University Requirements:
A HUB Determination Form (HDF) is required for all purchase orders and contracts totaling over $90k over the life of the contract or purchase. The form allows the university to determine if subcontracting opportunities are probable or not.

According to 34 TAC §20.28, a “Subcontractor” means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity. If at any time a prime vendor can outsource to another entity to help completion of the purchase, then subcontracting opportunities are probable and a HUB Subcontracting Plan (HSP) is required.

If it is determined that subcontracting opportunities are probable, please reach out to Texas State University HUB staff by phone or e-mail. Contact: hub@txstate.edu or (512)245-2521

HDF Completion Guide

**Section 1** - Line one is the purchase title or contract name

**Section 2** - Check the box that is applicable indicating if the award is expected to exceed $90,000

**Section 3** - Declare methods that were used to determine if subcontracting opportunities are probable or not.

**Section 4** - Definition of a “subcontractor” according to Texas Administrative Code – 34 TAC §20.28

**Section 5** - Check applicable box
- If subcontracting opportunities do not exist please provide a summary of why (e.g., software purchase straight from developer, lease agreement, conference)

**Section 6** - Sign and date

**Section 7** – Send to HUB staff to sign and file

If assistance is needed please e-mail hub@txstate.edu