

HUB Determination Form (HDF)

Please fill in: Project Name or Description, Vendor # and Name, Solicitation #, explanation, and sign (including name, date, and title). Return form to hub@txstate.edu for approval.

Project Name or Description: _____

Vendor # and Name (if known): _____

Solicitation # (if known): _____

In accordance with the [Texas Government Code, Sec. 2161.252 \(a\)](#), each agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable. State agencies should use the steps outlined in the [Texas Administrative Code HUB Rules, Title 34, Part 1, Chapter 20, Subchapter D, 20.285 \(a\)](#) in making the determination of whether subcontracting opportunities are probable.

If subcontracting opportunities are not probable, you must complete this form, send to hub@txstate.edu for approval, and attach it to the Solicitation, Contract Request, or Requisition.

Purchases not requiring this form include grants and subawards (see [Texas Government Code Sec. 2155.140](#)), and Other Exempt Purchases according to [TSUS Contract Management Handbook Version 3, Sec. 3.2.3 E](#).

Note: If there are subcontracting opportunities, a [HUB Subcontracting Plan \(HSP\)](#) is required.

Explain below why subcontracting opportunities are not probable.

I, the undersigned authorized representative of Texas State University, have reviewed this procurement, complied with the steps according to the HUB Rules, and have determined to the best of my knowledge that subcontracting opportunities are not probable for this procurement.

Signature

Date

Name (*Print*)

Title

Texas State HUB Evaluator

Date