in pop up box to submit the utilization plan



Methods of HUB Compliance-

**100% HUB Participation** 

STEP 4



# Method of HUB Compliance Meet the Goal

Methods of HUB Compliance-

**Meet the Goal** 

STEI 1

## Step 1

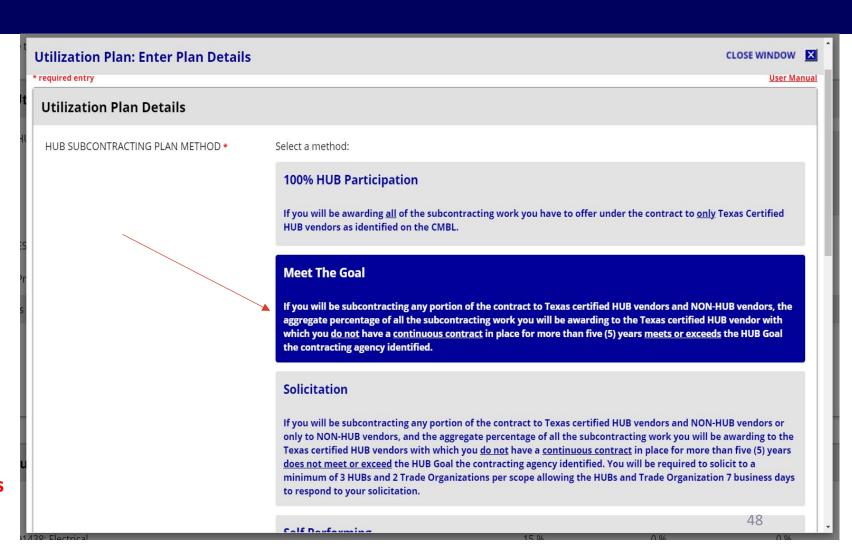
**Utilization Plan Details** section

Click on

**MEET THE GOAL** box –

(box will turn blue upon selection)

Complete all required fields – all other fields are optional



Questions

Questions in red are required and unanswered.

IS THIS A COURTESY REVIEW? .

**Methods of HUB Compliance** 

**Meet the Goal** 

STEP

**Questions** Section

Is this a Courtesy Review?

Select applicable **Yes or No** 

Click on "SAVE"

	employees, supplies, and equipment.
Englished Section State (CONTRACTOR	
ESTIMATED BID/TRANSACTION AMOUNT	
	Leave blank if unknown
ATTACHED FILE(S)	Attach File
COMMENTS	
	to the state of th

Methods of HUB Compliance-

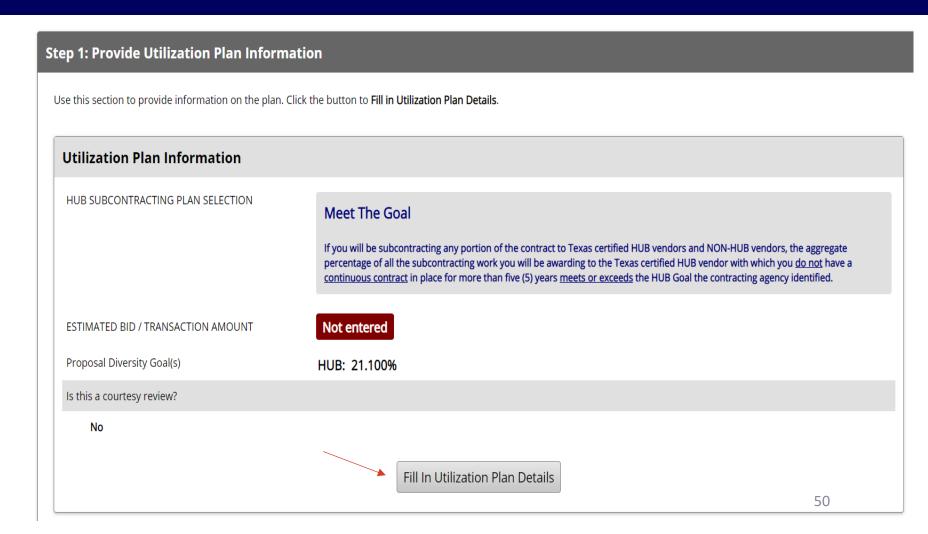
**Meet the Goal** 

STEF 1

Click on

"Fill in Subcontracting Intentions"

to enter subcontracting intentions (scopes)



**Methods of HUB Compliance-**

**Meet the Goal** 

STEI

#### **Adding Subcontracting Intentions**

#### Click "Add Row" to

- add multiple subcontracting intentions (scopes)
- enter a NIGP Code or type the name of scope to select applicable code from drop down list

Quick Tip – scopes identified as "services" the NIGP code will begin with "9" – example 91468 – Plumbing Services

 repeat entry steps for each subcontracting intentions (scope) 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.

List all subcontracting intentions and enter a percentage for each intention.

Note: In accordance with 34 TAC §20.282, 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.

View NIGP code list here: <a href="https://mycpa.cpa.state.tx.us/commbook/">https://mycpa.cpa.state.tx.us/commbook/</a>

ltem#	Industry Code	HUB % (Not Continuous Contract) <b>i</b>	HUB % (Continuous Contract) <b>i</b>	Non-HUB %	Actions
1	91438: Electrical	15	0	0	Delete
2	91468: Plumbing	0	6	0	Delete
3	91846: Feasibility Studies, Consulting	0	0	3	Delete



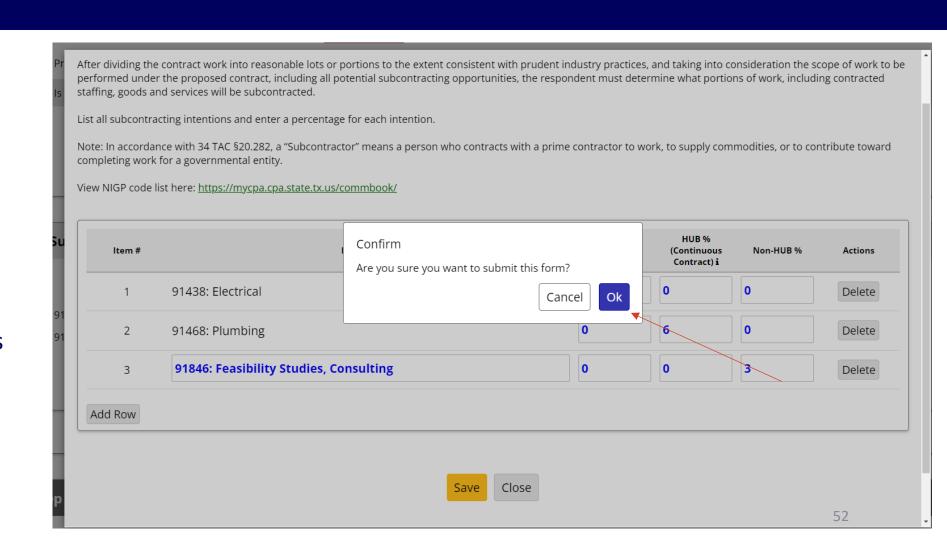
Methods of HUB Compliance-

**Meet the Goal** 

STEF

#### Click on "OK" to

 confirm your entry of the subcontracting intentions (scope)



Methods of HUB Compliance-

**Meet the Goal** 

STEP 1

A system pop-up message will appear in green to confirm the information has been saved

Click on "Close"

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.

List all subcontracting intentions and enter a percentage for each intention.

Successfully saved. Add and save additional items or close the window to continue.

Note: In accordance with 34 TAC §20.282, 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.

View NIGP code list here: <a href="https://mycpa.cpa.state.tx.us/commbook/">https://mycpa.cpa.state.tx.us/commbook/</a>

Item #	Industry Code	HUB % (Not Continuous Contract) <b>i</b>	HUB % (Continuous Contract) <b>i</b>	Non-HUB %	Actions
1	91438: Electrical	15	0	0	Delete
2	91468: Plumbing	0	7	0	Delete
3	91846: Feasibility Studies, Consulting	0	0	3	Delete
Add Row					



Methods of HUB Compliance-

**Meet the Goal** 

STEP

1

#### **Step 1 is COMPLETE!**

**Subcontracting Intentions HUB % (Not Continuous** Industry Code **HUB % (Continuous Contract)** Non-HUB % Contract) 0 % 0 % 91438: Electrical 15 % 91468: Plumbing 0 % 7 % 0 % 0 % 3 % 91846: Feasibility Studies, Consulting 0 % **Edit Subcontracting Intentions** 

\*Quick Tip - The subcontracting intentions will appear in pink until awarded subcontractors are added to match the NIGP code and percentages entered.

\*The system will generate an error message upon submission if matches are not complete

#### **Step 2: Provide Subcontractor Information**

Use this section to add subcontractors to the Utilization Plan, if applicable. Click the Add Subcontractor button to get started.

Show Certification Types Recognized for this Utilization Plan

Prime Contractors						
Prime Contractor	Cert	Inc in Goal	\$ Total	\$ Self Perf	\$ For Credit	Actions
P Prime Contracting, Inc.	<u>No</u>	No		\$0 75.00%	- 5	Edit 4 <u>View</u>

Methods of HUB Compliance-

**Meet the Goal** 

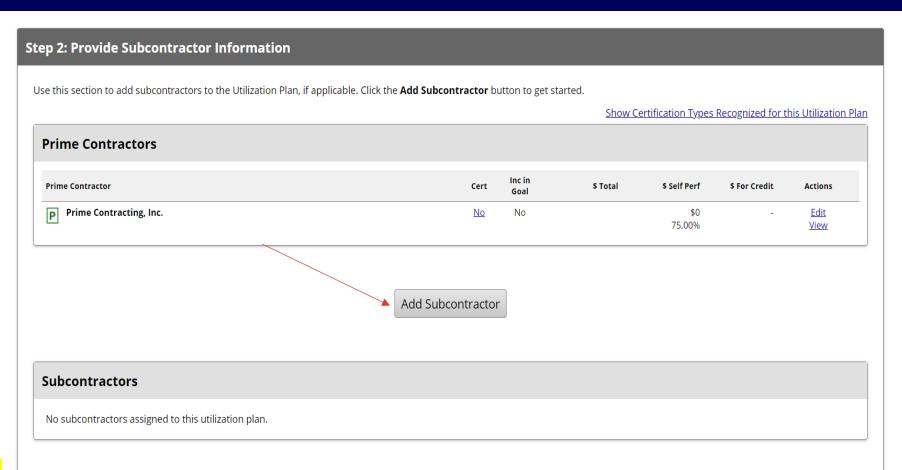
STEF 2

#### Step 2

#### Click on "Add Subcontractor" to

 add the awarded subcontractors for each subcontracting intention.

