TEXAS STATE UNIVERSITY

VetHUB Subcontracting Plan

Vendor Guide

Simple step-by-step instructions for completing the State of Texas Subcontracting Plan

START HERE

If the solicitation requires a State of Texas Subcontracting Plan, every responding vendor must submit one - including vendors that will self-perform the entire contract.

Do not change Page 1. Begin your completion on Page 2.

There are only two overall compliance paths: (1) Self-Performance or (2) Subcontracting / Good Faith Effort (GFE).

Meeting or exceeding the VetHUB participation goal, or using only VetHUB subcontractors, does not replace the GFE requirement.

Choose Your Path

PATH 1 - SELF-PERFORM	PATH 2 - SUBCONTRACT / GFE
Use this path only if your company will perform the entire contract with its own employees, goods, and services and will use no subcontractors. **Complete Page 2, sign the self-performance affirmation, and submit Pages 1-2 only.**	Use this path if your company will subcontract any portion of the work, including contracted staffing, goods, or services. **List every subcontracting opportunity and complete a separate GFE for each one.**

What Counts as a Subcontractor?

A subcontractor is an entity that contracts with the prime contractor to work or contribute toward completing the contract. Employees of the prime contractor are not subcontractors, but contracted workers are included.

The State form requires respondents to consider all potential subcontracting opportunities when deciding which path applies.

PAGE 2 - COMPLETE YOUR COMPANY INFORMATION AND CHOOSE A PATH

1 Complete Section 1 - Respondent Information

Enter your company name, State of Texas Vendor ID, point of contact, email, phone number, VetHUB certification status, solicitation number, and bid/response due date.

2 Complete Section 2 – Declaration

Answer whether your company will fulfill the entire contract with its own resources. Check "Yes" only if no subcontractors will be used. Check "No" if any portion will be subcontracted.

If You Select YES - Self-Performance

- Complete Section 3, Affirmation of Self-Performing Contractor.
- Sign and date the affirmation.
- Submit Pages 1 and 2 only.
- If you are awarded the contract and later decide to use a subcontractor, you must submit a revised plan and have it approved before the work begins.

If You Select NO - You Will Subcontract

- Skip the self-performance affirmation.
- Continue to Section 4.
- List every portion of work you plan to subcontract.
- Then complete Section 5 separately for each subcontracting opportunity.

IMPORTANT

A vendor may be a certified VetHUB and still be required to complete the plan.
A vendor may plan to award all subcontracted work to VetHUB firms and still must complete the required GFE for each subcontracting opportunity.

SECTION 4 - LIST EVERY SUBCONTRACTING OPPORTUNITY

Complete Section 4 only if you selected the subcontracting path.

3 List Each Opportunity

List every commodity, service, contracted staffing need, trade, or other portion of work your company intends to subcontract.

For Each Opportunity, Enter

- Item number
- Description of the subcontracted work
- NIGP code
- Percentage of the total contract expected to go to certified VetHUB subcontractors
- Percentage of the total contract expected to go to other subcontractors

PERCENTAGES ARE BASED ON THE TOTAL CONTRACT VALUE

Example: Total contract value = $500,000
Electrical subcontract = $50,000
Section 4 percentage = 10% of the total contract value.

Do Not Combine Distinct Opportunities

If you plan to subcontract electrical, roofing, and HVAC work, those are three separate subcontracting opportunities. List each separately because each opportunity requires its own Section 5 and GFE.

THE PARTICIPATION GOAL IS NOT A COMPLIANCE METHOD

Meeting or exceeding the participation goal does not eliminate the GFE requirement.
Using only VetHUB subcontractors does not eliminate the GFE requirement.
If you subcontract any portion of the work, complete the required GFE for each opportunity.

SECTION 5 - COMPLETE GOOD FAITH EFFORT FOR EACH OPPORTUNITY

4 **Section 5.1 - Identify the Opportunity**

Enter the Section 4 item number and description. Complete a separate copy of Section 5 for every subcontracting opportunity listed in Section 4.

Section 5.2 - Mentor-Protege Option

If you are participating as a mentor in a State of Texas Mentor-Protege Program and will use your certified VetHUB protege for the specific opportunity, follow Section 5.2. This satisfies GFE for that specific portion of work. Otherwise, continue to Section 5.3.

5 **Section 5.3 - Search for VetHUBs**

Search the VetHUB Directory by business category or NIGP code and identify qualified certified VetHUBs for the specific subcontracting opportunity.

