AUSTIN INDEPENDENT SCHOOL DISTRICT

Historically Underutilized Business (HUB) Program

Compliance Guidelines
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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. Statement of Responsibility – SOR (when required)
2. HCP/HUR Form
3. HUB Compliance Checklist
4. GFE Documentation (when required)
The bid/proposal 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. GFE documentation is required for a minimum of five (5) different firms highlighted on HUBATT 2 (Availability List) for each category not achieved. When five (5) firms are not highlighted, please select remaining firms to contact.

NOTE: GFE documentation is ONLY required for EACH category where goal(s) are NOT met.

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 a minimum of 5 certified firms for goal(s) not met, 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 Newspapers & Organizations);

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.

A HUB Compliance Checklist form was/will be provided to assist 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 (a.k.a. HUB Coordinator) will be assigned to all solicitations. Contact information is provided in the solicitation.