Quick Tip – If a subcontractor is being utilized for multiple NIGP Codes (scopes), you will need to "ADD" the subcontractor as a single entry for EACH scope being utilized



Methods of HUB Compliance-

**Meet the Goal** 

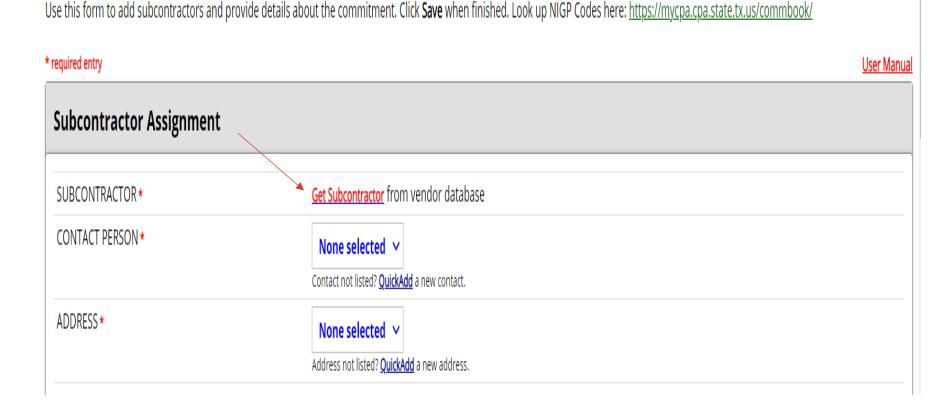
STEF 2

#### Step 2

#### **Subcontractor Assignment**

#### Click "Get Subcontractor" to

- Begin search engine results
- Select applicable vendor from the search engine results



Methods of HUB Compliance-

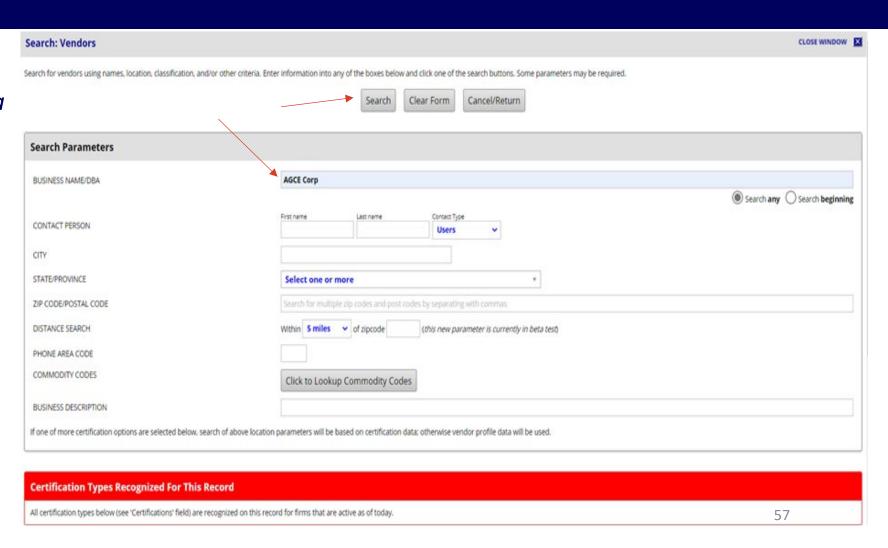
**Meet the Goal** 

STEP 2

How to search <u>**B2G database**</u> for a Subcontractor

Enter Subcontractor Name in applicable field

Click on "Search"



Methods of HUB Compliance-

**Meet the Goal** 

STEP

2

## Review Search Engine Results

Click on "Select Vendor" to select applicable subcontractor

earch: Vendors			CLOSE WINDOW
		To <b>resort</b> click column ti	tle. To <b>filter</b> click drop down
Business Name All 🗸	Location	Phone Number	Actions
A&R VINYL COASTAL  DBA RAY LARA GCE	LONG BEACH, MS	228-263-2110	<u>Select Vendor</u>
AG CENTER INC	HAGERSTOWN, MD	301-739-2223	Select Vendor
AGC EDUCATION INC	BRIDGEVILLE, PA	800-535-7553	Select Vendor
AGC ELECTRIC INC	HIALEAH, FL	305-823-2280	Select Vendor
AGC ELECTRONIC RECYCLING	SAN ANTONIO, TX	210-612-4444	Select Vendor
AGC EXPANSE, LLC	MIAMI GARDENS, FL	_	<u>Select Vendor</u>
AGCE CORP.	AUSTIN, TX	512-529-5851	Select Vendor
AGCEL	SACRAMENTO, CA	916-730-0379	Select Vendor
AGCERTAIN INDUSTRIES, INC.	AMES, IA	256-604-0975	Select Vendor
AGCERTAIN OPERATIONS GROUP LLC	AMES, IA	256-604-0975	Select Vendor

**STEP** 

**Meet the Goal** 

2

# Subcontractor Assignment section

Methods of HUB Compliance-

#### **Contact Person**

 Select the applicable compliance contact from the dropdown options

\*Quick Tip – If the compliance contact is NOT listed in the drop-down options – Click on "QUICK ADD" to add contact

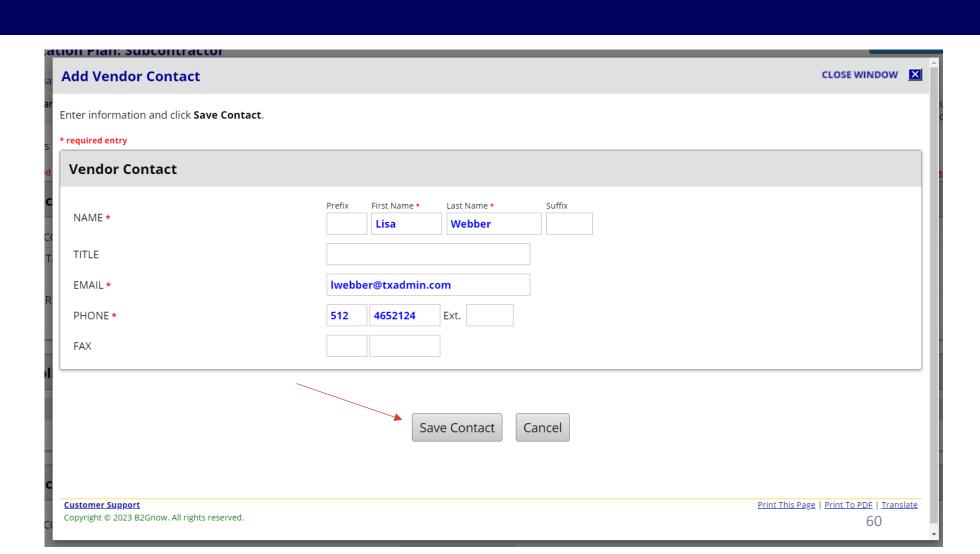
999: Brandt Test Proposal		Status: <b>Open</b> Estimated Cost: <b>\$100</b>
Use this form to add subcontractors and p	provide details about the commitment. Click <b>Save</b> when finished. Look up NIGP Codes here: https://mycpa.cpa.state.tx.us/commbook/	
* required entry		<u>User Manual</u>
Subcontractor Assignment		
SUBCONTRACTOR*	AGCE CORP. (Change Subcontractor)	
CONTACT PERSON*	PresAnthony Gutierrez (AUSTIN, TX)  Contact not listed? QuickAdd a new contact.	
ADDRESS*	None selected  Address not listed? QuickAdd a new address.	

#### **Vendor Contact**

## Enter required fields

- Name
- Email Address
- Phone Number

Click on "Save Contact"



**STEP** 

**Meet the Goal** 

2

# Subcontractor Assignment

#### **Vendor Address**

 Select the vendor's address from the drop-down options.

Methods of HUB Compliance-

\*Quick Tip — If the vendor address is NOT listed in the drop-down options — Click on "QUICK ADD" to add contact address

999: Brandt Test Proposal		Status: <b>Open</b> Estimated Cost: <b>\$100</b>
Use this form to add subcontractors and p	provide details about the commitment. Click <b>Save</b> when finished. Look up NIGP Codes here: https://mycpa.cpa.state.tx.us/commbook/	
* required entry		<u>User Manual</u>
Subcontractor Assignment		
SUBCONTRACTOR*	AGCE CORP. ( <u>Change Subcontractor</u> )	
CONTACT PERSON*	PresAnthony Gutierrez (AUSTIN, TX)  Contact not listed? QuickAdd a new contact.	
ADDRESS*	None selected  Address not listed? QuickAdd a new address.	

SIE

Methods of HUB Compliance-

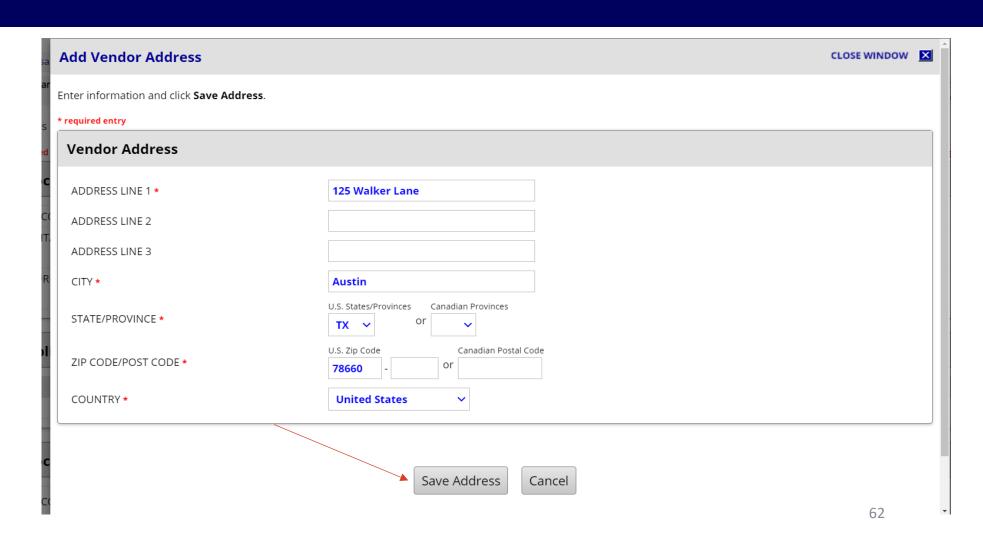
**Meet the Goal** 

#### **Vendor Address**

#### **Enter required fields**

- Address Line
- City
- State
- Zip Code
- Country

Click on "Save Address"



Methods of HUB Compliance-

**Meet the Goal** 

STEP 2

#### **Subcontractor Details Section**

#### **Proposed Amount & Percent field**

- select "by Percent"
- enter the same amount entered in the Subcontractor intentions section for the applicable scope

Applicable Ve	applicable Vendor Certifications					
Туре	Effective	Renewal	Organization			
HUB	6/3/2019	6/3/2023	Texas Comptroller of Public Accounts			

Subcontractor Details	
SUBCONTRACTOR TIER*	Subcontracts to [Prime] Prime Contracting, Inc. >
PROPOSED AMOUNT & PERCENT★	By Amount: \$ 0.00  By Percent: 15.000 %  Enter the <u>full</u> amount/percent of the subcontract value. Do not deduct amount/percent of lower tier subcontracts assigned under this subcontractor.  Click here to view the subcontracting opportunity percentages added for this plan.
COUNT TOWARDS GOAL *	Yes - Payments to this contractor will count towards the No
TYPE OF PARTICIPATION *	<ul> <li>Subcontractor/Subconsultant</li> <li>Supplier - Manufacturer</li> <li>Supplier - Regular Dealer</li> <li>Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.</li> <li>Joint Venture</li> <li>Fees &amp; Commission Broker</li> </ul>
	Trucking & Hauling 63

\*Quick Tip – Click on "Click Here" to review a pop-up window of your subcontracting intentions entry

Methods of HUB Compliance-

**Meet the Goal** 

STEP 2

# **Subcontracting Intentions Pop-up window-**

 review your entry to ensure you entered the correct percentage per scope for the applicable subcontractor

Click on *Close* 

#### **Utilization Plan: View Subcontracting Intentions**



List all portions of work you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to certified HUBs, and the percentage of the contract you award to vendors that are Non-HUB.

Item #	Industry Code	HUB % (Not Continuous Contract) <b>i</b>	HUB % (Continuous Contract) <b>i</b>	Non-HUB %
1	91438: Electrical	15 %	0 %	0 %
2	91468: Plumbing	0 %	7 %	0 %
3	91846: Feasibility Studies, Consulting	0 %	0 %	3 %



#### <u>Customer Support</u>

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Methods of HUB Compliance-

**Meet the Goal** 

STEF 2

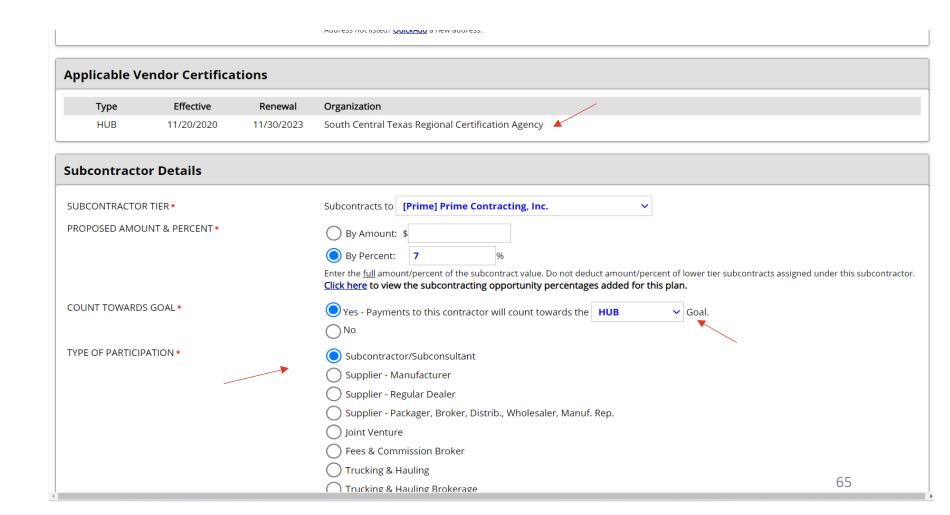
Subcontractor Detail continued......

