



Austin Independent School District HUB Program Equity in Contracting Plan

Equity in contracting practices offers access to procurement opportunities and provides technical assistance to HUB certified Minority and Women-owned Business Enterprises (M/WBE) interested in doing business with the Austin Independent School District (AISD).

The district has determined assessing equity in contracting practices are practical, feasible, and appropriate. Accordingly, Proposers shall be required to include an Equity in Contracting Plan (Plan) as part of their response to this solicitation.

Failure of the Proposer to meet their HUB contractual commitment or comply with any other aspect of the HUB Program requirements will constitute a material breach of the contract entitling the district to exercise any and all remedies available in the contract, program requirements or applicable law. In addition, the failure of the Proposer to meet their HUB contractual commitment or comply with any other aspect of the Program requirements may be considered and have an impact on future contract award considerations.

Submission of the Plan shall constitute a representation by the Proposer to the district that it commits to meet or exceed the HUB participation level as documented on the HUB Utilization Report (HUR).

(Insert Company Name Here) is committed to developing a high performance, inclusive work environment that reflects the diversity of the AISD community. **(Insert Company Name Here)** will actively seek out HUB firms to bid on subcontracting opportunities in connection to this solicitation **(Insert Solicitation Number here)**.

Required as a part of the HUB evaluation, please submit the completed and signed Equity in Contracting Plan, which includes the following: HUB Utilization Report (HUR), Equity Assessment, Equity Approach, and HUB References by the solicitation due date in order to be considered for evaluation.

The following three sections are provided to assist with developing the Plan:

	HUB Scoring Criteria	Maximum Point Allocation
A.	Proposer submitted in the HUR, a diverse list of certified HUB subcontractors in trades that meet or exceed the district's HUB aspirational goals.	8
B.	Proposer submitted an equity in contracting strategy by completing: <ul style="list-style-type: none"> Part 1 Equity Assessment = 2 points Part 2 Equity Approach = 3 points 	5
C.	Proposer submitted a list of two (2) HUB subcontractor references from a project within the past 2 years to include one (1) MBE and one (1) WBE subcontractor.	2
	Total Points	15

A. HUB Participation – Refer to HUR Form (HUBATT 1)

For Internal Use Only

Total Point Allocation

Scoring Justification – Evaluator documents reason for score.

B. Part 1: Equity Assessment

Please confirm if the following duties are included as part of your company's business practices indicating Yes or No (If yes, supporting documentation is required for verification purposes).		Yes	No	Total Point Allocation (For Internal Use Only)
a.	Develop and promote company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to HUB firms.			
b.	Leverage business relationships with non – HUBs to achieve goals.			
c.	Collaborate with minority associations and local chambers of commerce to advertise bid opportunities in HUB focused media outlets and to identify certified HUB firms.			
d.	Conduct or arrange training for internal personnel and project teams to enhance the knowledge concerning the District's HUB Program requirements.			
e.	Encourage non-certified firms that qualify to pursue HUB certification.			

B. Part 2: Equity Approach

For verification purposes, the District reserves the right to request supporting documentation.

1. The name, title, and contact information (email and phone) of a high ranking individual or knowledgeable consultant who will be responsible for ensuring compliance with the AISD HUB Program, monitoring and reporting, ensuring no unauthorized changes to HUB subcontractors, adhering to the HUB goal percentages and subcontractor payment terms, and executing the HUB subcontracting schedule.

Name:	Email:
Title:	Phone:

2. Describe how your company will divide the project scopes into economically feasible units to achieve the stated HUB goals outlined in the HUR.

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For Internal Use Only

Total Point Allocation
Scoring Justification – Evaluator documents reason for score.

3. Demonstrate your systems or strategies to minimize financial challenges to HUB firms (i.e., prompt payment, early release of retainage, etc.).

For Internal Use Only

Total Point Allocation
Scoring Justification – Evaluator documents reason for score.

4. Describe your systems and strategies to increase HUB participation with new firms that have not done business with AISD.

For Internal Use Only

Total Point Allocation
Scoring Justification – Evaluator documents reason for score.

C. HUB References

List two (2) HUB firms that have performed work similar to the type of work described in this solicitation for your company within the past two years to include one (1) MBE and one (1) WBE subcontractor:

Company Name:	
Contact Person:	
Email:	
Phone Number:	
Trades Performed:	

Company Name:	
Contact Person:	
Email:	
Phone Number:	
Trades Performed:	

For Internal Use Only

Total Point Allocation
Scoring Justification – Evaluator documents reason for score.

The undersigned authorized agent acknowledges the information provided in the Equity in Contracting Plan is true and accurate to the best of their knowledge.

Signature

Date