REQUEST FOR PROPOSAL

By

The University of Texas at Arlington

for

Shuttle Bus Services

RFP No. 2017-011

Submittal Deadline: June 01, 2017

Issued: May 02, 2017
REQUEST FOR PROPOSAL

TABLE OF CONTENTS

SECTION 1: INTRODUCTION
SECTION 2: NOTICE TO PROPOSER
SECTION 3: SUBMISSION OF PROPOSAL
SECTION 4: GENERAL TERMS AND CONDITIONS
SECTION 5: SPECIFICATIONS AND ADDITIONAL QUESTIONS

ATTACHMENTS
APPENDIX ONE: PROPOSAL REQUIREMENTS
APPENDIX TWO: HUB SUBCONTRACTING PLAN
APPENDIX THREE: CAMPUS MAP
APPENDIX FOUR: PERFORMANCE BOND
APPENDIX FIVE: BUS FLEET INFORMATION
APPENDIX SIX: PARKING MAP
SECTION 1

INTRODUCTION

1.1 Description of the University

The University of Texas at Arlington is a Carnegie Research-1 “highest research activity” institution. With a projected global enrollment of close to 57,000 in Academic Year 2016-17, UTA is the largest institution in The University of Texas System. Guided by its Strategic Plan Bold Solutions | Global Impact, UTA fosters interdisciplinary research within four broad themes: health and the human condition, sustainable urban communities, global environmental impact, and data-driven discovery. UTA was recently cited by U.S. News & World Report as having the second lowest average student debt among U.S. universities. U.S. News & World Report also ranks UTA fifth in the nation for undergraduate diversity. The University is a Hispanic-Serving Institution and is ranked as the top four-year college in Texas for veterans on Military Times’ 2017 “Best for Vets” list.

The University's main campus in Arlington includes approximately 420 acres bisected by Trading Horse Creek and more than 100 buildings (the "Campus"). UT Arlington is home to the city’s first mixed-use, residential and retail development – College Park District. The 7,000-seat College Park Center is the district’s centerpiece and the new home court for UT Arlington basketball and volleyball, concerts, commencement exercises and other major events. The two (2) other campuses operated by the University are located in Fort Worth, Texas, at Riverbend Park and the University of Texas at Arlington Fort Worth Center.

1.2 Background and Special Circumstances

The University of Texas at Arlington is seeking to provide safe, comfortable, dependable and accessible Shuttle Bus Transportation Service for the University community in a cost-effective manner, and to provide vehicles sized to meet the demand level of the University.

1.3 Objective of this Request for Proposal

The University is soliciting proposals in response to this Request for Proposal, RFP No.2017-011 (this “RFP”), for selection of a qualified vendor to provide Shuttle Bus Services (the “Services”) which are more specifically described in Section 5 (Scope of Work) of this RFP.

1.4 Term of the Agreement

The initial term of the resulting Agreement will be for Five (5) years, and thereafter the University shall have the right, at its option, to renew the Agreement for up to two (2) additional renewal terms of one (1) year each.

Prices for year one are to be firm. At the end of year one and each renewal (if any), the rates may be increased, decreased or remain unchanged. If an adjustment is requested by the vendor, the adjustment must be justifiable and substantiated by documentation from a recognized trade index for this service sector or commodity group. The index to be used must be mutually agreed upon by both the vendor and the University at least ninety (90) days prior to the expiration of the then current term. If the price increase is not justifiable and the University and vendor cannot reach a mutually agreeable price, the Agreement may be terminated. Likewise, if the index shows a change in favor of the University, a corresponding decrease in price should be offered. In no instance shall an adjustment exceed 3% of the previous price.
1.5 Group Purchase Authority

Texas law authorizes institutions of higher education (Section 61.003, Education Code) to use the group purchasing procurement method (ref. Sections 51.9335, 73.115, and 74.008, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer under this RFP. In particular, Proposer should note that University is part of The University of Texas System ("UT System"), which is comprised of nine academic and six health universities described at http://www.utsystem.edu/institutions. UT System institutions routinely evaluate whether a contract resulting from a procurement conducted by one of the institutions might be suitable for use by another, and if so, this could give rise to additional purchase volumes. As a result, in submitting its proposal in response to this RFP, Proposer should consider proposing pricing and other commercial terms that take into account such higher volumes and other expanded opportunities that could result from the eventual inclusion of other institutions in the purchase contemplated by this RFP.

