

Pre-Bid Conference

HUB Program

Laura Cagle, HUB Coordinator

Luis Blanco, Program Specialist



Agenda



- General Overview
- Instructions on HSP
- Questions and Answers



HUB Program Purpose



The purpose of the state's HUB program is to provide minority and women-owned businesses full and equal access to its contracting and subcontracting opportunities.



State HUB Statutes and Rules



Authority

- Texas Gov't Code 2161
- Texas Admin Code Title 34 ch.20
- 40 Code of Federal Regulations 31 and 35



TAC - HUB Eligible Categories

- African American
- Hispanic American
- Native American Indian
- Asian Pacific American
- American Women



TAC - HUB Eligible Criteria

- **Principle place of business must be in the State of Texas**
- **Sole Proprietor – 100% owned by minority or woman**
- **Partnership - at least 51% owned by minority or woman**
- **Actively control, operate, and manage the business**
- **Joint Venture - both firms must be HUBs.**



TAC - Definitions

HUB Subcontracting Plan (HSP)

- Written document and becomes a provision of the contract
- Required to determine if subcontracting opportunities are probable on solicitations over \$100,000 or more.
- HSPs are required to be submitted at the same time as the response.



HUB Subcontracting Plan



HUB SUBCONTRACTING PLAN (HSP)

In accordance with Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, respondents, including State of Texas certified Historically Underutilized Businesses (HUBs), must complete and submit a State of Texas HUB Subcontracting Plan (HSP) with their solicitation response.

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the State of Texas Disparity Study. The HUB goals defined in 34 TAC §30.13 are: 11.9 percent for heavy construction other than building contracts, 26.1 percent for all building construction, including general contractors and operative builders contracts, 57.2 percent for all special trade construction contracts, 20 percent for professional services contracts, 33 percent for all other services contracts, and 12.8 percent for commodities contracts.

-- Agency Special Instructions/Additional Requirements --

SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: _____ State of Texas VID #: _____
 Point of Contact: _____ Phone #: _____
- b. Is your company a State of Texas certified HUB? -Yes -No
- c. Solicitation #: _____

SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 34 TAC §30.12, a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Check the appropriate box that identifies your subcontracting intentions:

- Yes, I will be subcontracting portion(s) of the contract.
 (If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.
 (If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
(#1) -	(#1) -
(#2) -	(#12) -
(#3) -	(#13) -
(#4) -	(#14) -
(#5) -	(#15) -
(#6) -	(#16) -
(#7) -	(#17) -
(#8) -	(#18) -
(#9) -	(#19) -
(#10) -	(#20) -

*If you have more than twenty subcontracting opportunities, a continuation page is available at <http://www.window.state.tx.us/procurement/proghub/hub-forms/HUBSubcontractingPlanContinuationPage1.doc>

Respondents including (HUBs) **MUST COMPLETE** and submit HSP with their solicitation response.

Responses that do not include a complete HSP **WILL BE REJECTED** pursuant to Gov't Code §2161.252(b).



Comptroller of Public Account Goals

Professional Services	20.0%
Other Services	33.0%
Commodities	12.6%



HSP Section 1

Everyone must complete Section 1

SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

- a. Respondent (Company) Name: _____ State of Texas VID #: _____
Point of Contact: _____ Phone #: _____
- b. Is your company a State of Texas certified HUB? - Yes - No
- c. Solicitation #: _____



Section 2

- If no, skip to section 9

SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 34 TAC §20.12, a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Check the appropriate box that identifies your subcontracting intentions:

- Yes, I will be subcontracting portion(s) of the contract.
(If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.
(If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
(#1) -	(#11) -
(#2) -	(#12) -
(#3) -	(#13) -
(#4) -	(#14) -
(#5) -	(#15) -
(#6) -	(#16) -
(#7) -	(#17) -
(#8) -	(#18) -
(#9) -	(#19) -
(#10) -	(#20) -



Section 9

SECTION 9 - SELF PERFORMANCE JUSTIFICATION

(If you responded "No" to SECTION 2, you must complete SECTION 9 and 10.)

Does your response/proposal contain an explanation demonstrating how your company will fulfill the entire contract with its own resources?

- Yes If Yes, in the space provided below, list the specific page/section of your proposal which identifies how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.
- No If No, in the space provided below, explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

Must provide a statement explaining how the respondent intends to fulfill each subcontracting opportunity.



Section 2

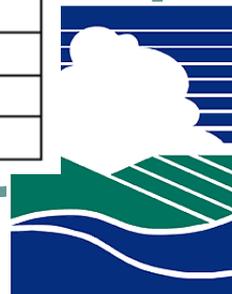
If yes, list **all** subcontracting opportunities you will be subcontracting.

