Austin Independent School District  
HUB Program Compliance Checklist  

Solicitation Number & Name: ____ 19CSP089 – ALSN ____________

Name of Prime: ____________________________________________________________

Contact Name & Phone Number: _____________________________________________

⚠️ A printed HUB Certificate DOES NOT affirm ACTIVE certification

⚠️ NOTE: Submission of this form is required for Responsiveness.

* Verify ACTIVE certification for subcontractor at either links to count as participation:

  State of Texas HUB [https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do](https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do)  
  or

  City of Austin MBE/WBE [https://www.austintexas.gov/financeonline/vendor_connection/search/vendors/certvendor.cfm](https://www.austintexas.gov/financeonline/vendor_connection/search/vendors/certvendor.cfm)

Were the stated solicitation goal(s) met in your submitted proposal?  
YES ☐  NO ☐

(If the question above is answered YES, STOP)

(If NO, please complete this Compliance Check List on the reverse side.)

If ALL goals/subgoals were not met/exceeded, ALL questions must be completed and Good Faith Effort (GFE) documentation MUST be submitted with the HUR Form (HUBATT 1) no later than 24 hours following bid opening date.

*ONLY HUB documents can be emailed to: Proconteam@austinisd.org or hand-delivered to:  
- 1111 W. Sixth Street, A-300, Austin, TX 78703

*For any questions regarding the solicitation of this project please email  
HUBprogram@austinisd.org
When specified Goal(s) are not met, bidder/proposer must submit documentation where GFE was demonstrated to meet the Goal(s):

☐ 1. Copies of outreach correspondence to **ALL** certified firms, providing notice through 2 or more reasonable and verifiable methods (i.e. email/fax/phone call) sent at least 10 calendar days prior to bid opening date (Reference HUBATT 2);

☐ 2. Copies of correspondence/advertisement sent to a minimum of 5 total minority/women news media and/or trade organizations sent at least 10 calendar days prior to bid opening date (Reference HUBATT 3 & 4);

☐ 3. Division of the work into small, economically feasible segments that can be performed by certified firms (List scopes/work divided);

☐ 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 bids;

☐ 5. Copies of correspondence to any certified firm whose bid has been rejected, including the basis for the rejection (Provide list of all certified firms not used and reason rejected);

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 GFE program guidelines when solicitation goals are not met or exceeded at time of submission.