

Austin Independent School District HUB Program Compliance Checklist

Solicitation Number & Name: 19CSP058-HOUSTON ES

Name of Prime: _____

Contact Name & Phone Number: _____



A printed HUB Certificate DOES NOT affirm ACTIVE certification



NOTE: Submission of this form is required for Responsiveness.

Were the stated solicitation goal(s) met in your submitted proposal? YES NO



(If the question above is answered YES, _____.)

(If NO, please complete this Compliance Check List on the reverse side.)

If ALL



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

1. Copies of outreach correspondence to ALL certified firms, providing notice through 2 or more reasonable and verifiable methods (i.e. email/fax/phone call) sent at least 10 calendar days prior to bid opening date (Reference HUBATT 2);
- 2. Copies of correspondence/advertisement sent to a minimum of 5 total minority/women news media and/or trade organizations sent at least 10 calendar days prior to bid opening date (Reference HUBATT 3 & 4);
- 3. Division of the work into small, economically feasible segments that can be performed by certified firms (List scopes/work divided);
- 4. 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 bids;
- 5. Copies of correspondence to any certified firm whose bid has been rejected, including the basis for the rejection (Provide list of all certified firms not used and reason rejected);

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