SECTION 2 - SUBCONTRACTING INTENTIONS

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the respondent must determine what portion(s) of work, including goods or services, will be subcontracted. Note: In accordance with 34 TAC §20.12, a "Subcontractor" means a person who contracts with a vendor to work, to supply commodities, or contribute toward completing work for a governmental entity. Check the appropriate box that identifies your subcontracting intentions:

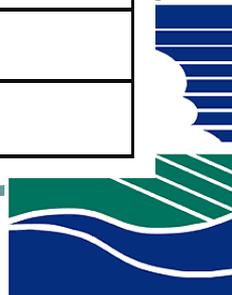
- Yes, I will be subcontracting portion(s) of the contract.
(If Yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 2.)
- No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.
(If No, complete SECTION 9 and 10.)

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
(#1) -	(#11) -
(#2) -	(#12) -
(#3) -	(#13) -
(#4) -	(#14) -
(#5) -	(#15) -
(#6) -	(#16) -
(#7) -	(#17) -
(#8) -	(#18) -
(#9) -	(#19) -
(#10) -	(#20) -



Section 2 Example

Line Item # - Subcontracting Opportunity Description	Line Item # - Subcontracting Opportunity Description
(#1) - Mechanical and CAD drawing	(#11) -
(#2) - Data Analysis	(#12) -
(#3) - Data Processing	(#13) -
(#4) -	(#14) -
(#5) -	(#15) -
(#6) -	(#16) -
(#7) -	(#17) -
(#8) -	(#18) -
(#9) -	(#19) -
(#10) -	(#20) -



Enter your company's name here: _____ Solicitation #: _____

Must complete sections 3-8 (page 2) for every subcontracting opportunity that you listed in Section 2

Enter company's name and Solicitation # at the top of each page used



Sections 3 - 5

SECTION 3 - SUBCONTRACTING OPPORTUNITY

Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.

Line Item # _____ Description: _____

SECTION 4 - MENTOR-PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting their Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the portion of work (subcontracting opportunity) listed in SECTION 3, constitutes a good faith effort towards that specific portion of work. Will you be subcontracting the portion of work listed in SECTION 3 to your Protégé?

- Yes (If Yes, complete SECTION 8 and 10.) - No / Not Applicable (If No or Not Applicable, go to SECTION 5.)

SECTION 5 - PROFESSIONAL SERVICES CONTRACTS ONLY

This section applies to Professional Services Contracts only. All other contracts go to SECTION 6.

Does your HSP contain subcontracting of 20% or more with HUB(s)?

- Yes (If Yes, complete SECTION 8 and 10.) - No / Not Applicable (If No or Not Applicable, go to SECTION 6.)

In accordance with Gov't Code §2254.004, "Professional Services" means services: (A) within the scope of the practice, as defined by state law of accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; or professional nursing; or (B) provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant; an architect; a landscape architect; a land surveyor; a physician, including a surgeon; an optometrist; a professional engineer; a state certified or state licensed real estate appraiser; or a registered nurse.



Section 6

- A. **Written notification to 3 HUBs – provide documentation (emails, fax, letters) Use CMBL.**

- B. **Written notification to 1 minority or women trade organization:**
<http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>

- C. **Notification must include: scope of work, specifications, bonding, qualifications and contact person. **Must allow 5 working days to respond.****



Window on State Government

Site Search

Window on State Government - Susan Combs, Texas Comptroller of Public Accounts

Quick Start for: Citizens Business Government

- HOME
- ABOUT US
- TEXAS TAXES
- FINANCES & ECONOMY
- STATE PURCHASING
- FORMS
- e-SERVICES



State Purchasing

- e-Services
 - Register for the CMBL
 - Modify/Renew Existing CMBL Profile
 - Search the CMBL
 - Search HUB Directory
- Resources
 - Registration Instructions
 - HIGP Commodity Book
 - Profile
 - Updates/Maintenance
 - Refund Policy
 - Frequently Asked Questions
 - CMBL Search Tips



Centralized Master Bidders List (CMBL)

Register as a State of Texas Vendor to Receive Bid Opportunities Now

The CMBL is a master database used by State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to the State of Texas.

Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the CMBL to receive bidding opportunities.

Annual registration/renewal fee is \$70.00 and may be paid on-line by credit/debit card or check debit (US addresses only) or via a printable application.