#### Count Toward Goal field

 Select applicable response based on HUB certification status

#### **Type of Participation field**

select applicable type



Methods of HUB Compliance-

Meet the Goal

STEP 2

Subcontractor Detail continued......

#### Work Description field

 enter applicable work description

#### Work Codes field

assign applicable NIGP code

(code must corresponds to the NIGP code in the subcontracting intentions section)

#### **Comments** field

 Enter statement justifying subcontractor selection – (examples- Best Value and/or HUB sub, NO HUBs bid

According to policy, goal participation will be counted at 100% feasibility study WORK DESCRIPTION \* **WORK CODES** Currently assigned work codes: NIGP 91846 Feasibility Studies, Consulting (Remove) The work codes below are from subcontracting opportunities listed for this utilization plan. Select one or more work codes that match the work this firm will be performing for this assignment and click Assign Selected Work Codes to add to this record. Click here to refresh the list if the assigned vendor or for credit status has been changed. NIGP 91438 Electrical NIGP 91468 Plumbing NIGP 91846 Feasibility Studies, Consulting Assign Selected Work Codes Add Work Codes Click here to see if there are any available work codes assigned to recognized certifications for the assigned vendor. **ESTIMATED START DATE** mm/dd/yyyy **ESTIMATED** END DATE mm/dd/yyyy ATTACHED FILE(S) Attach File Download the attached document, sign and upload COMMENTS \* **Best Value** 66

\*Quick Tip – you must click on "Assign Selected Work Codes" to save the selection

Methods of HUB Compliance-

**Meet the Goal** 

STEP 2

Subcontractor Detail continued......

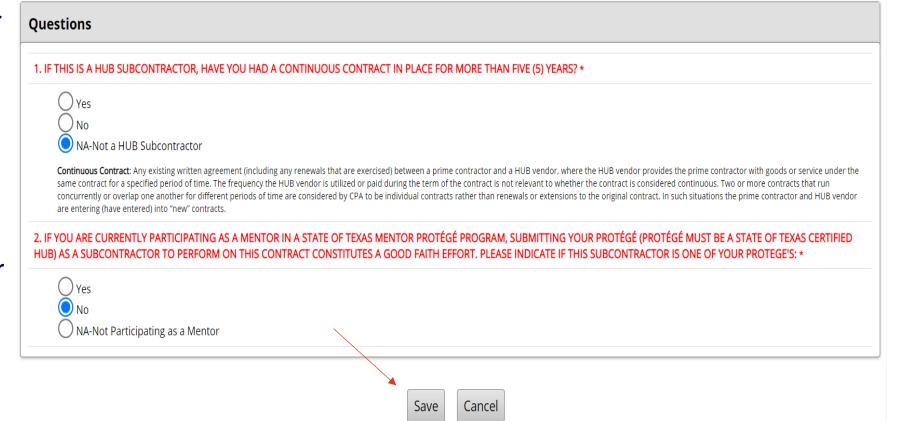
**Questions** section

If this is a HUB subcontractor, have you had a continuous contract in place for more than five years?

Select applicable Yes, No, or NA

Indicate if this vendor is one of your protégé if in a Mentor Protégé Agreement

Select Applicable Yes, No, or NA



Click on "Save"

Methods of HUB Compliance-

**Meet the Goal** 

STEP 2

Additional Subcontractor entry ......

Return to the "ADD SUBCONTRACTOR" section of

•repeat *Add Subcontractor* steps to enter the required subcontractor fields for *each* subcontractor utilized

\*Quick Tip - ensure all subcontractors
have been added for the applicable NIGP
Codes and % (percentage) that MATCHES
the entry in the <u>Subcontracting Intentions</u>
section



this section to add subcontractors to the Utilization Plan, if applicable. Click the <b>Add Subcontracto</b>	r button to get started.						
					Show Cert	tification Types Recogniz	zed for this Utilizat
rime Contractors							
rime Contractor	Cert	Inc in Goal		\$ Total	\$ Self Perf	\$ For Credit	Actions
Prime Contracting, Inc.	<u>No</u>	No			\$0 75.00%	-	<u>Edit</u> <u>View</u>
	Add Subcontractor						
iubcontractors	Add Subcontractor						
	Add Subcontractor  Sub Tier Cert	Inc in Goal	Туре	\$ Commit	s Self Perf	\$ For Credit	Actions
Subcontractor Name  1 A-Ram Plumbing , inc		<b>②</b>	Sub	\$0	\$0	\$0	
Subcontractors  Subcontractor Name  1 A-Ram Plumbing, inc NIGP 91468: Plumbing	Sub Tier Cert						Actions Edit View Delete

Methods of HUB Compliance-

**Meet the Goal** 

STEP 3

Step 3 is NOT applicable for the selected Method of HUB Compliance

Methods of HUB Compliance-

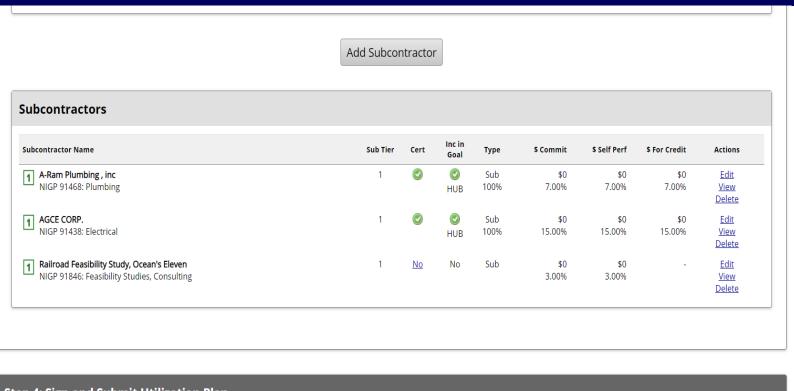
Meet the Goal

STEF 4

Step 4

Submit HSP (Utilization) Plan

Click on "Submit Utilization Plan" to submit plan



#### Step 4: Sign and Submit Utilization Plan

To submit this plan click the button below. You will be asked to provide your full name as your signature, title, company name, and check the affirmation box. If any warnings are listed, you must address them before submitting the plan.



70

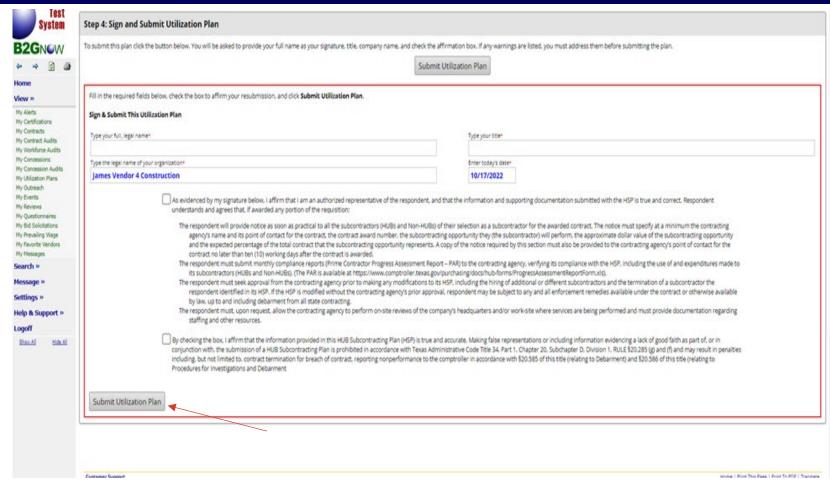
Meet the Goal

Review Affirmation Statements and check boxes accordingly

Enter your name and title in applicable fields

Methods of HUB Compliance-

Click on "Submit Utilization Plan"

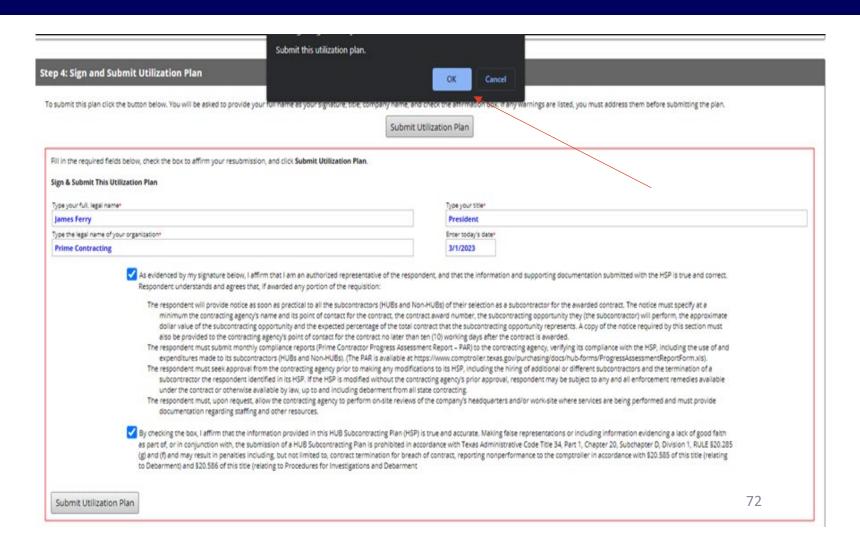


**Meet the Goal** 

Methods of HUB Compliance-

A system message will appear to validate the HSP submission

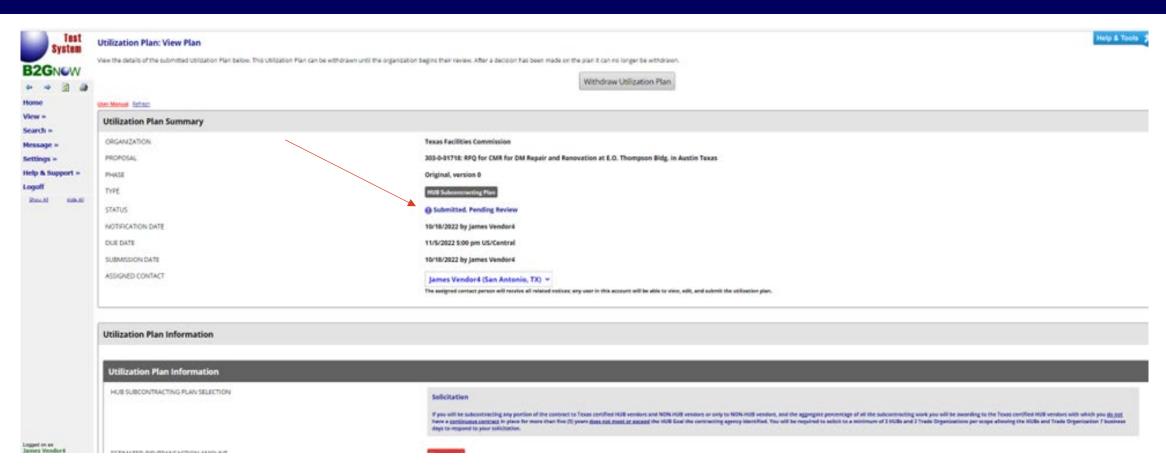
Click on "OK" in pop up box to submit this utilization plan