1.6 Addenda and Additional RFP Documents

Any addenda or other subsequently released RFP documents will posted to the Electronic State Business Daily (ESBD) website. They will not be sent directly to potential proposers. It is the Proposer’s responsibility to periodically check the ESBD website for additional RFP documents. RFP documents can be acquired by accessing the Electronic State Business Daily (http://esbd.cpa.state.tx.us/) website and selecting University of Texas at Arlington from the agency list and searching for the RFP number.

1.7 Parking

Employees of companies who park their personal vehicle in UT Arlington parking facilities, or any property owned or controlled by UT Arlington, to perform their duties are required to purchase a faculty/staff or daily permit. For more information visit the University’s Parking and Transportation Services website at https://www.uta.edu/pats/parking/guest-parking.php.
SECTION 2

NOTICE TO PROPOSER

2.1 Submittal Deadline

The University will accept proposals submitted in response to this RFP until 3:00 p.m., Central Prevailing Time on Thursday, June 01, 2017 (the “Submittal Deadline”).

2.2 University Contact Person

Proposers and other interested parties may direct all questions or concerns regarding this RFP to the following University contact (the “University Contact”):

Charlie Brooks
Contract Specialist
Email: charles.brooks@uta.edu

The University instructs all proposers and interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to the University Contact. The University Contact must receive all questions or concerns no later than Tuesday, May 16, 2017. University will have a reasonable amount of time to respond to questions or concerns.

It is University’s intent to respond to all appropriate questions and concerns as soon as is practicable following the deadline for questions. However, the University reserves the right to decline to respond to any question or concern.

2.3 Criteria for Selection

The successful Proposer, if any, selected by the University through this RFP will be the Proposer that submits a proposal on or before the Submittal Deadline that is the most advantageous to the University. The successful Proposer is referred to as the “Contractor.”

Proposer is encouraged to propose terms and conditions offering the maximum benefit to the University in terms of (1) services to University, (2) total overall cost to University, and (3) project management expertise.

An evaluation team from the University will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. The University may give consideration to additional information if the University deems such information relevant.

The criteria to be considered by the University in evaluating proposals and selecting Contractor, will be these factors:

2.3.1 Threshold Criteria Not Scored

2.3.1.1 Ability of the University to comply with laws regarding Historically Underutilized Businesses; and

2.3.1.2 Ability of University to comply with laws regarding purchases from persons with disabilities.

2.3.2 Scored Criteria

2.3.1.2 Cost of goods and services (30%)

2.3.1.3 Reputation of the Proposer and of the Proposer's goods or services (15%)
Survey of references

2.3.1.4 Quality of the Proposer's goods or services (15%)
   Submittal of work examples similar to those used by the University

2.3.1.5 Extent to which the goods or services meet the University's needs (20%)
   Is the proposer experienced in this line of work?
   Does the proposer have the capacity/ability to handle emergency/unforeseen orders that will arise?
   Will the proposer assign a dedicated representative to handle University orders?

2.3.1.6 Proposer's past relationship with the University (5%)
   Has the proposer performed satisfactory work for the University previously?
   Are there any known issues with this vendor and their previous work for the University?

2.3.1.7 Total long-term cost to the University of acquiring the Proposer's goods or services (5%)
   Will the University incur additional costs such as delivery fees or need for special software/apps for order placement and tracking.