[Register for the CMBL](#)

- [CMBL Registration Instructions](#)
- [Refund Policy](#)

[State Purchasing Programs](#)

Related Links

- [HUB Program](#)
- [Vendor Guide \(PDF\)](#)
- [CMBL Brochure \(PDF\)](#)
- [Repeal of Catalog Information Systems Vendor \(CISV\) Program](#)
- [Vendor Performance Tracking System](#)
- [Vendor Advocacy Committee \(VAC\)](#)

External Links

- [Texas Government Code, 2155.263-270 - statutes that govern the program](#)
- [Texas Administrative Code, Title 24, Part 1, Chapter](#)

Centralized Master Bidders List (CMBL) & Historically Underutilized Business (HUB) Search

Search:
 CMBL only, HUBs on CMBL, HUBs not on CMBL
 HUB Mentor Protege, All Vendors

Vendor ID: ?
Vendor Number: ?
Vendor Name: begins with Name ?
Include Inactive Vendors: **Small Businesses Only:** Yes, No

Selection 1: Class Code: 926 Item: 35 District:
Selection 2: Class Code: Item: District:
Selection 3: Class Code: Item: District: ?
[Class Code](#) | [Item Code](#) | [District](#)

Texas County:
City: begins with
Zip: begins with
Sort by: Vendor Name
Output as: List
Results: return all matches

Submit Search

Click this Help icon for information and tips on generating search lists and files

Related Links

- [CMBL Registration](#)
- [HUB Directory](#)
- [HUB Mentor Protege Agreement Listing](#)
- [Excluded Parties List System Search](#)
- [Debarred Vendors List](#)

Output may contain coded information in Hub Status and Reason Off CMBL

Select Fields For Detail List

Output Fields:

- VID
- ADDRESS1
- PHONE
- ETHNICITY
- CHARTER NUMBER
- CONTACT PERSON
- ADDRESS2
- FAX
- FOREIGNADDRESS
- COMPANY NAME
- CITY
- EMAIL
- BUSINESS DESCRIPTION
- STATE
- ZIP
- GENDER
- HUB MENTOR/PROTEGE

Go

Clear



Results for HUBs on CMBL Search

Vendor ID	Contact Person	Company Name	Address (line 1)	Address (line 2)	City	State	Zip Code	Email Address
1200517772500	Owner/Alissa A. Burke	ALISSA & COMPANY	6722 TED TROUT DRIVE		Lufkin	TX	75904	alissaco2008@consolidated.net
1742909817500	President - Laura K. Culin	AUSTIN LUMBER CO. INC.	2415 E. 5TH STREET		Austin	TX	78702	austinelumber@austin.rr.com
1752345955400	Willie Thorton	CLEANING SOLUTIONS INC	4620 B INDUSTRIAL ST		Rowlett	TX	75088	thorntn@airmail.net
1760532759600	Charline Muller	CONROE WOOD PRODUCTS INC	1192 B WEST DALLAS		Conroe	TX	77301-2208	conroewoodpr@consolidated.net
1752876755500	Mike Chism	CONTRACTOR'S CHOICE SUPPLY, INC.	P.O. BOX 54103		Lubbock	TX	79453	mike@lubbocksupply.com
1200234616600	Vice President / Greg Cook	COOK DRYWALL AND ACOUSTICAL SUPPLY, INC.	P. O. BOX 5577		Texarkana	TX	75505-5577	gcook@cookdrywall.com
1742685733400	Juan Diaz	DESERT DRYWALL INC	PO BOX 11158		El Paso	TX	79995	ddrywall@elp.rr.com
1752670914600	President/Margaret Flynn	FLYNN PAINT & DECORATING INC	P O BOX 633029		Nacogdoches	TX	75963-3029	flynnpaint@suddenlinkmail.com
1742894011200	Pres./Ms. Billye A. Osborn	JOB DISTRIBUTING, INC.	139 ELKINS LAKE		Huntsville	TX	77340-7303	retirement@suddenlink.net
1741593119900	Jo	OLSEN & GUERRA LUMBER COMPANY	5200 CEDAR HILL		Houston	TX	77293	joguerra@olsenguerra.com
1731634250400	Julian Grubbs	SHELBY DISTRIBUTIONS, INC.	1601 MAGOFFIN AVENUE		El Paso	TX	79901	jgrubbs@expressop.com
1742138337700	Judi Harding	WALKER COUNTY HARDWARE INC	PO BOX 1086	1006 11TH STREET	Huntsville	TX	77342-1086	WALKERHARD@MSCC.NET

12 vendors found where class code (1) is '540', item code (1) is '81' or 'all' sorted by name. (Inactive vendors listed in italics)



Window on State Government

Susan Combs Texas Comptroller of Public Accounts

Site Search

GO

Quick Start for:

- Citizens
- Business
- Government

- HOME
- ABOUT US
- TEXAS TAXES
- FINANCES & ECONOMY
- STATE PURCHASING
- FORMS
- e-SERVICES



State Purchasing

e-Services

[Search HUB Directory](#)

Resources

- [HUB Certification](#)
- [Calendar of Events](#)
- [HUB Coordinators Contact List](#)
- [HUB Subcontracting Plan](#)
- [HUB Reporting](#)
- [Mentor Protégé Program](#)

Publications

- [Vendor Guide](#)
- [HUB Brochure](#)
- [HUB Forms Library](#)

Historically Underutilized Business (HUB) Program

A "Historically Underutilized Business"

is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman,

is an entity with its principal place of business in Texas, and

has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity's affairs.

