

HUB FORM AISD/

TABLE OF CONTENTS

| | |
|------------------------------------|---|
| NO GOALS Solicitation..... | 3 |
| A. Program Overview..... | 4 |
| B. Program Solicitation Goals..... | 4 |
| C. Good Faith Efforts (GFE)..... | 5 |
| Contact info | 6 |

FORMS:

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

NO GOALS Solicitation

IMPORTANT PLEASE READ THE FOLLOWING:

Austin Independent School District (AISD) has determined that this solicitation is not eligible for goals as outline in the CH (Policy). No Goals are appropriate for this project. While no goals have been established for this project, the Bidder/Proposer is required to comply with AISD HUB Program Regulations if areas of subconsulting are identified. The Program applies when submitting proposal (pre-award) and after contract award (post-award). HUB Program guidelines are attached in the event subconsulting is identified for utilization on a proposal.

The HUB Utilization Report – HUR form (HUBATT 1) is ALWAYS required for responsiveness check and will be used for tracking project payments. If subcontracting/subconsulting is identified, the Bidder/Proposer is required to contact the AISD Project Manager (PM)/Requester to secure authorization. The PM/Requester will notify the HUB Program Office and request an availability list (HUBATT 2), contacts for certified firms. The availability list (HUBATT 2) will be forwarded to the Bidder/Proposer and AISD PM/Requester within two (2) business days.

On a “No Goals” solicitation, a Bidder/Proposer must submit documentation where Good Faith Effort (GFE) was demonstrated ONLY when a certified subcontractor/subconsultant is NOT being used.

These guidelines are being provided to assist you when subcontracting/subconsulting is

Good Faith Effort Instructions

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

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.