**Methods of HUB Compliance-**

**Meet the Goal** 

STEP 4



Method of HUB Compliance Good Faith Effort (GFE)Solicitation

Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

STEF 1

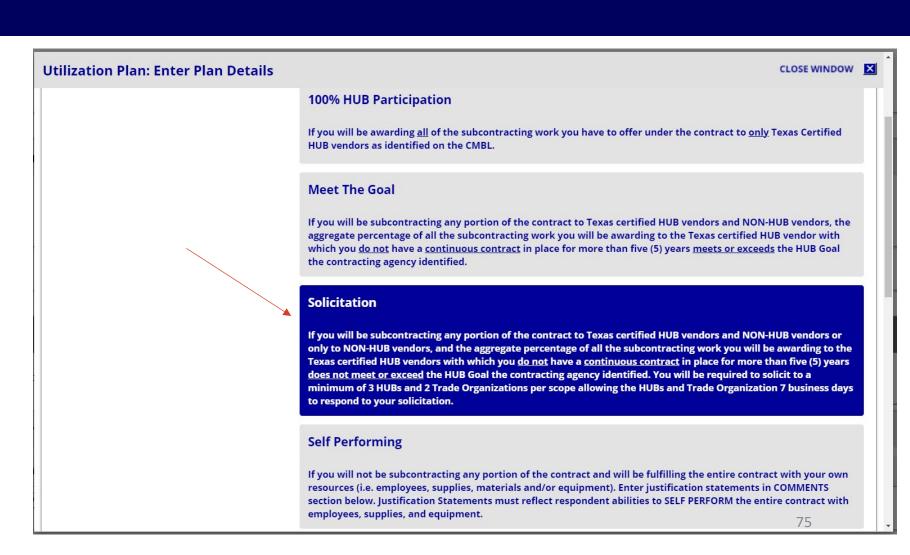
Step 1

**Utilization Plan Details** section

Click on

GFE SOLICITATION box – (box will turn blue upon selection)

Complete all required fields – all other fields are optional



Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

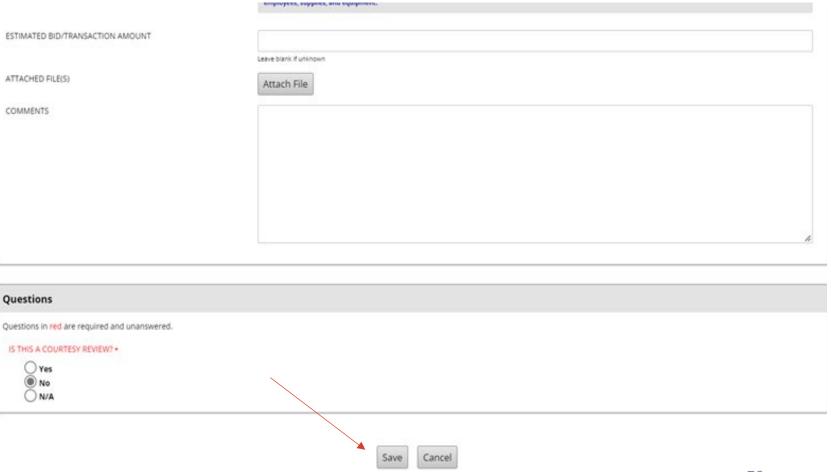
31E

**Questions** section

Is this a Courtesy Review?

Select applicable Yes, No, N/A

Click **SAVE** 



Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

31E 1

Click on

"Fill in Subcontracting Intentions"

to enter subcontracting intentions (scopes)

tep 1: Provide Utilization Plan Information	
Use this section to provide information on the plan. Click the b	utton to Fill in Utilization Plan Details.
Utilization Plan Information	
HUB SUBCONTRACTING PLAN SELECTION	Solicitation  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 axceed the HUB Goal the contracting agency identified. You will be required to solicit to a minimum of 3 HUBs and 2 Trade Organizations per scope allowing the HUBs and Trade Organization 7 business days to respond to your solicitation.
ESTIMATED BID/TRANSACTION AMOUNT	Not entered
PROPOSAL DIVERSITY GOAL(S)	HUB: 12.000%
IS THIS A COURTESY REVIEW?	
No	Fill in Utilization Plan Details
Subcontracting Intentions	
	Fill In Subcontracting Intentions

Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

STEI

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#### **Adding Subcontracting Intentions**

#### Click "Add Row" to

- add multiple scopes
- enter NIGP Code or type the name of scope to select the applicable code from drop down list

Quick Tip – scopes identified as "services" the NIGP code will begin with "9" – example 91468 – Plumbing Services

- repeat entry steps for each subcontracting intentions determined (scope)
- Click on "Save"

#### **Utilization Plan: Edit 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.

List all subcontracting intentions and enter a percentage for each intention.

Note: In accordance with 34 TAC §20.282, 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.

View NIGP code list here: https://mycpa.cpa.state.tx.us/commbook/

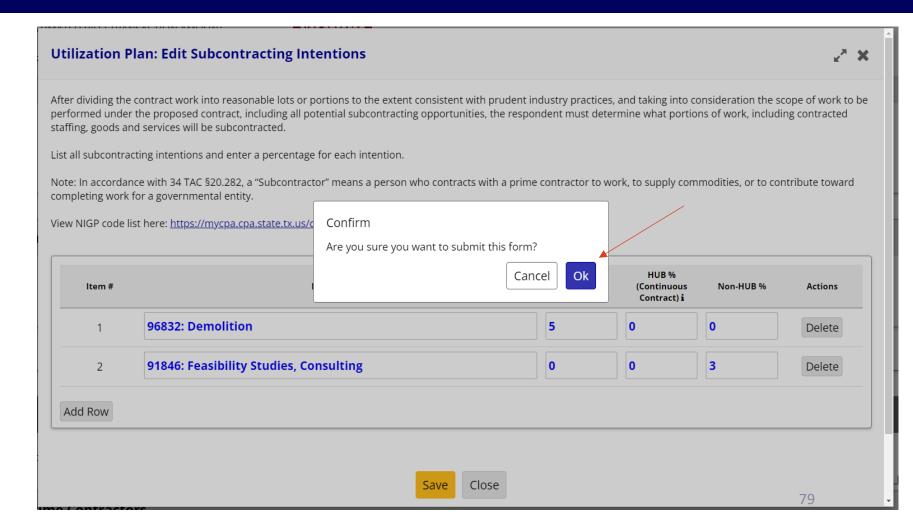
ltem #	Industry Code	HUB % (Not Continuous Contract) <b>i</b>	HUB % (Continuous Contract) <b>i</b>	Non-HUB %	Actions
1	96832: Demolition	5	0	0	Delete
2	91846: Feasibility Studies, Consulting	0	0	3	Delete
Add Row					

Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

#### Click on "OK" to

 confirm your entry of the subcontracting intentions (scope)



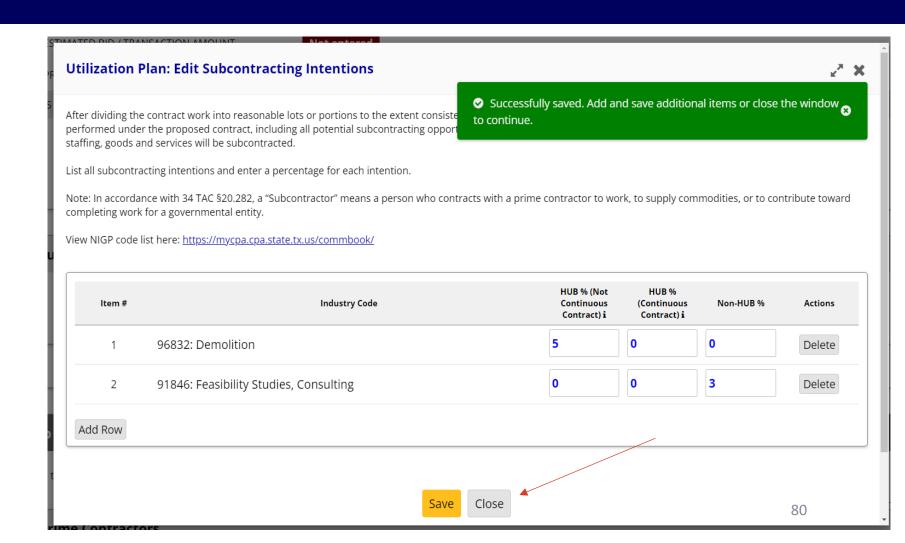
Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

STEI

A system pop-up message will appear in green to confirm the information has been saved

Click on "Close"



**Subcontracting Intentions** 

Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

STEP 1

**Step 1 is COMPLETE!** 

Industry Code

HUB % (Not Continuous Contract)

96832: Demolition

91846: Feasibility Studies, Consulting

Edit Subcontracting Intentions

HUB % (Continuous Contract)

Non-HUB %

O %

O %

O %

Step 2: Provide Subcontractor Information

\*Quick Tip - The subcontracting intentions will appear in pink until awarded subcontractors are added to match the NIGP code and percentages entered

tills section to add subcontractors to the offization r	n, if applicable. Click the <b>Add Subco</b> n	<b>itractor</b> b	utton to get st	arted.			
				Show Co	ertification Types	Recognized for t	nis Utilization
wiws a Country at a wa							
rime Contractors							
National Construction		Court	Inc in	6 Tabel	\$ Self Perf	f Fau Cuadia	A -+!
Prime Contractor		Cert	Goal	\$ Total	2 Sell Peri	\$ For Credit	Actions
P Prime Contracting, Inc.		No	No		\$0	-	<u>Edit</u>
					100.00%		View

Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

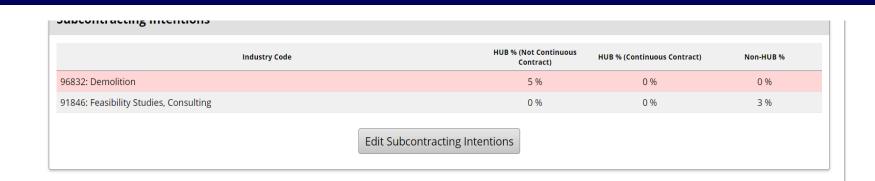
STEP 2

#### Step 2

#### Click on "Add Subcontractor" to

 add the awarded subcontractors for each subcontracting intention

Quick Tip – If a subcontractor is being utilized for multiple NIGP Codes (scopes), you will need to "ADD" the subcontractor as a single entry for EACH scope being utilized



#### **Step 2: Provide Subcontractor Information** Use this section to add subcontractors to the Utilization Plan, if applicable. Click the Add Subcontractor button to get started. Show Certification Types Recognized for this Utilization Plan **Prime Contractors** Inc in \$ Total \$ Self Perf **Prime Contractor** \$ For Credit Actions Cert Prime Contracting, Inc. No Edit No 100.00% <u>View</u>

Add Subcontractor

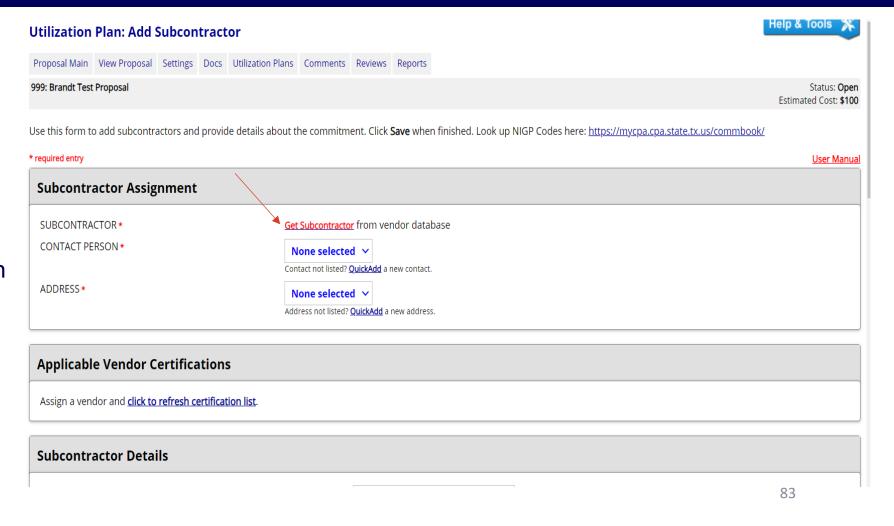
Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