The statewide HUB Program facilitates the use of HUBs in state procurement and provides information on the state's procurement process to minority and woman- owned businesses.

[Apply for HUB Certification](#)

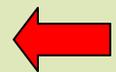
The Comptroller's Office helps companies by:

Providing education and outreach to minority and woman-owned businesses

[State Purchasing Programs](#)

Related Links

- [CMBL Program](#)
- [HUB Certification Agreements](#)
- [Minority & Women Organization Links](#)
- [Vendor Performance Tracking System](#)
- [Vendor Advocacy Committee \(VAC\)](#)



External Links

- [Texas Government Code, Chapter 2161](#)
- [Texas Administrative Code, Chapter 20, Subchapter B](#)



Window on State Government

Susan Combs Texas Comptroller of Public Accounts

Site Search

Quick Start for:

- Citizens
- Business
- Government

- HOME
- ABOUT US
- TEXAS TAXES
- FINANCES & ECONOMY
- STATE PURCHASING
- FORMS
- e-SERVICES



State Purchasing

e-Services

[Search HUB Directory](#)

Resources

- [Searching for HUBs on the CMBL](#)
- [HUB Certification](#)
- [Calendar of Events](#)
- [HUB Coordinators Contact List](#)
- [HUB Subcontracting Plan](#)
- [HUB Reporting](#)
- [Mentor Protégé Program](#)

Publications

- [Vendor Guide](#)
- [HUB Brochure](#)
- [HUB Forms Library](#)

Minority & Women Organization Links

The Statewide HUB Program collaborates with various minority and women business trade organizations and development centers to circulate information pertaining to the initiatives of the Statewide HUB Program. Identified below are some of the minority and women trade organizations and development centers the Statewide HUB Program has work with. In addition, these entities have expressed their willingness to accept notices of subcontracting opportunities from vendors to distribute to their minority and woman-owned business members.

- [American Indian Chamber of Commerce of Texas](#)
- [Central and South Texas Minority Business Council](#)
- [Dallas/Fort Worth Minority Business Council](#)
- [Houston Minority Business Council](#)
- [Texas Association of Historically Underutilized Businesses](#)
- [Tri-County Black Chamber of Commerce](#)
- [Women Contractors Association](#)
- [Women's Business Council- Southwest](#)
- [Women's Business Enterprise Alliance](#)

NOTE: The entities listed above have consented to be listed on this site and have agreed to participate in

Historically Underutilized Businesses

Related Links

- [CMBL Program](#)
- [HUB Certification Agreements](#)
- [Vendor Performance Tracking System](#)
- [Vendor Advocacy Committee \(VAC\)](#)

External Links

- [Texas Government Code, Chapter 2161](#)
- [Texas Administrative Code, Chapter 20, Subchapter B](#)

Section 7

SECTION 7 - HUB FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY

List **three (3)** State of Texas certified HUBs you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number, date you provided notice, and if you received a response. **Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.**

Company Name	VID #	Notice Date (mm/dd/yyyy)	Was Response Received?	
_____	_____	____/____/____	<input type="checkbox"/> - Yes	<input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes	<input type="checkbox"/> - No
_____	_____	____/____/____	<input type="checkbox"/> - Yes	<input type="checkbox"/> - No

- List all information
- Attach supporting documentation



Section 8

- List all information
- Provide written justification

SECTION 8 - SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a Texas certified HUB.

Company Name	VID #	Expected % of Contract	Approximate Dollar Amount	Texas Certified HUB?
_____	_____	_____%	_____\$	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*
_____	_____	_____%	_____\$	<input type="checkbox"/> - Yes <input type="checkbox"/> - No*

*If the subcontractor(s) you selected is not a Texas certified HUB, provide written justification of your selection process below:



Section 9 Self Performance Justification

- If “No” to Section 2, you **MUST** complete Section 9
- Does proposal contain explanation?
 - Yes, list page/section
 - No, provide explanation in space provided



Common Errors to Avoid

- HSP not included.
- HSP not signed.
- Separate page 2 not included for every subcontracting opportunity listed.
- Supporting documentation not attached.
- Explanation for self performance not included.



