HUBATT 1A

Austin Independent School District

HUB Program Compliance Checklist

Solicitation Number & Name: 21CSP040-HVAC RENOVATIONS AT MCCALLUM HS

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
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, 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

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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