

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

Overview

The Board of Directors for the Harris County Sports & Convention Corporation (HCSCC) has established a Historically Underutilized Businesses (HUB) program. This HCSCC policy is designed to implement a HUB program with an objective to promote development and growth of HUBs throughout Harris County by creating opportunities for minority and women owned and small businesses to compete for HCSCC contracts at NRG Park.

Policy

It is the intent of the HCSCC HUB program to promote full and equal opportunities for minority, women, and small businesses. While this program does not guarantee any right to contract with HCSCC, it does seek to actively involve HUB's in the HCSCC procurement process.

In 2009, the Texas Comptroller of Public Accounts completed a study to assess disparity in procurement and contracting across all state agencies. Through a comprehensive review of the State's utilization of HUBs, the study proposed HUB aspirational goals by procurement type for future program development. HCSCC, being incorporated under the Texas Transportation Code, recognizes the HUB Goals (Exhibit 1) of this study as being narrowly tailored and incorporates the percentages as the HUB participation goals of the total value of all HCSCC expenditures greater than \$30,000.

Exhibit 1

Procurement Category	Participation Goals
Heavy Construction	11.20%
Building Construction	21.10%
Special Trade	32.90%
Professional Services	23.70%
Other Services	26.00%
Commodities	21.10%

Qualifying procurements shall include HUB participation documents (Sections A-D) that must be completed by the vendor. Vendors are required to submit all HUB documents and supporting material as part the bidding process. Failure to comply with these requirements shall cause the vendor's proposal to be rejected. A vendor may meet the requirements of the HCSCC HUB Program by fulfilling one or more of the following conditions:

1. Proof of HUB certified vendor status
2. Subcontracting to meet HCSCC Participation Goals; or
3. Compliance with HCSCC Good Faith Efforts

Approved certifications include:

1. State of Texas Historically Underutilized Business Program
2. City of Houston Minority and Women owned Business Enterprise (MWBE)
3. Houston Minority Supplier Development Council
4. METRO's Small Business / Disadvantaged Business Enterprise Program
5. Women's Business Enterprise Program
6. Texas Department of Transportation Small Business Enterprise Program
7. Texas Unified Certification Program
8. Other certifications may be added at the discretion of HCSCC

HCSCC reserves the right to waive the HUB policy in the following instances:

1. Sole source procurements
2. Emergencies or otherwise time sensitive circumstances that directly impact scheduled events at NRG Park.
3. Unforeseen justifiable situations as deemed necessary and appropriate by HCSCC

Other Efforts

HCSCC also intends to increase HUB participation by doing one or more of the following as part of its procurement process:

1. Participate in business organizations of interest to HUB firms. Prepare and distribute information on HCSCC procurement procedures and opportunities that encourages HUB participation.
2. Direct potential vendors to online resources that include lists of certified HUBs for subcontracting.

This policy will take effect on 01 August, 2019. HCSCC will evaluate the participation goal after one year and/or at any such time an updated disparity study from Harris County or the State of Texas that is narrowly tailored becomes available to determine any modifications to the goals and/or policy requirements.

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SECTION A: Business Information

RFP name or Description: _____

Procurement Category/
Participation Goal: _____

a. Company Name: _____

Point of Contact: _____

Mailing Address: _____ Phone: _____
 _____ Fax: _____

Email Address: _____

b. Are you HUB certified according to the HCSCC policy? - Yes - No Specify if Yes: _____

c. Please indicate your subcontracting intentions
 - Yes, I will be subcontracting portions of the contract
 - No, I will be self-performing the entire contract with my own resources, including employees, goods, and services

- If you selected "Yes" proceed to Section B
- If you selected "No" proceed to Section D

SECTION B: Participation Plan

In the space below please list the subcontractors to be utilized if bidder is awarded a contract. Include the information requested and specify the type of certification or indicate NONE. Include copies of certifications for the respective businesses after this page. If the bidder is HUB certified, please indicate the portion of contract to be self-performed and list all subcontractors and their HUB status. If additional rows are required, please continue to next page. Copy additional pages if necessary.

