



AUSTIN INDEPENDENT SCHOOL DISTRICT

Historically Underutilized Business (HUB) Program

NO GOALS Compliance Information for Commodities & Other Contracted Services

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FORMS:

HUBATT1 – HUB Compliance Plan (HCP)/HUB Utilization Report (HUR)

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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

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:

1. Copies of outreach correspondence to all certified firms, providing notice through two or more reasonable and verifiable methods, sent at least 10 calendar days prior to the bid opening date;
2. Copies of correspondence/advertisements sent to a minimum of five minority/women news media and/or trade organizations; sent at least 10 calendar days prior to the bid opening date;
3. Division of the work into small, economically feasible segments that can be performed by certified firms;
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 bid;
5. Copies of correspondence to any 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:

6. Attendance at a vendor conference (i.e. pre proposal/pre bid meeting) to discuss participation opportunities for certified firms;
7. Attendance at a District sponsored outreach event; and
8. Encouraging non certified firms to pursue certification.

A HUB Compliance Checklist form has/will be provided to aid in ensuring ALL required steps have been taken for compliance when Goal(s) are not met.

The District reserves the right to reject the bidder/proposer that is not in compliance with these HUB Program requirements when Goals are not met or exceeded at time of submission.

FOR ASSISTANCE WITH THESE INSTRUCTIONS CONTACT:

Austin Independent School District

HUB Program email:

HUBprogram@austinsd.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.