

TEXAS STATE UNIVERSITY

Internal VetHUB Subcontracting Plan Guide

For Departments, Solicitation Owners, Buyers, and Procurement Staff

PURPOSE OF THIS GUIDE

Use this guide to determine when the State of Texas Subcontracting Plan is required, prepare the University-completed Page 1, package the correct documents with the solicitation, and review vendor submissions consistently.

The companion vendor walkthrough should be posted with solicitations whenever a VetHUB Subcontracting Plan is required.

Quick Reference

Question	Internal Rule
When is a plan required?	For solicitations expected to be \$100,000 or more when Texas State determines subcontracting opportunities are probable with VetHUB-certified prospective vendors.
Who completes Page 1?	Texas State University - the VetHUB Coordinator or the person listed as the solicitation point of contact.
Who completes the rest?	The responding vendor begins on Page 2.
What are the compliance paths?	Only two overall paths: Self-Performance or Subcontracting / Good Faith Effort (GFE).
Does meeting the goal satisfy compliance?	No. Meeting/exceeding the goal or using only VetHUB subcontractors is not a separate compliance method.
How many VetHUBs must be contacted?	At least two qualified certified VetHUBs for each subcontracting opportunity, when available.
How long must vendors give VetHUBs to respond?	At least seven business days. Do not count the day outreach is sent, weekends, or state holidays.

PRE-SOLICITATION WORKFLOW

Department / Solicitation Owner Intake

Before Procurement/VetHUB makes the determination, obtain enough information to understand the full scope and any separable work that could be subcontracted.

- Complete scope of work and deliverables
- Estimated total contract value, including anticipated term and renewals/options
- Known or anticipated subcontracting opportunities, trades, or specialized services
- Project schedule or operational constraints that may affect vendor outreach
- Solicitation due date and key procurement milestones
- Installation, site work, support, staffing, training, delivery, or ancillary services that may be separate from the primary purchase

Determine Whether the Plan Is Required

DECISION POINT

A State of Texas Subcontracting Plan is required when BOTH conditions are met:

1. Expected solicitation value is \$100,000 or more; AND
2. Texas State determines subcontracting opportunities are probable with VetHUB-certified prospective vendors.

If the plan is required, continue with the steps below. **If it is not required, HUB Determination Form (HDF) should be submitted in its place.**

Identify Potential Subcontracting Opportunities

Review the scope for distinct portions of work a prime contractor could reasonably subcontract. Examples vary by procurement and may include installation, specialty trades, consulting, training, data conversion, testing, delivery, site work, maintenance, or other separable services.

- Identify or validate applicable NIGP codes for each potential opportunity.
- Use the opportunities on Page 1 as examples for vendor outreach; the respondent is still responsible for listing every portion of work it actually intends to subcontract.
- Do not assume that a high VetHUB participation percentage eliminates GFE requirements.

Establish the VetHUB Outreach Deadline

Set a solicitation-specific outreach deadline that leaves vendors enough time to complete GFE before the bid/proposal due date.

- Allow at least seven business days for VetHUB response.
- Do not count the day the outreach is sent.
- Do not count weekends or state holidays.
- Build in enough time for the prime contractor to evaluate responses and finalize its subcontracting plan before the solicitation closes.

INTERNAL CONTROL

Place the outreach deadline on Page 1 and use the same deadline in the solicitation instructions and vendor package.

COMPLETING PAGE 1 AND BUILDING THE SOLICITATION PACKAGE

Complete Page 1 - University Staff Only

The VetHUB Coordinator or solicitation point of contact completes Page 1 before the plan is released to vendors.

Use the current TXST blank template as the starting point. The following information is already standardized and should normally remain unchanged unless the VetHUB Coordinator updates the template:

Standard TXST Information – Leave in Place

Field	Standard Entry
Agency Number	754
Agency Name	Texas State University
Courtesy Plan Reviews	Damien Dalton-Nanez
Coordinator Email	hub@txstate.edu
Coordinator Phone	512-245-2521
Notification Form – Agency Name	Texas State University

Standard Texas State VetHUB Goals

The blank template contains all the University goals by category. Keep these percentages unchanged unless an official revised template is issued:

Category	TXST Goal
Heavy construction other than building contracts	11.2%
Building construction, including general contractors and operative builders	21.1%
Special trade construction	32.9%
Professional services	23.7%
Other services	26.0%
Commodities	21.1%

Fields to Update for Every Solicitation

- Solicitation number and title
- VetHUB outreach deadline
- Solicitation point of contact – name, email, and phone number
- Potential subcontracting opportunity examples and applicable NIGP/reference codes
- Solicitation number on the Subcontracting Opportunity Notification Form, if staff elect to prefill it

Template Control: Before releasing the plan, verify that the standard TXST fields and goal percentages remain intact and that every solicitation-specific field has been updated.

DO NOT DELEGATE PAGE 1 TO THE VENDOR

Vendor completion begins on Page 2.