Summary

- **Not Sub-contracting: complete Sections 1, 2, 9, and 10**
- **Sub-contracting: complete Sections 1, 2, 3,4,5,6,7,8,10. (skip 9)**
- **Everyone must complete HSP**
- **Provide required documentation**



Questions

Laura Cagle

512/239-1293

lcagle@tceq.state.tx.us

Luis Blanco

512/239-0120

lblanco@tceq.state.tx.us



Reporting EPA DBE sub-contracting

- For all contracts with federal funds from the EPA, all DBE sub-contracting must be reported.



How to Comply with EPA DBE Reporting

Step 1

- Prime contractors give EPA DBE Self-Certification form, and EPA Form 6100-3 to the sub-contractors you are soliciting.
- Step 2
- Collect both forms from sub-contractors and submit with bid.



EPA DBE Self Certification Form

EPA DBE Self-Cert Form 07-14-2009 FINAL 1.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments Type a question for help

50% Times New Roman 12 B I U

Final Showing Markup Show

*EPA's Disadvantage Business Enterprise Program Self-Certification Form

Solicitation #	Fed. Tax or Vendor ID
Company Name:	
Address:	
City, State, Zip:	
Phone #:	Fax #:

Please check below all that apply:

Certifying Eligibility Criteria:	Indicate Certifying Entity:
<input type="checkbox"/> Minority Owned	
<input type="checkbox"/> Woman Owned	
<input type="checkbox"/> Company meets either certifying criteria listed in Section 8(a)(5) and (6) of SBA Act, 15 USC 631 et seq. See Website for eligibility: http://www.sba.gov/fedacquisitions/subpart12012.html	
<input type="checkbox"/> Historical American Small Business	
<input type="checkbox"/> Native-American Small Business	
<input type="checkbox"/> HUB/8(a) Empowerment Contracting Program	Small Business Administration
<input type="checkbox"/> Texas Certified Minority Underutilized Business (HUB)	Texas Comptroller of Public Accounts (CPA-10A32)
<input type="checkbox"/> Small Business - Meets Small Business Administration (SBA) size standards for a small business. SBA size standards are located at http://www.sba.gov/idc/groups/public/documents/sba/sba_size_standards.pdf	
<input type="checkbox"/> Please note, if your firm qualifies as a small business, you may self-certify your company with SBA. You can see about Small Business size criteria you are SBA certified. More information on Small Disadvantage Business certification is available at http://www.sba.gov/about/sba/sbaresources/sbs/index.html	
<input type="checkbox"/> Personal Net Worth less than \$150,000 for each individual owning disadvantage status (includes equity of primary residence and individual's ownership interest in company). These individuals must own at least 25% of the company and have a managing control in the daily operations. See 40 CFR 33.201. Personal Net Worth is determined as per 13 CFR 124.104(i) and 124.105(e)(2).	
<input type="checkbox"/> Certification is currently listed in the national database - Central Contractor Register (CCR) www.CCR.gov .	
<input type="checkbox"/> Individually owned (single or family) partnership. Partnership (PLP) - this category of education must designate HBCU/MIU, see list at http://www.ed.gov/about/offices/list/oea/edl/consent/edu.html	
<input type="checkbox"/> United States Citizen	

****Under 15 USC 645(d), any person who misrepresents its size or net worth status shall (1) be punished by a fine, imprisonment or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.**

By execution of this form, you attest the information provided is accurate and true.

Print Name	Title
Signature	Date

Please Note it is your responsibility to notify TCEQ if your size, ownership status, network or certification status changes during the certification period.

*EPA's Disadvantage Business Enterprise Program authority is stated in 10 CFR 33.21, 33.22 and 40. Please note the program is administered by the Department of Transportation (DOT) DBE program that under the authority of 49 CFR 33. Therefore the EPA's DBE Program does not receive most verified DOT applications.

Page 1 Sec 1 1/1 At 0.9" Ln 1 Col 1 REC TRK EXT OVR

start Blanco, ... Novell Gr... T-Net Ho... 2 Micro... Microsoft... C:\Docu... 11:40 AM

EPA DBE Self Certification Form

Document3 - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

100% Times New Roman 12 B I U

***EPA's Disadvantage Business Enterprise Program Self-Certification Form**

Solicitation #		Fed. Tax or Vendor ID	
Company Name:			
Address:			
City, State, Zip:			
Phone #:		Fax #:	

Please check below all that apply:

