



Austin Independent School District HUB Program Compliance Checklist

Solicitation Number & Name: 19CSP071-ODOM

Name of Prime: _____

Contact Name & Phone Number: _____

 **A printed HUB Certificate DOES NOT affirm ACTIVE certification**

 **NOTE: Submission of this form is required for Responsiveness.**

* Verify ACTIVE certification for subcontractor at either links to count as participation:

State of Texas HUB <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.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:
- 1111 W. Sixth Street, A-300, Austin, TX 78703

***For any questions regarding the solicitation of this project please email**

HUBprogram@austinsd.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.