Vendors should not overwrite or change University-completed information on Page 1 unless Texas State specifically directs them to do so.

Solicitation Package / Form Request

When the plan is required, include the following in the solicitation or email request to the vendor:

- Current State of Texas Subcontracting Plan with Page 1 completed
- Texas State VetHUB Subcontracting Plan Walkthrough (vendor guide)
- Solicitation language stating that the plan is required with the response
- VetHUB outreach deadline (on the document and in the email [if applicable])

Staff Talking Points for Vendor Questions

Vendor Question	Texas State Response
Do I have to subcontract?	No. A vendor may self-perform the entire contract using its own employees, goods, and services.
If I am a VetHUB prime, do I still submit the plan?	Yes, when the solicitation requires the plan.
If I exceed the goal, am I compliant?	Not by that fact alone. If any work will be subcontracted, GFE is required for every subcontracting opportunity.
Can I use non-VetHUB subcontractors?	Yes, after completing and documenting the required GFE for the applicable opportunity.
Two VetHUBs total or per opportunity?	At least two qualified VetHUBs per subcontracting opportunity, when available.
What if fewer than two are available?	Document the search, contact all qualified VetHUBs that are available, and submit the search/outreach documentation.

REVIEWING VENDOR SUBMISSIONS

Initial Form Review

Use the following checklist when reviewing a submitted plan:

- Current version of the State plan was used.
- University-completed Page 1 was not altered.
- Vendor information on Page 2 is complete.
- Vendor selected the compliance path that matches how it intends to perform the work.

Path 1 - Self-Performance Review

SELF-PERFORMANCE

Vendor selected: "Yes, my company will self-perform the entire contract."

Confirm the vendor certifies that no subcontractors will be used.

The self-performing respondent submits Pages 1-2 only.

Any later decision to subcontract requires prior notification to Texas State and an amended, approved subcontracting plan.

Path 2 - Subcontracting / GFE Review

If any portion of the contract will be subcontracted, verify all of the following:

- Section 4 lists every portion of work the vendor intends to subcontract.
- Each opportunity includes a description, applicable NIGP code, and percentage allocation.
- A separate Section 5 is completed for every Section 4 opportunity.
- The vendor contacted at least two qualified certified VetHUBs for each opportunity, when available.
- The outreach allowed at least seven business days, excluding the send date, weekends, and state holidays.
- The outreach described the subcontracting scope, requirements/specifications, solicitation, prime contact, and response deadline.
- Outreach emails or written notifications are included.
- Vendor responses received are included.
- Search documentation is included when fewer than two qualified VetHUBs were available.
- Section 5.4 identifies selected subcontractors and required information.
- Final affirmation is completed.

CRITICAL REVIEW RULE

Do not treat achievement of the VetHUB participation goal as a substitute for GFE.

Using only VetHUB subcontractors is also not a separate compliance path.

GFE is evaluated for each subcontracting opportunity.

Common Problems to Flag

- Previous version of the State subcontracting plan
- Vendor altered Page 1
- Only one VetHUB contacted when two qualified firms were available
- Outreach to firms unrelated to the subcontracting opportunity
- Fewer than seven business days provided
- Missing outreach emails, responses, search documentation, or scope information

POST-AWARD AND INTERNAL ADMINISTRATION

After Award

The approved subcontracting plan becomes part of contract management. Staff should make sure the contract manager and vendor understand the continuing obligations.

- Selected subcontractors are notified upon award as required by the plan.
- Texas State notice and revised plan submission are required if dropping, replacing, adding, or otherwise changing subcontractors or the approved plan.
- Progress Assessment Reports (PARs) are submitted with invoices as required by the contract and plan.
- If a vendor originally certified self-performance and later wants to subcontract, the change must be reviewed and approved before subcontracting begins.

Internal Roles at a Glance

Role	Primary Responsibility	Key Actions
Department / Solicitation Owner	Provide complete procurement context	Scope, value/term, known subcontracting, schedule constraints, ancillary services.
Buyer / Solicitation Contact	Build compliant solicitation package	Coordinate determination, Page 1, deadlines, attachments, vendor communications, and submission review.
VetHUB Coordinator	Program guidance and compliance support	Assist with applicability, goals/categories, opportunities/NIGP codes, GFE questions, plan review, and modifications.
Contract Manager	Post-award compliance	Monitor approved plan, subcontractor changes, PARs, and escalation of issues.
Vendor	Complete and follow the plan	Choose self-performance or GFE, document outreach, submit by deadline, follow approved plan after award.

Escalation / Questions

For solicitation-specific questions, use the buyer or solicitation point of contact identified in the solicitation.

For VetHUB plan questions, contact Procurement & Strategic Sourcing at hub@txstate.edu or 512-245-2521.

CONSISTENCY REMINDER

Use the current State plan and the current Texas State vendor walkthrough for every solicitation. Do not rely on the previous compliance methods of 'using only VetHUBs' or 'meeting the goal.'