

**Austin Independent School District**

**HUB Program Compliance Checklist**

**Solicitation Number & Name: \_\_\_\_\_\_\_\_\_\_\_19CSP103 - ODOM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Prime: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name & Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

** ***A printed******HUB Certificate DOES NOT affirm ACTIVE certification***

**\* 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>

**or**

**City of Austin MBE/WBE** <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,![PngThumb-red-stop-sign-4660[1]]().** )

(**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**);
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| ☐ | 1. 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**);
 |
| ☐ | 1. Division of the work into small, economically feasible segments that can be performed by certified firms (**List scopes/work divided**);
 |
| ☐ | 1. 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;
 |
| ☐ | 1. 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:1. Attendance at a vendor conference (i.e. pre-proposal/pre-bid meeting) to discuss participation opportunities for certified firms;
2. Attendance at a District-sponsored outreach event; and
3. 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.**