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HUBATT 1A

## Austin Independent School District HUB Program Compliance Checklist

Solicitation Number & Name: \_\_\_\_\_19CSP067-

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1. Copies of outreach correspondence to 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 evaluation process:

6. Attendance at a vendor conference (i.e. pre-proposal or pre-bid meeting)