

Due to the nature and volume of questions received regarding Section 3, Historically Underutilized Business (HUB) Participation at the Offeror Conference. The following is offered to clarify the RFP and other statements previously issued to address those questions:

### **Section 3. Historically Underutilized Business (HUB) Participation**

In accordance with Texas Government Code §2161.252, an Offer that does not contain a HUB

Subcontracting Plan (HSP) is considered to be non-responsive and will be rejected without further

evaluation. In addition, if OCA determines that the HSP was not developed in good faith, it will reject the

Offer for failing to comply with material RFP specifications.

#### **3.1 Introduction**

OCA is committed to promoting full and equal business opportunities for businesses in state contracting

in accordance with the goals specified in the State of Texas Disparity Study. OCA encourages the use of

Historically Underutilized Businesses (HUBs) by race, ethnic, and gender classification. In its strategic

plan, OCA has committed to make a good faith effort to meet or exceed statewide HUB goals.

*OCA will evaluate responses to the RFP, including HUB Subcontracting Plans, with those goals in mind.*

### **3.7 Method 5: HUB Subcontracting Procedures – If a Respondent Does Not Intend to**

#### **Subcontract**

If Respondent plans to complete all contract requirements with its own equipment, supplies, materials

and/or employees, it is still required to complete an HSP.

Respondent must complete the “Self-

Performance Justification” portion of the HSP, and attest that it does not intend to subcontract for any

goods or services, including the class and item codes identified in Section 3.5. In addition, Respondent

must identify the sections of the response that describe how it will complete the Statement of Work using

its own resources or otherwise describe in writing the means and methods it will use to complete the

Statement of Work using its own resources. Respondent must agree to comply with the following, if

requested by OCA:

- Provide evidence of sufficient Respondent staffing to meet the RFP requirements;
- Provide monthly payroll records showing Respondent staff fully dedicated to the contract;
- Allow OCA to conduct an on-site review of company headquarters or work site where services are to be performed; and
- Provide documentation proving employment of qualified personnel holding the necessary credentials to perform the Statement of Work.