RFP Number: 773-18-1031MA  Due Date: January 4, 2018, 2:00 PM Local Time

Title: Marketing Services and Promotional Items
For UNT System, UNT Dallas, and UNT Dallas College of Law

Date: December 14, 2017

Addendum Number 1

Attached is a copy of the sign-in sheet from the December 14, 2017 Pre-Submittal Conference and the presentation.

END OF ADDENDUM

Michael J. Abernethy
Digitally signed by Michael J. Abernethy
Date: 2017.12.14 15:04:34 -06'00'
Procurement Services
signature@Michael.Abernethy@untsystem.edu

Procurement Services Signature

Acknowledgement: Please acknowledge receipt of this addenda via the Addenda Checklist, Section 4 of the Request for Proposal.
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REQUEST FOR PROPOSALS
773-18-1031MA
Marketing Services and Promotional Items for UNT System, UNT Dallas, and UNT Dallas College of Law

Pre-Submittal Conference
December 14, 2017, 10:00 AM
Agenda
1. Introductions
2. Key Dates/Times
3. Submittal Instructions
4. HUB Subcontracting Plan
5. Scope of Services Overview
6. Questions/Answers
Key Dates/Times

- Deadline for Inquiries – December 18, 2017
- Deadline for Submittals – January 4, 2018, 2:00 PM Local Time
- UNT System offices are closed beginning December 23, 2017
  and reopen January 2, 2018
Submittal Instructions

1. Submit Packages to:
   Michael Abernethy, Senior Director for Procurement Services
   University of North Texas System
   Business Service Center
   1112 Dallas Drive, Suite 4000, Denton, TX 76205

2. Envelope/Container should be marked “UNTS RFP 773-18-1031MA Response”
3. Submit HUB Subcontracting Plan in Separate Envelope
4. Ensure that you thoroughly read the RFP
5. Respond to each of the criteria in Section 2.3
The Historically Underutilized Business Subcontracting Plan
Agenda

• What is a Historically Underutilized Business
• Why we do a HUB Subcontracting Plan
• How to create a HUB Subcontracting Plan
What is a Historically Underutilized Business (HUB)?

- It is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.
What is a HUB?

- It is certified by the State of Texas.
- It is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas.
Why we do a HUB Subcontracting Plan (HSP)

• Texas State Law.
  • Government Code Chapter §2161.252
  • Administrative Code §20.14
• Demonstrates a “Good Faith Effort” (GFE) to diversify business opportunities.
• Responses that do not include a complete HSP must be rejected.
Quick Checklist

Use this tool to determine which pages and sections must be completed based on the unique situation and plan of the submitting company.

Fillable Electronic Form at:
HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.322, the contracting agency has determined that subcontracting opportunities are viable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs), must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid regulation solicitation.

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.322(b).

The HUB Program promotes equal business opportunities for economically disadvantaged suppliers to contract with the State of Texas. In accordance with the goals specified in the 2009 State of Texas Diversity Study, the statewide HUB goals defined in 24 Texas Administrative Code (TAC) §22:13 per:

- 11.2 percent for heavy construction other than building contracts,
- 21.4 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.2 percent for all other services contracts, and
- 21.3 percent for commodities contracts.

- Agency Special Instructions/Additional Requirements...

In accordance with 24 TAC §22.101(1)(E)(A), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUB for the subcontracting opportunities if the total value of the respondent's subcontract with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must indicate on the HSP that it subcontracted with Texas certified HUBs, with which the respondent does not have a pre-existing arrangement, to meet the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Diversity Study.

### SECTION B: RESPONDENT AND REQUISITION INFORMATION

- **Respondent (Company) Name:**
- **State of Texas ID:**
- **Point of Contact:**
- **Phone:**
- **Fax:**
- **Are you a State of Texas certified HUB?**
- **Open Date:**

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- Contains the HUB goals established by the State of Texas.
- Please ensure Section 1 is completed thoroughly and accurately.
- Note: UNT System HUB Area will verify the Vendor ID and HUB status of the submitting company.
• Declare all subcontracting opportunities on this page.
• List by opportunity type, not by vendor name (that comes later).
• The choices at the bottom will determine which “Method” the submitting company will use to demonstrate a GFE.
• There is an addendum page to use if the submitting company identifies more than 15 subcontracting opportunities.
Page 3

- If the submitting company is not subcontracting any of the work, they must explain how the company will perform the entire contract with its own employees, materials, etc.
- The designated representative of the submitting company will read and affirm the contractual obligations within the HSP by signing in the space below.
- This should be signed by a senior employee familiar with the project.
Attachment A

- Used if the submitting company intends to use only Certified HUBs or if they meet the State's HUB goals.
- One page per subcontracting opportunity.
- The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
Attachment B

- Used if the submitting company intends to use any non-HUB businesses or if they do not meet the State's HUB goals.
- One page per subcontracting opportunity.
- Minimum of 3 HUB Vendors and 2 related trade organizations
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
Attachment B (pg. 2)

- The submitting company will show the selected vendor.
- Complete justification as to why a HUB vendor was not selected must be listed.
- The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Large Value of Material</th>
<th>Approximate Dollar Amount</th>
<th>Percentage of Contract</th>
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<tr>
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<td>Yes</td>
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<td>Yes</td>
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</table>

- Any of the subcontractors you have selected to perform the subcontracting opportunity listed in SECTION 3-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary).

REMEMBER: As specified in SECTION 4 of the completed HUB form, if any subcontractor is awarded any portion of the work, you are required to provide notice as soon as practicable to all subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the subcontracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency’s point of contact for the contract no later than two (2) working days after the contract is awarded.
HUB Subcontracting Opportunity Notification

- Only one of the many options for distributing information.
- All methods of distributing information must provide complete information.
- Respondents have 7 working days to respond.
- All contact information must be accurate.
How to Find HUB Vendors

- Visit the States of Texas “Centralized Master Bidders List” at:
  https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp
- Contact associated trade organizations:
  - DFW Minority Supplier Development Council
    - http://dfwmsdc.com/
  - Regional Hispanic Contractors Association
    - http://regionalhca.org/
  - US Pan Asian American Chamber –Southwest
    - http://uspaacc-sw.org/
  - Women’s Business Council –Southwest
    - http://www.wbcsouthwest.org/
  - Regional Black Contractors Association
    - www.blackcontractors.org
Possible Reasons for Rejection

• Not signed.
• Included in the same envelope as the bid.
• Company information incorrect/incomplete.
• Not justifying the failure to meet State HUB usage goals.
• If self-performing, not providing required information.
• Section 2 does not match Methods “A” or “B”.
• Respondents not allowed 7 working days.
• HUBs and minority chamber not contacted.
• No documentation showing “GFE”.
• Missing any information that the UNT System HUB Area is not allowed to fill in for the submitting company.
Remember...

• The submitting company’s HSP is a binding document.
• Contract language requires the submitting company to abide by the terms of the original HSP.
• The HSP can be revised only with the consent of the UNT System HUB Area. The same “GFE” requirements will apply.
Assistance is Available

• Lisa Tovar, HUB Specialist
• Greg Obar, Director of Operations
• Joey Saxon, HUB Coordinator
• Telephone: 940.369.5500
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub

• Fillable Electronic Form at:
SCOPE OF SERVICES OVERVIEW
Questions/Answers?