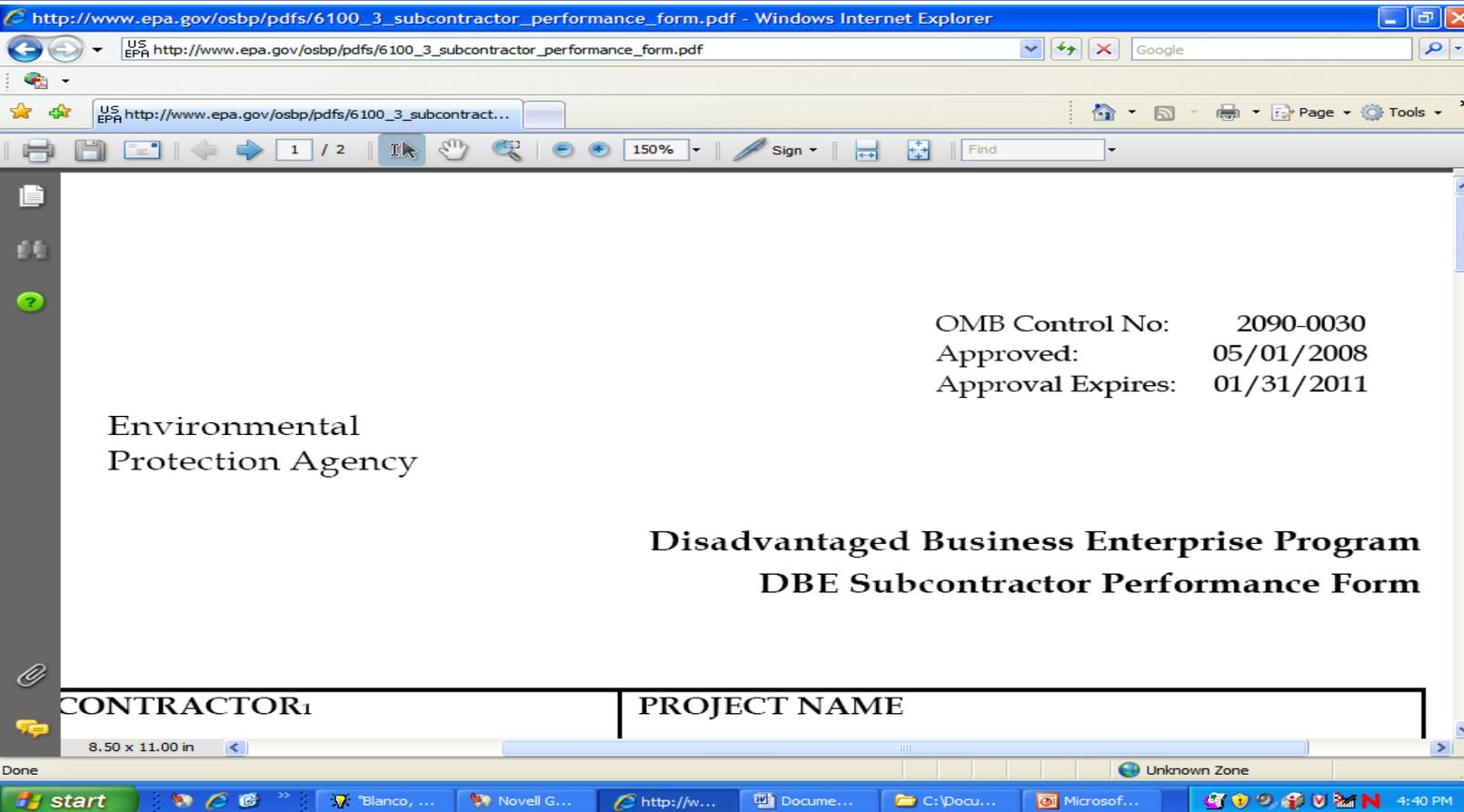
<input checked="" type="checkbox"/>	Certifying Eligibility Criteria:	Indicate Certifying Entity :
<input type="checkbox"/>	Minority Owned	
<input type="checkbox"/>	Woman Owned	
<input type="checkbox"/>	Company meets other certifying criteria listed in Section 8(a)(5) and (6) of SBA Act, 15 USC 631 et seq. See Website for eligibility: http://www.amet.gov/far/current/html/Subpart%2019_7.html	
<input type="checkbox"/>	Disabled American Owned	
<input type="checkbox"/>	Native-American Small Business	
<input type="checkbox"/>	HUBZone Empowerment Contracting Program	Small Business Administration
<input type="checkbox"/>	Texas Certified Historically Underutilized Business (HUB)	Texas Comptroller of Public Accounts (CPA-TPASS)
<input type="checkbox"/>	Small Business – Meets Small Business Administration (SBA) size standards for a small business. SBA size standards are located at http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf . Please note, if your firm qualifies as a Small Business, you may self-certify your company with SBA. You can not claim Small Business status unless you are SBA certified. More information on Small Disadvantage Business certification is available at http://www.sba.gov/aboutsba/sbaprograms/sdb/index.html .	
<input type="checkbox"/>	Personal Net Worth less than \$750,000 for each individual claiming disadvantage status (Excludes equity of primary residence and individual's ownership interest in company). These individuals must own at least 51% of the company and have a managing control in the daily operations. See 40 CFR 33.201. Personal Net Worth is determined as per 13 CFR 124.104(2) and 124.105(c)(2).	
<input type="checkbox"/>	Certification is currently listed in the federal database - Central Contractor Register (CCR) www.CCR.gov .	

