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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



### C. Good Faith Effort Instructions

When specified Goal(s) are not met, bidder/proposer must submit documentation where GFE was demonstrated to meet the Goal(s).

The HUB Program Director shall determine whether the bidder/proposer is compliant with the HUB Program's GFE requirements. Bidders/proposers shall submit documentation demonstrating their efforts to meet EACH of the following requirements:

Copies of outreach correspondence to all certified firms providing notice through two or more reasonable and verifiable methods sent at least \_\_\_\_\_ calendar days prior to the bid opening date.

Copies of correspondence/advertisements sent to a minimum of five minority women news media and/or trade organizations sent at least \_\_\_\_\_ calendar days prior to the bid opening date.

Division of the work into small, economically feasible segments that can be performed by certified firms.

Copies of correspondence indicating the bidder has taken appropriate steps to follow up on initial responses from potential certified firms and engaged in good faith negotiations with certified firms that have submitted bid.

Copies of correspondence to an certified firm whose bid has been rejected including the basis for the rejection.

The following items are additional GFE steps that may be considered as part of the evaluation process:

Attendance at a vendor conference, i.e. pre-

FOR ASSISTANCE WITH THESE INSTRUCTIONS CONTACT:

Austin Independent School District  
HUB Program email: