Austin Independent School District
HUB Program Compliance Check List

Solicitation Number & Name: 20CSP084 - Renovations at SUNSET VALLEY 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](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](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:
4000 S. Interstate 35, 4th Floor, Austin, TX 78704

*For any questions regarding the solicitation of this project please email
HUBprogram@austinisd.org

Revised 09.25.19 ddb
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, bidder/proposer must submit the following documentation where GFE was demonstrated (GFE documentation is required for a minimum of five (5) different firms, when available, for each goal not achieved (ethnic/gender) taken from the HUBATT 2 (Availability List):*

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.

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