Page 1 Sec 1 1/1 At 0.9" Ln 1 Col 1 REC TRK EXT OVR

start Blanco, Luis... Novell Group... C:\Document... 2 Microsoft ... Microsoft Po... 4:40 PM



6100-3 Subcontractor Performance Form



Submitted by contractor with proposal and tells us which DBE were solicited



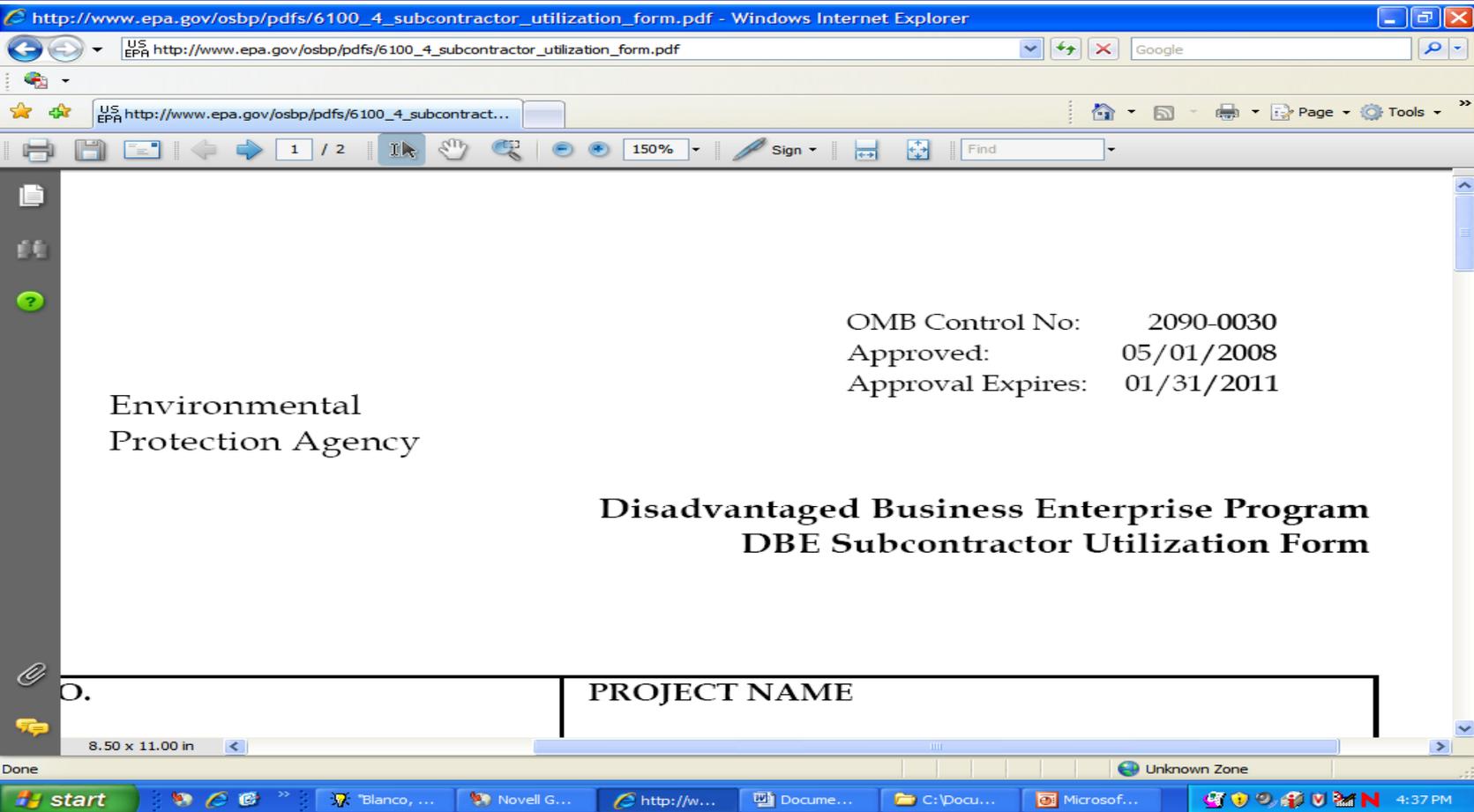
How to Comply with EPA DBE Reporting

Step 3

- Prime contractor make subcontractor selection. For all the subcontractors you selected that are certified EPA DBE subcontractors, fill out one 6100-4 form. Submit with bid.



