

**Austin Independent School District**

# HUB Program RFQ Compliance Checklist

**Solicitation Number & Name: \_19RFQ118 – Rosedale & New Northeast MS (DB)\_\_**

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

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

** **NOTE: *Submission of this form is REQUIRED.***

*Alert
* ***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>

***\*Assignments for this proposal have not been determined, however, you are REQUIRED to list, on HUBATT 1C, certified firms that will be counted towards meeting/exceeding the solicitation goals and also list ALL non certified firms.***

**Is there representation for each HUB category to meet/exceed the solicitation goals stated?**

**YES NO O**

**If the question above is answered YES,.** )

(**If NO, please complete this Compliance Check List on the reverse side ONLY for HUB goal categories not met.**)

\*\***ONLY** **HUB documents can be emailed to**: [**Proconteam@austinisd.org**](mailto:Proconteam@austinisd.org)

***\**For any questions regarding the solicitation of this project please email**

[**HUBprogram@austinisd.org**](mailto:HUBprogram@austinisd.org)

***When specified Goal(s) are not meet, 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**); |
| ☐ | 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.**