Company Name	Subcontracting Opportunity	HUB Type (WBE, MBE, SBE, NONE)	Phone # and/or Email Address	% of Total Contract Value HUB	% of Total Contract Value Non-HUB
Total percentages from below if needed					
Aggregate percentages of total contract value for HUB and non HUB					

- If the aggregate percentage of total contract value for HUB **meets or exceeds the participation goal**, proceed Section D
- If the aggregate percentage of total contract value for HUB is **below the participation goal**, proceed to Section C

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SECTION C: Good Faith Effort

If the bidder is unable to meet the participation goal, then it is the bidder's responsibility to show their Good faith Effort in engaging HUBs and encouraging participation. When completing Section C, you must comply with Items 1, 2, and 3 to demonstrate your Good Faith Efforts to subcontract with certified HUBs. Retain supporting documentation demonstrating evidence of your good faith effort to notify certified HUBs and trade organizations or development centers.

Item 1: Mentor Protégé Program

If bidder is a participating Mentor in a State of Texas Mentor Protégé Program, submitting its State of Texas certified HUB Protégé(s) as a subcontractor to perform one or more specific subcontracting opportunities constitutes a good faith effort. List the Protégés and their specific subcontracting opportunities.

Protégé Company Name	Subcontracting Opportunity	HUB Type (WBE, MBE, SBE)	Expected Percentage of Contract
<input type="checkbox"/> - None/Not Applicable			

Item 2: Notification of Subcontracting Opportunities

In this section, divide the contract work into reasonable portions that are consistent with industry practices and indicate the subcontracting opportunity in the description. Record one subcontracting opportunity per table. Include all subcontracting opportunities that are available except any listed in Section C, Item 1. Starting with the selected subcontractor, list the companies notified of the opportunity. At minimum, two HUB certified companies are to be engaged in each subcontracting opportunity. All subcontractors are required to have an appropriate amount of time to prepare a bid. Continue to the next page if additional subcontracting opportunity tables are needed. Provide as many copies as necessary to list all subcontracting opportunities.

Subcontracting Opportunity Description:				
Company Name	HUB Type (WBE, MBE, SBE, NONE)	Date Notice Sent	Response Received	Approximate Dollar Amount
Selected Company			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
If the selected company is not HUB certified, use this space to provide written justification for the selection process				

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SECTION C: Good Faith Effort; Item 2: Notification of Subcontracting Opportunities, Additional Space, If Necessary

In this section, divide the contract work into reasonable portions that are consistent with industry practices and indicate the subcontracting opportunity in the description. Record one subcontracting opportunity per table. Include all subcontracting opportunities that are available except any listed in Section C, Item 1. Starting with the selected subcontractor, list the companies notified of the opportunity. At minimum, two HUB certified companies are to be engaged in each subcontracting opportunity. All subcontractors are required to have an appropriate amount of time to prepare a bid. Provide as many copies as needed to record all subcontracting opportunities.

Subcontracting Opportunity Description:				
Company Name	HUB Type (WBE, MBE, SBE, NONE)	Date Notice Sent	Response Received	Approximate Dollar Amount
Selected Company			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
If the selected company is not HUB certified, use this space to provide written justification for the selection process				

Subcontracting Opportunity Description:				
Company Name	HUB Type (WBE, MBE, SBE, NONE)	Date Notice Sent	Response Received	Approximate Dollar Amount
Selected Company			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
If the selected company is not HUB certified, use this space to provide written justification for the selection process				

Subcontracting Opportunity Description:				
Company Name	HUB Type (WBE, MBE, SBE, NONE)	Date Notice Sent	Response Received	Approximate Dollar Amount
Selected Company			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No	
If the selected company is not HUB certified, use this space to provide written justification for the selection process				

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Item 3: Trade Organizations or Development Centers

List at least two trade organizations or development centers you notified regarding the subcontracting opportunities listed in Item B. Include the date the notice was sent and indicate a response to the notice. Examples include but are not limited to Chambers of Commerce, Small Business Forums, and Contractors Associations

Trade Organization or Development Centers	Date Sent	Was Notice Accepted
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No

SECTION D: Affirmation

I affirm that I am an authorized representative of the entity listed in Section A, and the information I have provided here and in the supporting documentation is true and correct.

Signature

Print

Title

Date