VetHUB Directory: https://mycpa.cpa.state.tx.us/tpasscmblsearch/#

6 **Notify VetHUBs**

Notify at least two qualified certified VetHUB vendors for each subcontracting opportunity, when available.

Your Outreach Must Include

- Scope of work
- Location to review plans/specifications, if applicable
- Bonding and insurance requirements
- Required qualifications
- State agency name and point of contact
- Solicitation number
- Your company contact name, email, and phone number
- Clear response due date

7 **Allow the Required Response Time**

Allow at least seven business days for response. Do not count the day the notice is sent, weekends, or holidays. Use any solicitation-specific outreach deadline provided with the solicitation.

If Fewer Than Two Qualified VetHUBs Are Available

- Document the VetHUB Directory search and results.
- Contact all qualified VetHUB vendors that are available.
- Include the search documentation with your plan.

DOCUMENT YOUR GFE, SELECT SUBCONTRACTORS, AND SIGN

8	**Save and Submit Supporting Documentation** Keep copies of the outreach emails or written notices you sent, all responses received, and any required directory-search documentation. Attach the supporting documentation to your subcontracting plan.

NO RESPONSE IS STILL DOCUMENTATION

A VetHUB vendor does not have to respond for you to document your effort.
Keep evidence showing that the outreach was sent to the appropriate vendor and that the required response period was provided.

9	**Section 5.4 - Identify Selected Subcontractors** For the applicable opportunity, list the subcontractor(s) selected and provide the company name, VetHUB status, Texas VID or Federal EIN, approximate dollar amount, and expected percentage of the total contract.
10	**Section 6 - Final Affirmation** An authorized representative must certify the plan. If awarded, you must notify selected subcontractors, notify the university staff of any changes to the approved plan(submit revisions if needed), and submit Progress Assessment Reports (PARs) with invoices as required.

Use the Notification Form If Helpful

The State plan includes a Subcontracting Opportunity Notification Form that may be used for outreach. You may also use an email if it contains the required information.

Final Submission Checklist

□ I used the current State of Texas Subcontracting Plan included with the solicitation.
□ I did not change Page 1.
□ I completed my company information on Page 2.
□ I selected the correct path: Self-Performance or Subcontracting/GFE.
□ If self-performing, I signed Section 3 and am submitting Pages 1-2 only.
□ If subcontracting, I listed every subcontracting opportunity in Section 4.
□ I completed one Section 5 for each subcontracting opportunity.
□ I contacted at least two qualified VetHUBs for each opportunity, when available.
□ I allowed at least seven business days for response.
□ I attached outreach emails/notices and vendor responses.
□ I attached search documentation when fewer than two qualified VetHUBs were available.
□ I completed Section 5.4 for selected subcontractors.
□ I signed the final affirmation in Section 6.

COMMON QUESTIONS

Do I have to subcontract?

No. You may self-perform the entire contract if your company can perform the full scope using its own employees, goods, and services.

If my company is a certified VetHUB, do I still submit the plan?

Yes, when the solicitation requires a State of Texas Subcontracting Plan.

If I already plan to use VetHUB subcontractors, do I still perform GFE?

Yes. If any portion of the work will be subcontracted, complete the required GFE for each subcontracting opportunity.

If I meet or exceed the VetHUB participation goal, am I finished?

No. The participation goal does not replace the GFE requirement.

Can I use non-VetHUB subcontractors?

Yes. The plan does not prohibit use of non-VetHUB subcontractors, but the required GFE must be completed and documented for each subcontracting opportunity.

Do I contact two VetHUBs total or two for each opportunity?

At least two qualified VetHUBs for each subcontracting opportunity, when available.

What if I cannot find two qualified VetHUBs?

Document the search, contact all qualified VetHUBs that are available, and submit the supporting search and outreach documentation.

What if a VetHUB does not respond?

Keep documentation showing the outreach was sent and the required response period was provided. A lack of response does not by itself invalidate a properly documented effort.

What if I say I will self-perform and later need a subcontractor?

Obtain approval to amend the subcontracting plan before using the subcontractor.

Do the requirements end after award?

No. The approved subcontracting plan becomes part of contract administration. Changes require plan revisions be submitted to HUB, and PARs must be submitted with invoices as required.

NEED HELP?

For solicitation-specific questions, use the contact listed in the solicitation.
For VetHUB plan questions, contact Texas State University Procurement & Strategic Sourcing at hub@txstate.edu or 512-245-2521.