STEF 2

# Step 2 Subcontractor Assignment Click "Get Subcontractor" to

- Begin search engine result
- Select applicable vendor from the search engine results



Methods of HUB Compliance-

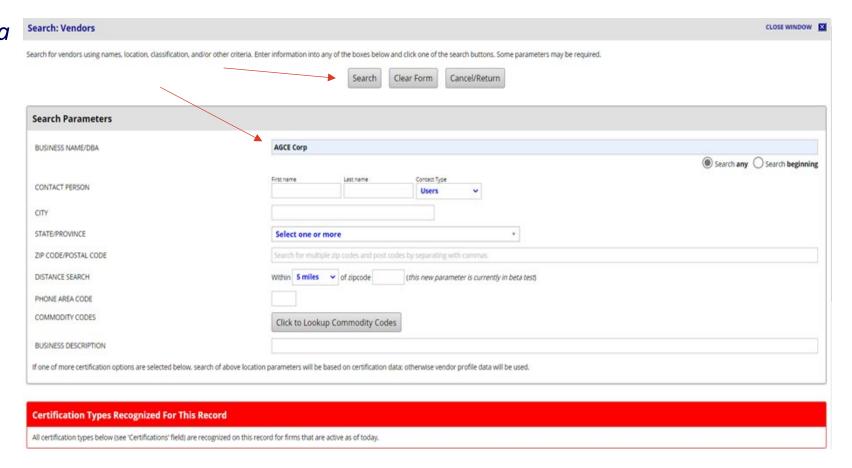
**Good Faith Effort (GFE) Solicitation** 

STEP 2

How to search the <u>**B2G database**</u> for a Subcontractor

Enter Subcontractor Name in applicable field

Click on "Search"



**Search: Vendors** 

**STEP** 

CLOSE WINDOW

Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

**Review Search Engine Results** 

Click on "Select Vendor" to select applicable subcontractor

		To <b>resort</b> click column title.	To <b>filter</b> click drop down me
Business Name All 🗸	Location	Phone Number	Actions
A&R VINYL COASTAL DBA RAY LARA GCE	LONG BEACH, MS	228-263-2110	Select Vendor
AG CENTER INC	HAGERSTOWN, MD	301-739-2223	Select Vendor
AGC EDUCATION INC	BRIDGEVILLE, PA	800-535-7553	Select Vendor
AGC ELECTRIC INC	HIALEAH, FL	305-823-2280	<u>Select Vendor</u>
AGC ELECTRONIC RECYCLING	SAN ANTONIO, TX	210-612-4444	Select Vendor
AGC EXPANSE, LLC	MIAMI GARDENS, FL		Select Vendor
AGCE CORP.	AUSTIN, TX	512-529-5851	Select Vendor
AGCEL	SACRAMENTO, CA	916-730-0379	<u>Select Vendor</u>
AGCERTAIN INDUSTRIES, INC.	AMES, IA	256-604-0975	Select Vendor
AGCERTAIN OPERATIONS GROUP LLC	AMES, IA	256-604-0975	<u>Select Vendor</u>
ASSOCIATED GENERAL CONTRACTORS OF WA EDUCATION FOUNDATION DBA AGC EDUCATION FOUNDATION	SEATTLE, WA		<u>Select Vendor</u>
BARTON AG CENTER, INC.	MARION, AR	870-739-2510	<u>Select Vendor</u>
D.A.G. CENTER, INC., THE	JAMESVILLE, NC		Select Vendor
FLAG CENTER CO.	WAUWATOSA, WI		<u>Select Vendor</u>
FLAG CENTER LLC (THE)	RICHMOND, VA	804-233-5434	Select Vendor
FLAG CENTER, THE	MEMPHIS, TN	901-761-1368	Select Vendor
FLAGCENTER.COM, LLC	MEMPHIS, TN	901-762-0044	Select Vendor

**STEP** 

Methods of HUB Compliance-

Good Faith Effort (GFE) Solicitation

### **Subcontractor Assignment** section

#### **Contact Person**

 Select the applicable compliance contact from the drop-down options

\*Quick Tip — If the compliance contact is NOT listed in the dropdown options — Click on "QUICK ADD" to add contact

999: Brandt Test Proposal		Status: <b>Open</b> Estimated Cost: <b>\$100</b>
Use this form to add subcontractors and provide details ab	out the commitment. Click <b>Save</b> when finished. Look up NIGP Codes here: <a href="https://mycpa.cpa.state.tx.us/commbook/">https://mycpa.cpa.state.tx.us/commbook/</a>	
* required entry		<u>User Manual</u>
Subcontractor Assignment		
SUBCONTRACTOR*	AGCE CORP. ( <u>Change Subcontractor</u> )	
CONTACT PERSON *	PresAnthony Gutierrez (AUSTIN, TX)  Contact not listed? QuickAdda new contact.	
ADDRESS*	None selected  Address not listed? QuickAdd a new address.	

STEP

**Good Faith Effort (GFE) Solicitation** 

Methods of HUB Compliance-

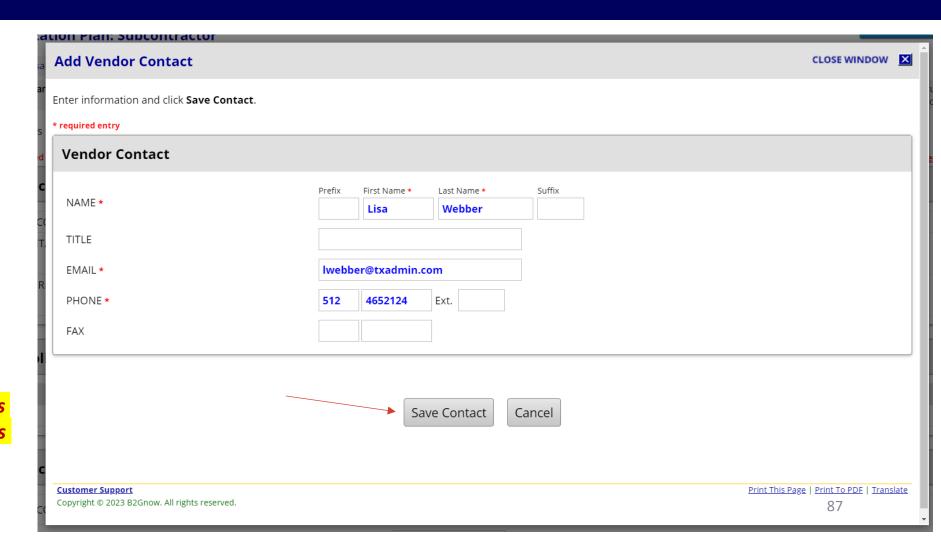
#### **Subcontractor Assignment**

#### Vendor Address

 Select the vendor's address from the dropdown options

#### Click on Save Contact

\*Quick Tip — If the vendor address is NOT listed in the drop-down options — Click on "QUICK ADD" to add contact address



**STEP** 

Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

2

#### **Subcontractor Assignment**

#### **Vendor Address**

 Select the vendor's address from the dropdown options.

\*Quick Tip — If the vendor address is NOT listed in the drop-down options — Click on "QUICK ADD" to add contact address

999: Brandt Test Proposal		Status: <b>Open</b> Estimated Cost: <b>\$100</b>
Use this form to add subcontractors and p	rovide details about the commitment. Click <b>Save</b> when finished. Look up NIGP Codes here: https://mycpa.cpa.state.tx.us/commbook/	
* required entry		<u>User Manua</u>
Subcontractor Assignment		
SUBCONTRACTOR*	AGCE CORP. ( <u>Change Subcontractor</u> )	
CONTACT PERSON *	PresAnthony Gutierrez (AUSTIN, TX) Contact not listed? QuickAdd a newcontact.	
ADDRESS*	None selected  Address not listed? QuickAdd a new address.	
		00

**STEP** 

**Good Faith Effort (GFE) Solicitation** 

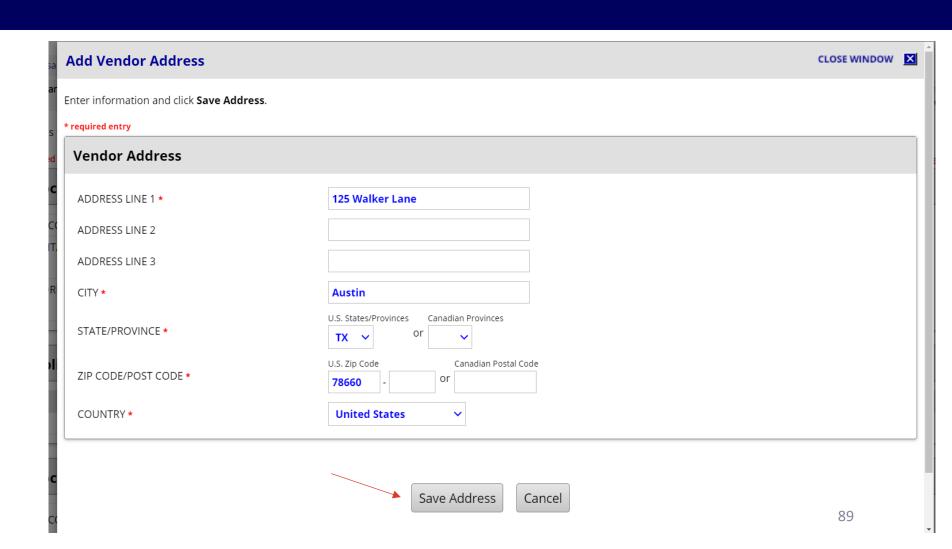
Methods of HUB Compliance-

#### **Vendor Address**

#### **Enter required fields**

- Address Line
- City
- State
- Zip Code
- Country

Click on "Save Address"



\* required entry

SUBCONTRACTOR \*

CONTACT PERSON \*

ADDRESS \*

**Subcontractor Assignment** 

User Manua

**Good Faith Effort (GFE) Solicitation** 

Methods of HUB Compliance-

#### **Subcontractor Details Section**

Proposed Amount & Percent field

- enter the same amount **intentions** section for the applicable scope

125 Walker Lane, Austin, TX 78660 Address not listed? QuickAdd a new address. select "by Percent" **Applicable Vendor Certifications** Organization Type Effective Renewal entered in the **Subcontractor** Texas Comptroller of Public Accounts HUB 6/3/2019 6/3/2023 **Subcontractor Details** Subcontracts to [Prime] Prime Contracting, Inc. > SUBCONTRACTOR TIER \* PROPOSED AMOUNT & PERCENT \* By Amount: \$ By Percent: 5 Enter the full amount/percent of the subcontract value. Do not deduct amount/percent of lower tier subcontracts assigned under this subcontractor. <u>Click here</u> to view the subcontracting opportunity percentages added for this plan. COUNT TOWARDS GOAL\* Yes - Payments to this contractor will count towards the None selected 🗸 Goal. 90 No
 No
 No

AGCE CORP. (Change Subcontractor)

PresAnthony Gutierrez (AUSTIN, TX) Contact not listed? OuickAdd a new contact.

\*Quick Tip - Click on "Click Here" to review a pop-up window of your subcontracting intentions entry

Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

STEP 2

### **Subcontracting Intentions Pop-up window**

 review your entry to ensure you enter the correct percentage per scope for the applicable subcontractor

#### **Utilization Plan: View Subcontracting Intentions**



List all portions of work you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to certified HUBs, and the percentage of the contract you award to vendors that are Non-HUB.

ltem #	Industry Code	HUB % (Not Continuous Contract) <b>i</b>	HUB % (Continuous Contract) <b>i</b>	Non-HUB %
1	96832: Demolition	5 %	0 %	0 %
2	91846: Feasibility Studies, Consulting	0 %	0 %	3 %

Close

**Customer Support** 

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Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

Subcontractor Detail continued......

