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### FORMS:

HUBATT1 HUB Compliance Plan (HCP)/HUB Utilization Repot (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 (see 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 reW\*NBTC 2231 ITEM C Q/P 4MCMCID 2 BDC q02 2 reW\*NBTC/TT1 0.ID



### 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 at least 3 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.

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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@austinisd.org](mailto: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.