



## Austin Independent School District HUB Program Compliance Checklist

Solicitation Number & Name: 20CSP013 - ODOM ES (Chiller Replacement/Lighting Upgrades)  
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/tpasscmlsearch/tpasscmlsearch.do>

or

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, .)**

**(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](mailto:Proconteam@austinisd.org) or hand-delivered to:  
- 1111 W. Sixth Street, A-300, Austin, TX 78703

**\*For any questions regarding the solicitation of this project please email  
[HUBprogram@austinisd.org](mailto:HUBprogram@austinisd.org)**

**When specified Goal(s) are not met, 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**);
- 2. 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**);
- 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 initial 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 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:

- 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 GFE program guidelines when solicitation goals are not met or exceeded at time of submission.**