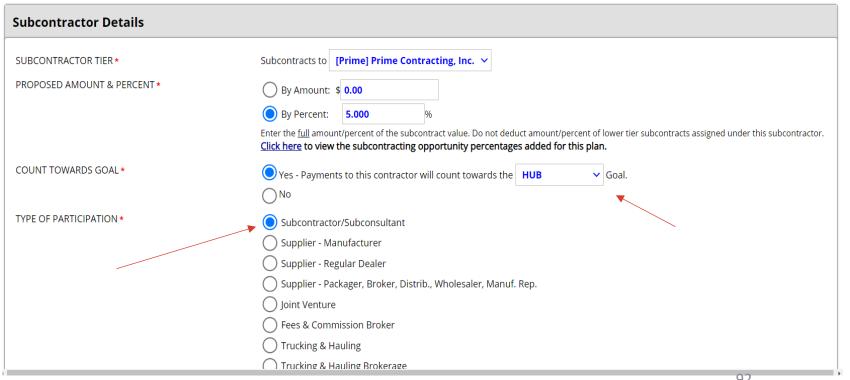
#### Count Toward Goal field

Select applicable response based on **HUB certification status** 

#### Type of Participation

select applicable type

Applicable V	endor Certifica	tions	
Туре	Effective	Renewal	Organization
HUB	6/3/2019	6/3/2023	Texas Comptroller of Public Accounts



Methods of HUB Compliance-

#### **Good Faith Effort (GFE) Solicitation**

STEP 2

Subcontractor Detail continued......

#### Work Description field

enter applicable work description

#### Work Codes field

assign applicable NIGP code

(code must corresponds to the NIGP code in the subcontracting intentions section)

#### **Comments** field

 Enter statement justifying subcontractor selection – (examples- Best Value and/or HUB sub, NO HUBs bid

\*Quick Tip – you must click on "Assign Selected Work Codes" to save the selection

WORK DESCRIPTION *	demolition
WORK CODES	Currently assigned work codes:
	NIGP 96832 Demolition (Remove)
<u> </u>	The work codes below are from subcontracting opportunities listed for this utilization plan. Select one or more work codes that match the work this firm will be performing for this assignment and click <b>Assign Selected Work Codes</b> to add to this record. <u>Click here</u> to refresh the list if the assigned vendor or for credit status has been changed.
	NIGP 96832 Demolition
	NIGP 91846 Feasibility Studies, Consulting
	Assign Selected Work Codes  The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click Assign Selected Work Codes to add to this record. Click here to refresh the list if the assigned vendor or for credit status has been changed.  NIGP 91240  Demolition Services  NIGP 91430  Concrete  Add Other Work Codes
ESTIMATED START DATE	mm/dd/yyyy
ESTIMATED END DATE	mm/dd/yyyy
ATTACHED FILE(S)	Attach File
	Download the attached document, sign and upload
COMMENTS *	Best Value
	93

**STEP** 

Methods of HUB Compliance-

Good Faith Effort (GFE) Solicitation

Subcontractor Detail continued......

**Questions section** 

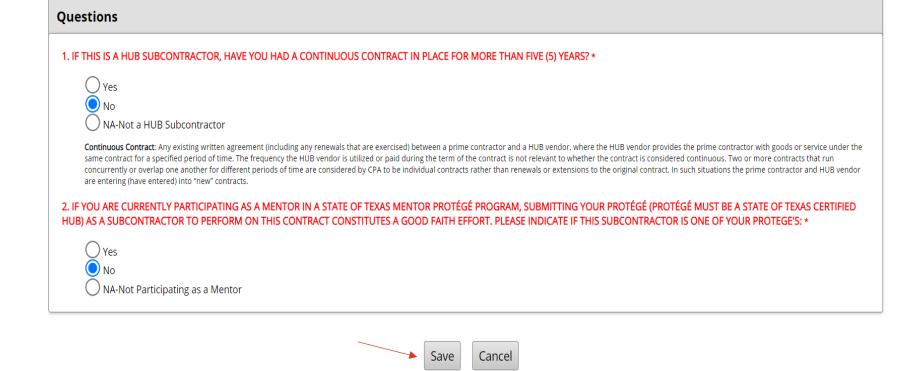
If this is a HUB subcontractor, have you had a continuous contract in place for more than five years?

Select applicable Yes, No, or N/A

Indicate if this vendor is one of your protégé if in a Mentor Protégé Agreement

Select applicable Yes, No, or N/A

Customer Support



Click on "Save"

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Additional Subcontractor entry .....

Return to the "ADD SUBCONTRACTOR" section to

•repeat *ADD VENDOR* steps to enter the required subcontractor fields for each subcontractor utilized

**Subcontracting Intentions** Non-HUB % 96832: Demolition 0 % 91846: Feasibility Studies, Consulting 3 96 No Pink Highlights **Edit Subcontracting Intentions** 

ep 2: Provide Subcontractor Information Use this section to add subcontractors to the Utilization Plan, if applicable. Click the Add Subcontractor button to get started Show Certification Types Recognized for this Utilization Plan **Prime Contractors** \$ Self Perf 92.00%

Add Subcontractor

	Subcontractors								
*Quick Tip - ensure all subcontractors have been	Subcontractor Name	Sub Tier	Cert	Inc in Goal	Туре	\$ Commit	\$ Self Perf	\$ For Credit	Actions
added for the applicable NIGP Codes and %	1 AGCE CORP. NIGP 96832: Demolition	1	<b>©</b>	HUB	Sub 100%	\$0 5.00%	\$0 5.00%	\$0 5.00%	Edit View Delete
percentage) that MATCHES the entry in the	A Railroad Feasibility Study, Ocean's Eleven NIGP 91846. Feasibility Studies, Consulting	1	<u>No</u>	No	Sub	\$0 3.00%	\$0 3.00%	-	<u>Edit</u> <u>View</u> <u>Delete</u>
Subcontracting Intentions section								95	

ubcontracting intentions section

STEF

**Good Faith Effort (GFE) Solicitation** 

3

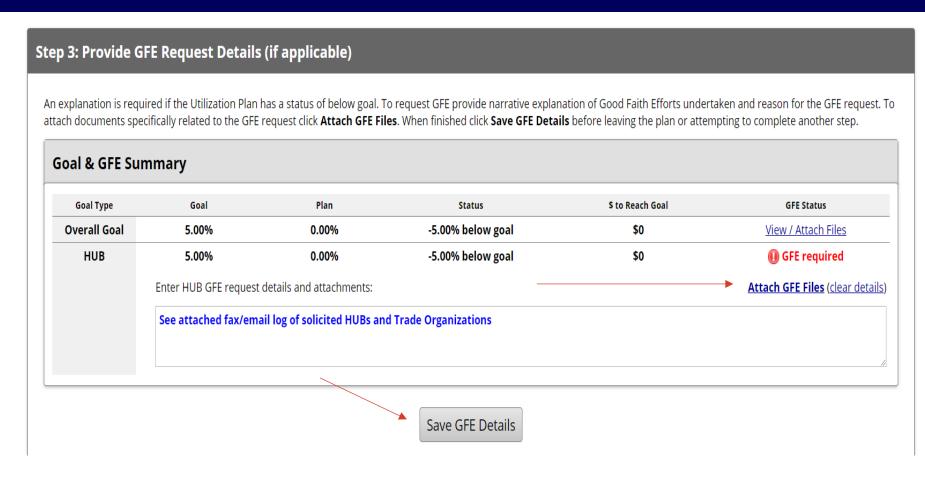
Methods of HUB Compliance-

#### Step 3

**Provide GFE Details** 

Click on "Attach GFE files" link to

- attach PDF version of fax/email logs of HUBs solicited and Trade Organizations
- add required statement in Comment Box – (example statement -"see attached fax/email logs")



Click on "Save GFE Details"

#### The *GFE indicator* will turn green once

required attachments are complete

Methods of HUB Compliance-

required statement is made in comments field

#### Step 3: Provide GFE Request Details (if applicable)

This section will update automatically to reflect the utilization in the plan vs. the goals set by the organization. To increase the percent towards any goal type under the Plan, add subcontractors assigned to that goal type. The summary shows the dollars needed to reach the goal and if the plan is above or below the goal and by how much.

Goal Type	Goal	Plan	Status	\$ to Read	ch Goal	GFE Status
Overall Goal	5.00%	0.00%	-5.00% below goal	\$0	)	<u>View / Attach Files</u>
HUB	5.00%	0.00%	-5.00% below goal	\$0	)	GFE request saved
	Enter HUB GFE request	details and attachments:				View / Edit / Attach GFE Files (clear detai
	see attached fax/em	ail logs - SG				
	Attached files:					
		File		Type S	Size	Description
	Da B2G Invoice - 48	892 ndf		PDF 95.	.86 KB	

Save GFE Details

**STEP** 

**Good Faith Effort (GFE) Solicitation** 

Methods of HUB Compliance-

3

Step 3

Provide GFE Request Details

Click on "Add Subcontracting Opportunity Notifications" to

 enter 3 HUBs solicited and 2 Trade Organization per subcontracting intention



Save GFE Details



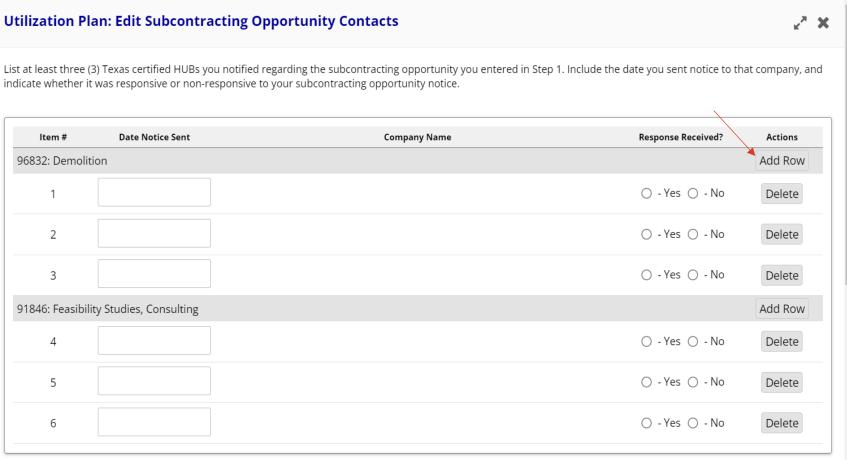
**STEP** 

**Good Faith Effort (GFE) Solicitation** 

Methods of HUB Compliance-

Click on "Add Row" for each subcontracting intention

 to open three entry fields per subcontracting intention



STEP

**Good Faith Effort (GFE) Solicitation** 

Methods of HUB Compliance-

### Subcontracting Opportunity Contacts

#### **Date Notices Sent field**

 enter date notice was sent to HUB vendor

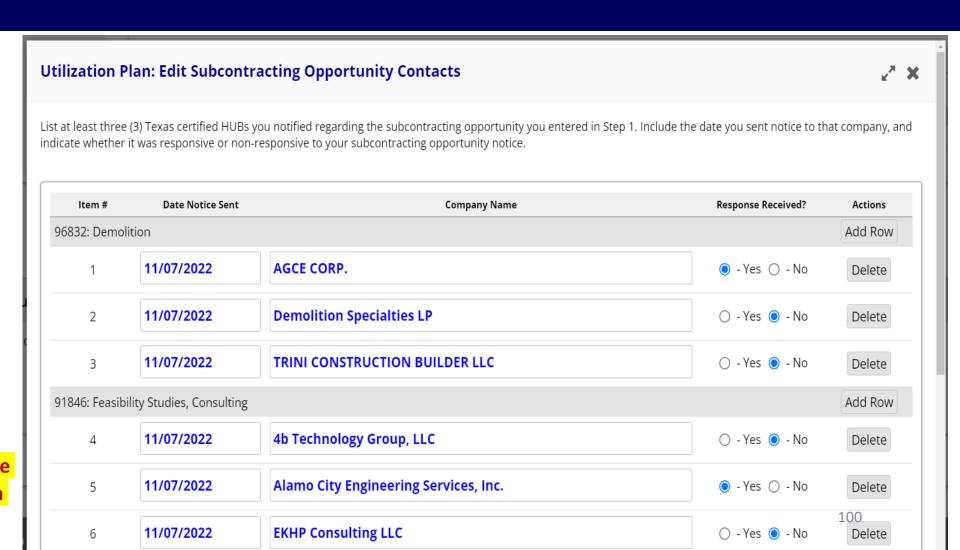
#### Company Name field

enter HUB vendor name

#### Request Received? field

select applicable Yes or No

\*Quick Tip – the system will validate the HUB vendor was certified when the notice was sent



