

Read pages B-1 through B-3 for full description of HUB Participation Plan. This documentation is required. One of the options on page B-3 must be selected. Failure to select an option and return the paperwork will be considered Non-Compliant.

**Houston Independent School District
Request for Proposal**

Form A – HUB Participation Plan

FOR ASSISTANCE ON COMPLETING THESE FORMS CONTACT:

**Business Assistance Department
4400 West 18th Street
Houston, TX 77092
Telephone: (713) 556-7273
Email: BusinessAssistance@houstonisd.org**

SPECIFIC CONDITIONS FOR HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PARTICIPATION

The Office of Business Assistance was established by the Houston Independent School District Board of Education in 1988 to assist historically underutilized businesses (HUBs) in the participation of various district business projects. The district's HUB subcontractor participation goals are as follows:

- 20% for purchasing of goods & non-professional services over \$100,000
- 20% for construction over \$100,000
- 25% for professional services over \$100,000

The district requires all HUB documents and supporting materials to be completed and submitted as a part of the response to a proposal. All required documents should be submitted with an original signature by an official from the Proposer's company. Although most pre-bid meetings are not mandatory, the district recommends that the Proposer attends to become familiar with the HUB requirements. If you are unable to attend the pre-bid meeting, please contact Business Assistance for assistance on completing the required documentation.

IMPORTANT NOTICE

HUB documents are a part of Proposer's evaluation. This documentation is required for your proposal to be evaluated by the district. HISD will determine whether the Proposer's efforts meet the minimum standards of "Good Faith Effort" consistent with the district's policy on the participation of HUBs. Failure to provide the required HUB documentation will be considered non-compliant. If a company is deemed non-compliant, it can lead to disqualification from the provision of goods and services to the district for current and/or future projects.

INSTRUCTIONS

1. Review Form A – HUB Participation Plan and instructions of this section.
2. **Complete Form A – HUB Participation Plan on (page B-3) of this section. Submit this form with your proposal.**
3. Complete all additional documentation required for the participation option that your company selected.
4. **Submit all requested/required forms and documentation with your proposal.**

Houston Independent School District Request For Proposal

HISD AUTHORITY AND INTERPRETATION OF HUB DOCUMENTATION

HISD shall have sole authority for the interpretation of all rules and regulations concerning HUB participation and for all determinations of compliance or non-compliance of any Proposer with the HUB participation requirements as set forth herein. The decision of HISD shall be final and conclusive as to such compliance or non-compliance. All Proposers, by the submission of a proposal, acknowledge and agree that HISD shall have such sole and exclusive authority to make such interpretations and determinations and that all such interpretations and determinations shall be conclusive.

For companies obtaining consultants: Proposer must submit a letter of consent on company letterhead granting Houston ISD permission to speak with the company's consultant who was retained to complete HUB documentation. This letter must be submitted with the HUB Participation Plan.

If the district determines that a supplier is non-compliant, actions include, but are not limited to the following:

If the supplier, during any year of the contract, fails to provide the requested and accurate HUB documentation, it will be subject to having the contract terminated.

**Houston Independent School District
Request For Proposal**

Form A – HUB Participation Plan

The Office of Business Assistance was established by the Board of Education in 1988 to assist historically underutilized businesses (HUBs) to participate in various District business projects. Proposers are required to submit an HUB plan that demonstrates a good faith effort.

Select one of the following and provide supporting documentation for achieving a good faith effort:

☐ My company is certified with one of the organizations that HISD recognizes. Provide a copy of your current certification. Supplier is expected to maintain their certification throughout the duration of the contract. It is the Proposer's responsibility to provide valid certification documentation.

HISD recognizes the following certifying agencies:

(1) Historically Underutilized Business (HUB) with the Comptroller of Public Accounts Statewide HUB Program as authorized by the Texas Government Code §2161.061

(2) City of Houston

(3) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or

(4) Women's Business Enterprise National Council (WBENC) or local affiliate

☐ My company will provide HUB information as it relates to projects and day-to-day operations. Information must be provided in paragraph form on company letterhead. Supporting documentation must be included. Examples of good faith efforts are, but not limited to utilization of HUB firm(s) in your day-to-day operations, joint venture partnership with HUB firm(s) and participation in a Mentor/Protégé agreement.

All questions regarding this document should be referenced to the Houston Independent School District Business Assistance Office at 713-556-7273 or email BusinessAssistance@houstonisd.org.

HISD Project Number

Project Title

Company Name/DBA

Date

Signature of Proposing Company Officer

Print First and Last Name