



Austin Independent School District HUB Program Compliance Checklist

Solicitation Number & Name: 20CSP040 – TRAVIS HEIGHTS 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

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 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.

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.