**STEP** 

**Good Faith Effort (GFE) Solicitation** 

Methods of HUB Compliance-

3

### Subcontracting Opportunity Contacts

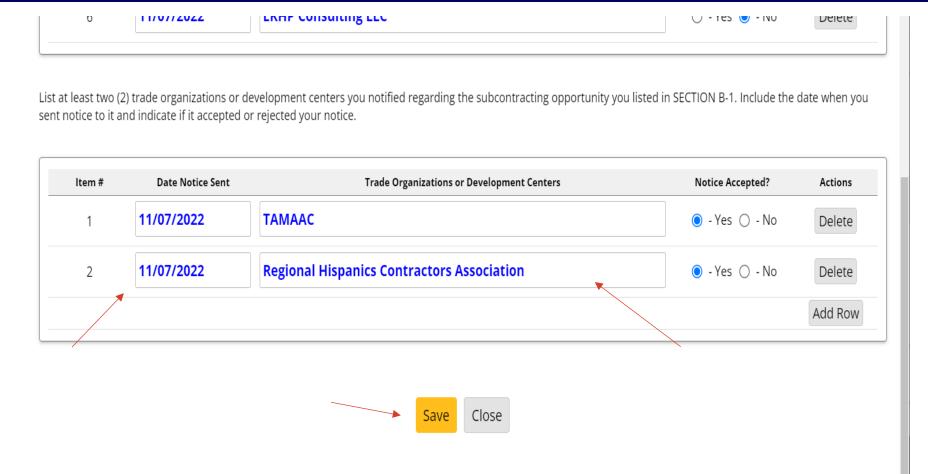
**Trade Organization** 

**Date Notice Sent** field

enter date notice was sent

#### Trade Organization or Development Centers field

 enter trade organization or development center name



Click on "Save"

**STEP** 

**Good Faith Effort (GFE) Solicitation** 

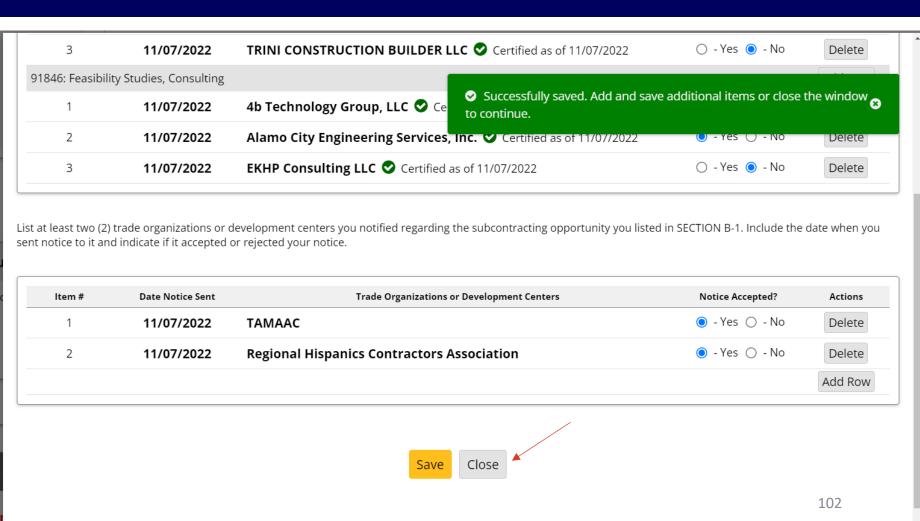
3

A system pop-up message will appear in green to confirm the entries have been saved

Methods of HUB Compliance-

Click on "Close"

\*Quick tip – a green check will appear to validate each HUB vendor was certified when solicited



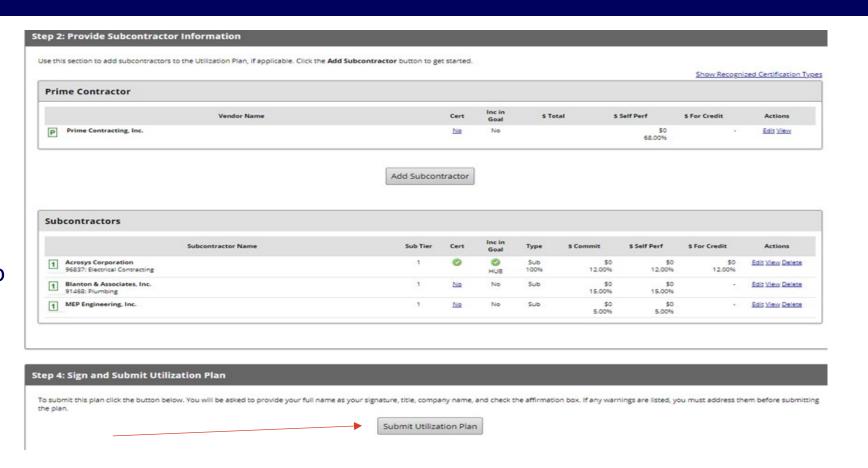
Methods of HUB Compliance-

Good Faith Effort (GFE) Solicitation

1

**Step 4**Submit HSP (Utilization) Plan

Click on "Submit Utilization Plan" to submit plan



STEP

**Good Faith Effort (GFE) Solicitation** 

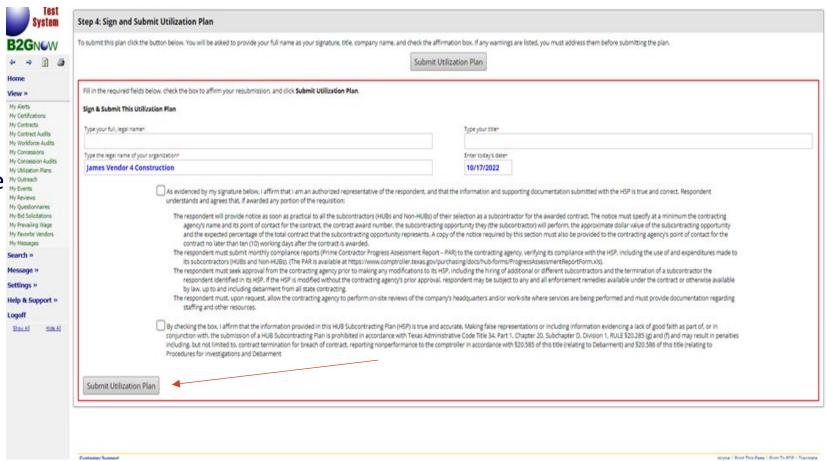
4

Methods of HUB Compliance-

Review Affirmation Statements and check boxes accordingly

Enter your name and title in applicable fields

Click on "Submit Utilization Plan"



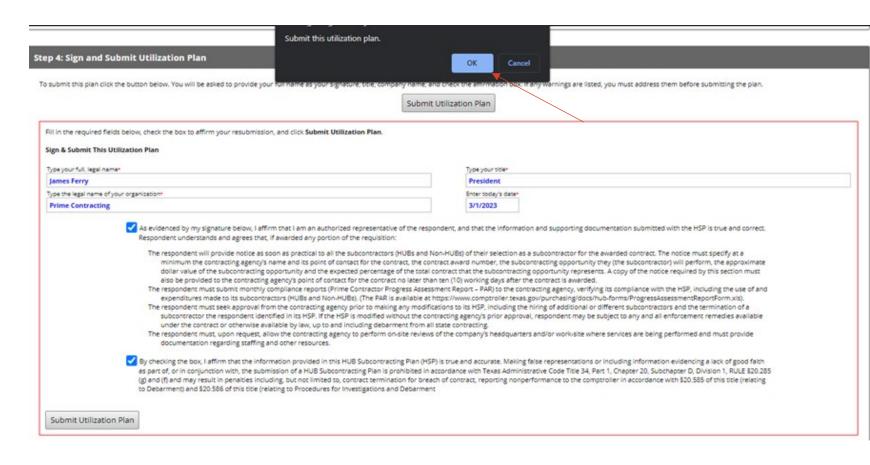
04

**Good Faith Effort (GFE) Solicitation** 

A system message will appear to validate the HSP submission

Methods of HUB Compliance-

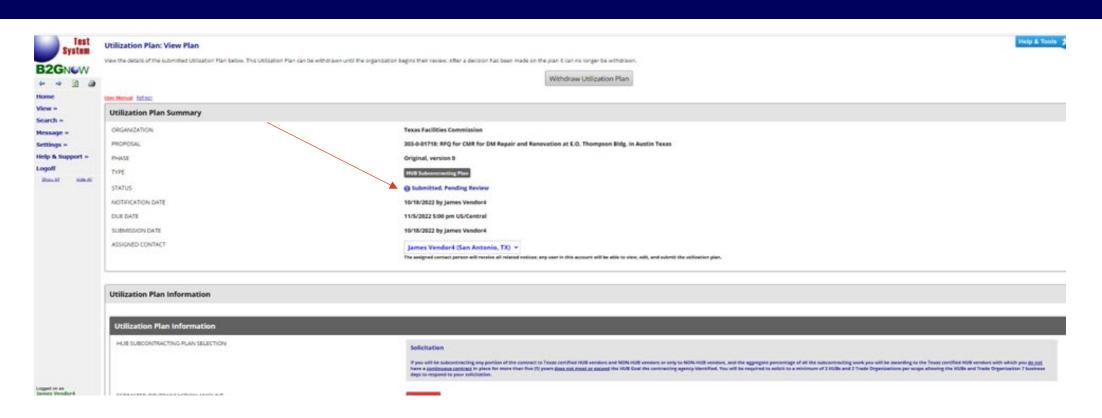
Click on "OK" in pop up box to submit this utilization plan



Methods of HUB Compliance-

**Good Faith Effort (GFE) Solicitation** 

STEP 4



The HSP Entry is COMPLETE!

