

AUSTIN INDEPENDENT SCHOOL DISTRICT

Historically Underutilized Business (HUB) Program Compliance Information for Construction Related Projects

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FORMS

HUBATT 1 - HUB Compliance Plan (HCP)/HUB Utilization Report (HUR)

HUBATT 1A - HUB Program Compliance Checklist – Construction

HUBATT 2 - Availability List

HUBATT 3 - List of Local Minority Service Organizations for Construction Related Services

HUBATT 4 - List of Local Minority Newspapers

A. Program Overview

The Historically Underutilized Business (HUB) Program was established by the Austin Independent School District Board of Trustees on August 29, 2016 adopted HUB Policy and Program Guidelines to assist small minority and women-owned business enterprises (HUB/MBE/WBE) equal opportunities in contracting for the District. The Board adopted revised policies (CH & CV LOCAL) on June 18, 2018 to enhance and expand the Program

The purpose of this document is to ensure that bidders/proposers are compliant with the Austin Independent School District's (the District) Program Policies and Regulations when submitting on District solicitations. It will be the bidder proposer's responsibility to reference Program Policies and Regulations (CH & CV) located on the District's website at the following location, as they relate to HUB Program compliance:

<https://www.austinisd.org/hub>

The District's HUB Program intent is to provide equal opportunities to all contractors/consultants and to assist in remedying discrimination in contracting with HUB/MBE/WBE firms. The District will accept business enterprises that meet the certification criteria from a State of Texas Historically Underutilized Business (HUB) and the City of Austin Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) Programs.

B. Solicitation Program Goals

Goals are located/listed on the HUB Compliance Plan (HCP)/HUB Utilization Report (HUR) form for each solicitation.

On all solicitations > \$50,000 the HUB Program Department will review to establish/set Goal(s). When Goal(s) have been established/set, it is a requirement that the bidders/proposers must meet the stated Goal(s) or demonstrate documented Good Faith Effort (GFE) performed to meet the Goal(s).

Important Notice: The following forms and GFE documentation (when required) must be SUBMITTED by the deadline specified in the solicitation.

1. HCP/HUR Form HUBATT 1C HCP or HUBATT 1 HUR
2. HUB Compliance Checklist HUBATT 1A
3. GFE Documentation If answered No in the HUB Compliance Checklist HUBATT 1A)

The bid may be deemed NON-RESPONSIVE and not accepted for compliance review for award consideration.

FOR ASSISTANCE WITH THESE INSTRUCTIONS CONTACT:

Austin Independent School District

HUB Program email:

HUBprogram@austinisd.org

ALL INQUIRIES/REQUESTS MUST BE SENT TO THIS EMAIL

A HUB Program Contracts Relations Coordinator (aka HUB Coordinator) will be assigned to all solicitations. Contact information will be provided.