Austin Independent School District
HUB Program Compliance Checklist

Solicitation Number & Name: __20CSP047-RENOVATIONS AT WLNT CK ES__

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
  - 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, ☑ .)

(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:
  4000 S. Interstate 35, 4th Floor, Austin, TX 78704

*For any questions regarding the solicitation of this project please email HUBprogram@austinisd.org
This HUB Compliance Checklist has been provided to aid in ensuring ALL required GFE steps have been taken for compliance when Goal(s) are not met.

**When specified Goal(s) are not met, the bidder/proposer must submit the following documentation where GFE was demonstrated to meet the Goal(s) to be HUB Compliant:**

1. Copies of outreach correspondence is required for *a minimum of 5* different certified firms, when available, for goal(s) not achieved (ethnic/gender). Providing notice through 2 or more different and verifiable methods (i.e. email/fax/phone call/letters) sent at least 5 *business days* prior to bid opening date (*Reference HUBATT 2 - List of Certified Firms*);

2. Copies of correspondence/advertisement sent to a minimum of 5 total minority/women news media and/or trade organizations sent at least 5 *business days* prior to bid opening date (*Reference HUBATT 3 & 4 – List of Minority Organizations & Newspapers*);

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 *any 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 reason for 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. Verifiable attendance at a vendor conference (i.e. pre-proposal/pre-bid meeting) to discuss participation opportunities for certified firms;

7. Verifiable attendance at a District-sponsored outreach event; and/or

8. Encouraging non-certified firms to pursue certification.

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.