## Method of HUB Compliance Self-Performing

**Methods of HUB Compliance-**

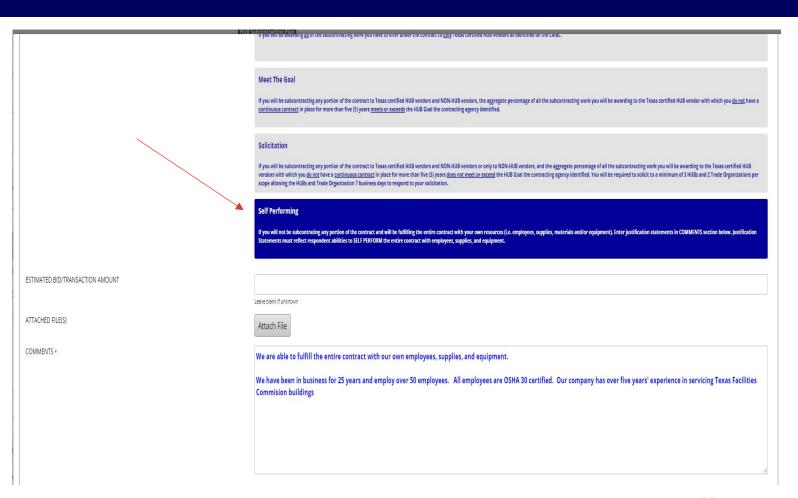
Self-Performing

STEF 1

#### Step 1

**Utilization Plan Details Section** 

Click on "SELF-PERFORMING" box-(box will turn blue upon selection)



Complete all required fields – all other fields are optional

Methods of HUB Compliance-

Self-Performing 1

### Step 1

**Utilization Plan Details** section

Click on "Self-Performing" box (box will turn blue upon selection)

Enter required Self-Performing Justification Statements that will validate the ability to

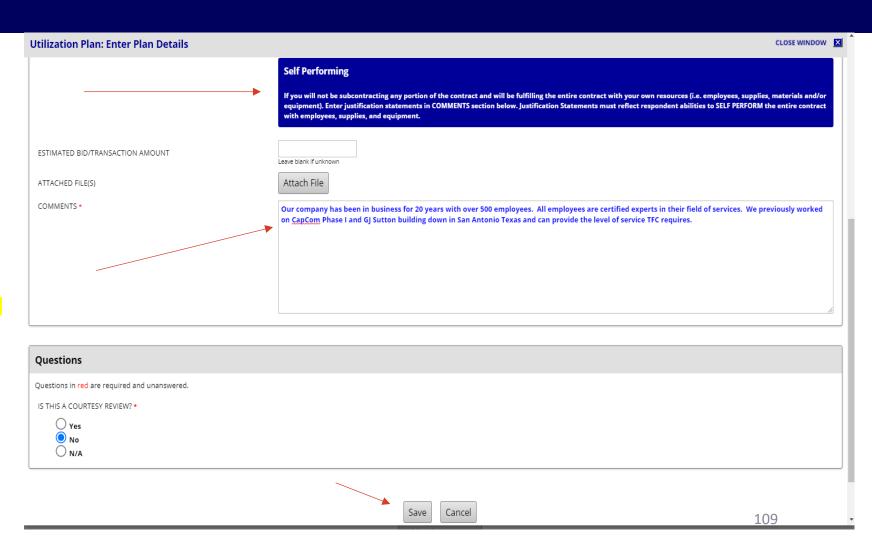
**SELF-PERFORM** (example statements - # of years in business, # of employees, awards/expertise, and/or previous experience on TFC projects

in "Comments" box

### Courtesy Review Question

select Yes or No

Click on "Save"



**Methods of HUB Compliance-**

**Self-Performing** 

STEP 2

Step 2 is NOT applicable for the selected Method of HUB Compliance

Methods of HUB Compliance-

**Self-Performing** 

STEP 3

Step 3 is NOT applicable for the selected Method of HUB Compliance

Methods of HUB Compliance-

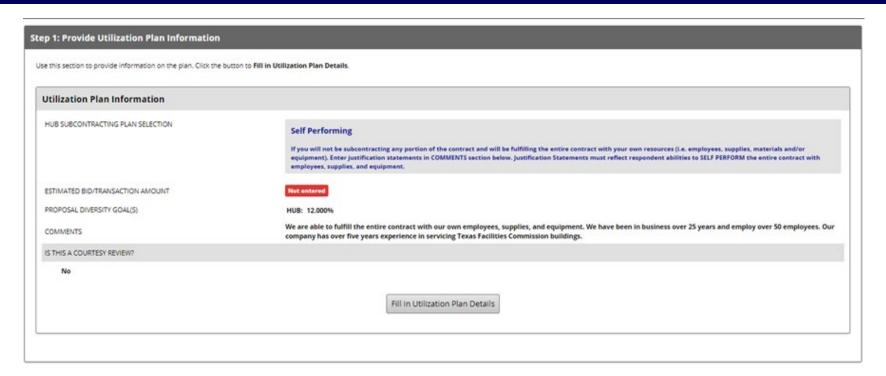
**Self-Performing** 

STEF 4

Step 4

Submit HSP (Utilization) Plan

Click on "Submit Utilization Plan" to submit plan



**STEP** 

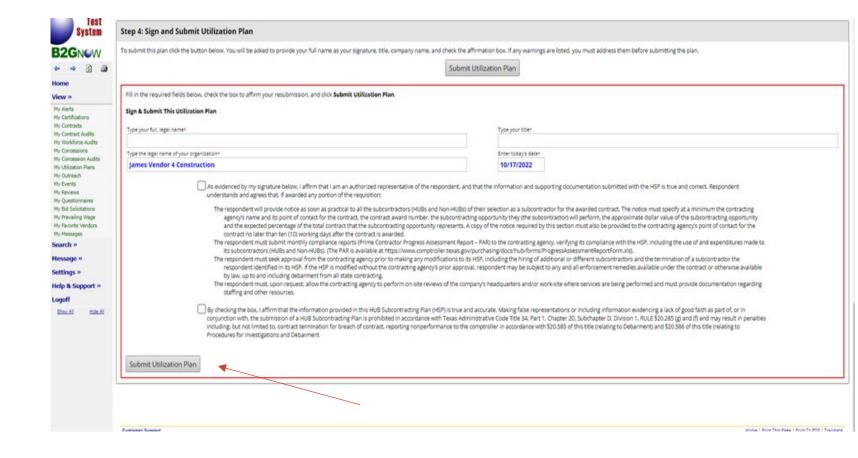
**Self-Performing** 

**Methods of HUB Compliance-**

Review Affirmation Statements and check boxes accordingly

Enter your name and title in applicable fields

Click on "Submit Utilization Plan"



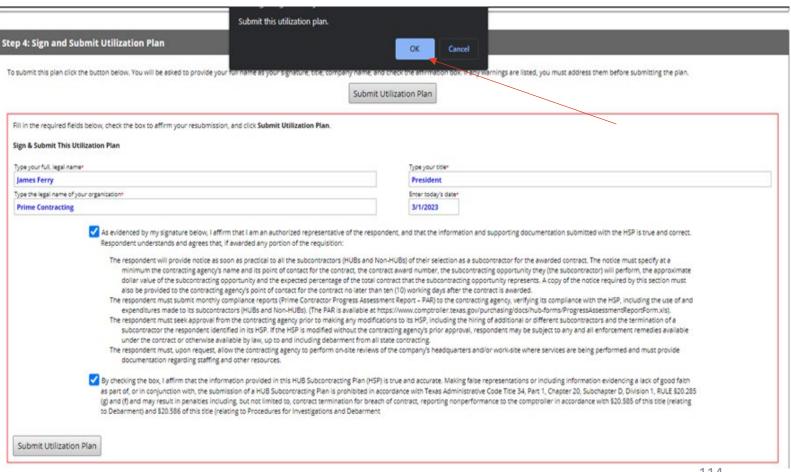
Methods of HUB Compliance-

**Self-Performing** 

STEP

A system message will appear to validate the HSP submission

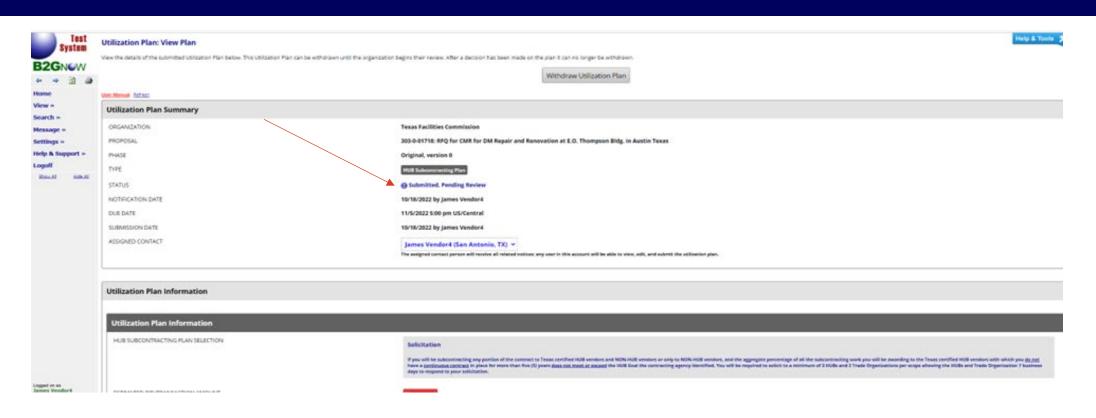
Click on "OK" in pop up box to submit this utilization plan



Methods of HUB Compliance-

**Self Performing** 

STEP 4



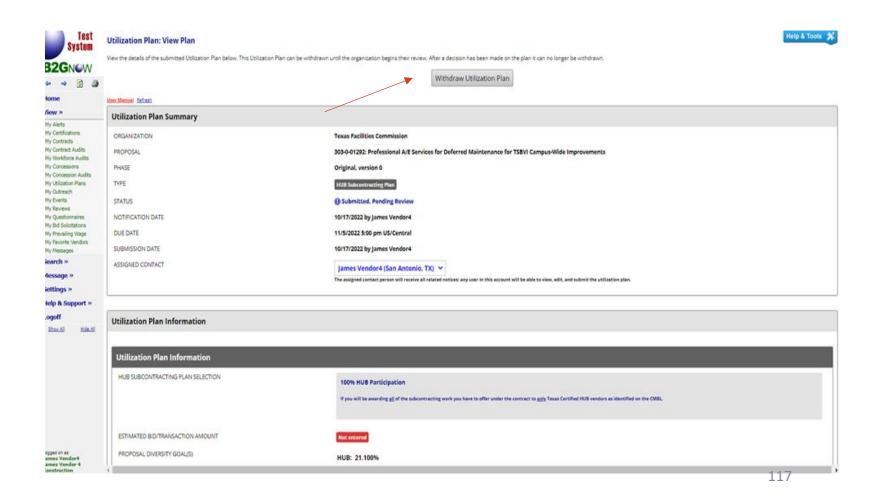
The HSP Entry is COMPLETE!

# Withdraw a HSP Plan

## Withdraw a HSP Plan

There is an option to withdraw the HSP <u>BEFORE</u> a decision by a HUB Staff member

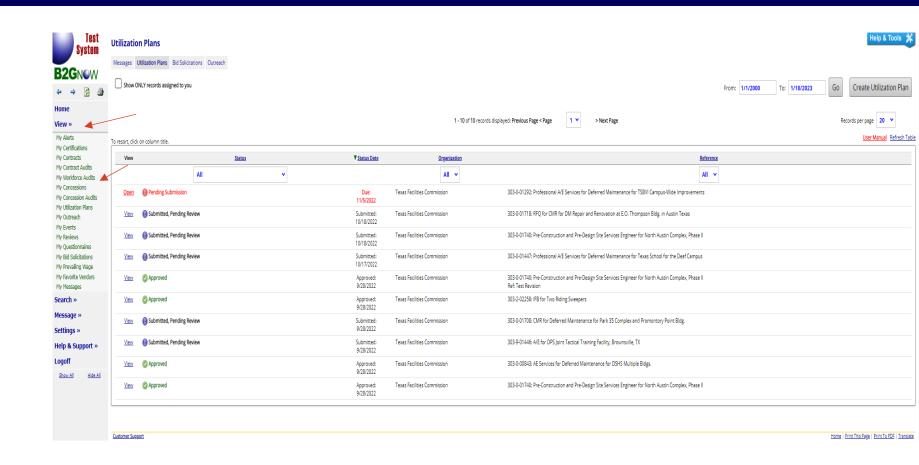
The HSP Plan will return to your My Utilization Plan list as "Pending Submission"



# Check the Status of Your HSP Plan

## Check the Status of Your HSP Plan

"My Utilization Plan" to access all your HSP plans to determine status



# Common Error Messages

# Common Error Messages

#### Step 3: Sign and Submit Utilization Plan

There are warnings related to this plan. Please review and correct as instructed. Once all warnings are cleared, the plan will be cleared for submission.

- ① Due to subcontracting opportunity commodity codes not being fulfilled by your subcontractors the plan cannot be submitted.
- Enter subcontracting opportunity notifications before submitting the plan.
- ① Subcontractor award percent must be greater than or equal to subcontracting intentions.

#### **Actions to Take**

Error #1 Ensure to "assign" applicable work (NIGP) codes when adding subcontractors

Error #2 - (for GFE-Solicitation Method) —ensure to "add" 3 HUBs and 2 Trade Organizations per scopes identified in subcontracting intentions

Error #3 – Ensure the percentages allocated to the selected subs MATCH your entry in subcontracting intentions section

# QUESTIONS? TFC HUB Office Contacts

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