

TEXAS STATE UNIVERSITY

VetHUB Subcontracting Determination Form (HDF)

Use when Texas State determines that subcontracting opportunities are not probable

WHEN TO USE THIS FORM

For a procurement with an expected value of \$100,000 or more, Texas State must determine before solicitation whether subcontracting opportunities are probable. Use this HDF only when the scope has been reviewed and subcontracting opportunities are determined NOT probable. If subcontracting opportunities are probable, do not use this form; require the current State of Texas Subcontracting Plan. The determination must be based on the scope and reasonable subcontracting opportunities, not the prime vendor's VetHUB status or participation goal.

A. PROCUREMENT INFORMATION

Project / Procurement Title		Solicitation / Requisition No.	
Vendor Name / VID (if known)		Estimated Maximum Contract Value	
Department / Requestor		Buyer / Solicitation Contact	
Procurement Type	☐ Competitive ☐ Cooperative ☐ Exempt / Other	Date of Determination	

B. SUBCONTRACTING REVIEW

Review the scope for reasonable lots or portions that could be subcontracted consistent with prudent industry practice. Check all areas considered:

☐ Installation / site work / construction	☐ Staffing / temporary or contracted labor
☐ Maintenance / repair / technical support	☐ Training / implementation / professional services
☐ Delivery / logistics / equipment or supplies	☐ Other separable or ancillary work

Were any distinct portions of the work identified that a prime contractor could reasonably subcontract?	☐ Yes ☐ No
If a potential subcontracting opportunity was identified, was the VetHUB Directory/CMBL reviewed for certified prospective vendors?	☐ Yes ☐ No ☐ N/A
Would separating any identified portion create material compatibility, security, warranty, accountability, performance, schedule, or operational risks?	☐ Yes ☐ No
Based on the scope review, are subcontracting opportunities probable for this procurement?	☐ Yes ☐ No

C. JUSTIFICATION - WHY SUBCONTRACTING OPPORTUNITIES ARE NOT PROBABLE

Provide a concise, scope-based explanation. Address why the work cannot reasonably be divided into separate subcontracting opportunities. Avoid relying on vendor certification status, goal attainment, convenience, or preference for a single vendor as the sole basis.

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D. CERTIFICATION AND VETHUB REVIEW

Requester / Buyer Certification: I have reviewed the procurement scope and considered reasonable potential subcontracting opportunities. To the best of my knowledge, subcontracting opportunities are not probable for this procurement.

Name:		Title:	
Signature:		Date:	

VetHUB Review:	☐ Approved ☐ Returned for Revision	Reviewer:	Damien Dalton-Nanez // VCC40
Signature:		Date:	

Return completed form to hub@txstate.edu. After approval, retain the HDF with the solicitation, contract request, or requisition record.

Authority: Texas Government Code Chapter 2161, Subchapter F; 34 Texas Administrative Code §20.285. | Rev. 9/2026