6100-4 Subcontractor Utilization Form



Submitted by contractor with proposal and tells us which DBE will be used



How to Comply with EPA DBE Reporting

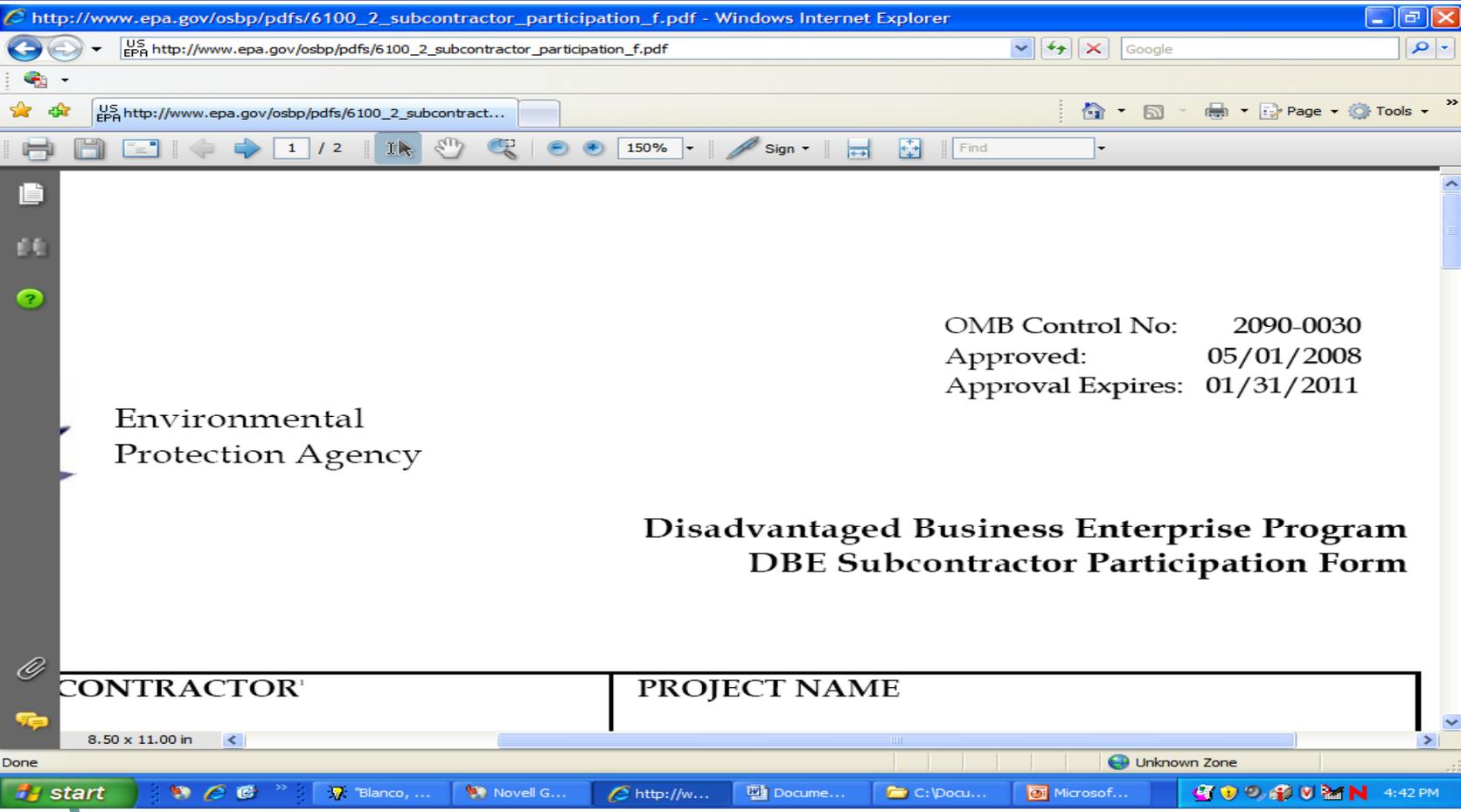
Step 4

Only if you are awarded the contract and the DBE sub-contractor is working for you.

- Prime contractor give every EPA DBE subcontractor you selected a 6100-2 form.
- It is a requirement that you give them this form, it is optional for them to submit it to the EPA.



6100-2 Subcontractor Participation Form



To be completed and mailed to EPA by subcontractor, prime must provide to sub



Questions

Laura Cagle

512/239-1293

lcagle@tceq.state.tx.us

Luis Blanco

512/239-0120

lblanco@tceq.state.tx.us

