AUSTIN INDEPENDENT SCHOOL DISTRICT

Historically Underutilized Business (HUB) Program

Compliance Information for

Construction Related Projects

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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 adopted HUB Policy and Program Guidelines 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. HCP/HUR Form – HUBATT 1C HCP or HUBATT 1 HUR
2. HUB Compliance Checklist – HUBATT 1A
3. GFE Documentation (If answered "No" in the HUB Compliance Checklist HUBATT 1A)

The bid 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 meet, bidder/proposer must submit documentation where GFE was demonstrated to meet the Goal(s).

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 all certified firms, providing notice through two or more reasonable and verifiable methods, sent at least 10 calendar days prior to the bid opening date;

2. Copies of correspondence/advertisements sent to a minimum of five minority/women news media and/or trade organizations; sent at least 10 calendar days prior to the bid opening date;

3. Division of the work into small, economically feasible segments that can be performed by certified firms;

4. 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 bid;

5. Copies of correspondence to any certified firm whose bid has been rejected, including the basis for the rejection;

The following items are additional GFE steps that may be considered as part of the evaluation process:

6. Attendance at a vendor conference (i.e. pre-proposal/pre-bid meeting) to discuss participation opportunities for certified firms;

7. Attendance at a District-sponsored outreach event; and

8. 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 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 (aka HUB Coordinator) will be assigned to all solicitations. Contact information will be provided.