**Historically Underutilized Business (HUB) Program**

* State mandated program that promotes diversity in contracts.
* HUB vendors are certified by the State Comptroller’s Office.

[HUB Subcontracting Plan (HSP)](https://comptroller.texas.gov/purchasing/vendor/hub/forms.php) (Texas Comptroller form)

* Required when contract is $100,000 or greater and subcontracting is probable

There are 4 different ways to successfully complete an HSP:

1. Use only HUB subcontractors
2. Meet the HUB goal
3. Good Faith Effort – Method B (Attachment B)
   1. Provide written notice to three HUBs and two trades of subcontracting opportunities, and attach proof to HSP.
   2. Allow HUBs and trades at least eight business days to respond before you submit your bid. Holidays, weekends, and the day the notice is sent do not count.
4. Self-perform
   1. Must complete Section 3 Self Performing Justification

Statewide HUB goals:

* 21.1% building construction
* 32.9% special trade construction
* 23.7% professional services
* 26.0% all other services
* 21.1% commodities

To find HUB vendors:

[TX Comptroller Commodity Book](https://mycpa.cpa.state.tx.us/commbook/indexSearch)- use a keyword search to find NIGP Class Codes

[TX Comptroller Centralized Master Bidders List (CMBL)](https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do)- use Class Codes to find HUB vendors

Once you have the contract:

* Submit Progress Assessment Reports (PARs) with invoices. The PAR form is the last page of the HSP.
* Update your HSP if there are changes to the subcontractor, approximate dollar amount, or expected percentage of contract.

Reach out to Mary Morrison, HUB Specialist, with any questions or for an HSP review at

[hub@txstate.edu](mailto:hub@txstate.edu) or 512-245-2521.