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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 (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 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 identified and approved by the PM/Requester.

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 of the Austin Independent School District.



C. Good Faith Effort Instructions

When specified Goal(s) are not met where GF+ was desired

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The HUB Program Director shall determine whether the bidder/proposer complies with the program's GF+ requirements. The bidder/proposer shall submit a written explanation of the following requirements:

1. Correspondence to all identified firms shall be received by the bidder/proposer no later than 10 business days prior to the bid opening date;

2. Correspondence/advertisements sent to a minority/women news media and/or trade organizations shall be received by the bidder/proposer no later than 10 business days prior to the bid opening date;

3. All economically feasible requests shall be responded to by the bidder/proposer.

4. Correspondence indicating the bidder has taken appropriate steps to follow up on initial responses from potential bidders and engage in good faith negotiations with the bidder; and

5. Correspondence of any kind from a rejected bidder indicating 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 the bidder.

7. Attendance at a District sponsored outreach event; and

8. Encouraging non-District bidders to participate in the procurement process.

A HUB Compliance Checklist for the bidder has/will be provided to aid in ensuring all required steps have been taken for compliance.

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 the time of submission.

