AUSTIN INDEPENDENT SCHOOL DISTRICT

Historically Underutilized Business (HUB) Program
Compliance Information for
Construction Related Projects
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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 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 (CH & CV) located on the District’s website at the following location, as they relate to HUB Program compliance:

https://www.austinisd.org/hub

The District’s HUB Program intent is to provide equal opportunities to all contractors/consultants and to assist in remedying discrimination in contracting with HUB/MBE/WBE firms. The District will accept business enterprises that meet the certification criteria from a State of Texas Historically Underutilized Business (HUB) and the City of Austin Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) Programs.

B. Solicitation Program Goals

Goals are located/listed on the HUB Compliance Plan (HCP)/HUB Utilization Report (HUR) form for each solicitation.

On all solicitations > $50,000 the HUB Program Department will review to establish/set Goal(s). When Goal(s) have been established/set, it is a requirement that the bidders/proposers must meet the stated Goal(s) or demonstrate documented Good Faith Effort (GFE) performed to meet the Goal(s). **GFE documentation MUST be submitted ONLY with the proposal, when a certified HUB/MBE/WBE firm 1) was not listed to achieve the Goal(s) on the HCP or 2) Goal(s) were not achieved on the HUR.**

**Important Notice:** The following forms and GFE documentation (when required) must be **SUBMITTED** by the deadline specified in the solicitation.

1. HCP/HUR Form – HUBATT 1C HCP or HUBATT 1 HUR
2. HUB Compliance Checklist – HUBATT 1A
3. GFE Documentation (If answered “No” in the HUB Compliance Checklist HUBATT 1A)

The bid may be deemed **NON-RESPONSIVE** and not accepted for compliance review for award consideration.
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 aide 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@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.