2.3.1.8 Any other relevant factors that a private business entity would consider in selecting a vendor (10%)
   Does the proposer have a backup/recovery plan in the event of unforeseen issues?
   Does the vendor have adequate staff to handle the University's volume?

2.4 Key Events Schedule

Date RFP Issued: Tuesday, May 02, 2017
Pre-Proposal Conference: Not Required
(ref. Section 2.6 of this RFP) Friday, May 19, 2017
Deadline for Questions/Concerns: Tuesday, May 16, 2017
(ref. Section 2.2 of this RFP)
Submittal Deadline: 3:00 p.m. Central Prevailing Time on
(ref. Section 2.1 of this RFP) Thursday, June 01, 2017

2.5 Historically Underutilized Businesses
2.5.1 All agencies of the State of Texas are required to make a good faith effort to assist historically underutilized businesses (HUBs) in receiving contract awards. The goal of the HUB program is to promote full and equal business opportunity for all businesses in contracting with state agencies. Pursuant to the HUB program, if under the terms of any agreement or contractual arrangement resulting from this RFP, Contractor subcontracts any of the Services, then Contractor must make a good faith effort to utilize HUBs certified by the Procurement and Support Services Division of the Texas Comptroller of Public Accounts. Proposals that fail to comply with the requirements contained in this Section 2.5 will constitute a material failure to comply with advertised specifications and will be rejected by the University as non-responsive. Additionally, compliance with good faith effort guidelines is a condition precedent to awarding any agreement or contractual arrangement resulting from this RFP. Proposer acknowledges that, if selected by the University, its obligation to make a good faith effort to utilize HUBs when subcontracting any of the Services will continue throughout the term of all agreements and contractual
arrangements resulting from this RFP. Furthermore, any subcontracting of the Services by the Proposer is subject to review by University to ensure compliance with the HUB program.

2.5.2 The University has reviewed this RFP in accordance with Title 34 TAC Section 20.13(a), and has determined that subcontracting opportunities are probable under this RFP.

2.5.3 A HUB Subcontracting Plan (HSP) is a required part of the proposal. The HSP will be developed and administered in accordance with the University’s Policy on Utilization of Historically Underutilized Businesses, attached as APPENDIX TWO and incorporated for all purposes.

Each Proposer must complete and return the HSP in accordance with the terms and conditions of this RFP, including APPENDIX TWO. Proposers that fail to submit the HSP will be considered non-responsive to this RFP as required by Section 2161.252, Government Code.

Questions regarding the HSP may be directed to:

Laurie Thompson,
HUB Program Coordinator
(817) 272-2039
lauriethompson@uta.edu

2.5.4 Proposer must submit one (1) original of the HSP to the University at the same time it submits its proposal to University (ref. Section 3.2 of this RFP.) The original of the HSP must be submitted under separate cover and in a separate envelope (the “HSP Envelope”). Proposer must ensure that the top outside surface of its HSP Envelope clearly shows and makes visible:

2.5.4.1 the RFP No. (ref. Section 1.3 of this RFP) and the Submittal Deadline (ref. Section 2.1 of this RFP), both located in the lower left hand corner of the top surface of the envelope,

2.5.4.2 the name and the return address of the Proposer, and

2.5.4.3 the phrase “HUB Subcontracting Plan”.

Any proposal submitted in response to this RFP that is not accompanied by a separate HSP Envelope meeting the above requirements may be rejected by University and returned to Proposer unopened as non-responsive due to material failure to comply with advertised specifications.

The University will open Proposer’s HSP Envelope prior to opening the proposal to confirm Proposer submitted the HSP. Proposer’s failure to submit the HSP will result in the University’s rejection of the proposal as non-responsive due to material failure to comply with advertised specifications.

Note: The requirement that Proposer provide the HSP under this Section 2.5.4 is separate from and does not affect Proposer’s obligation to provide the University with the number of copies of its proposal specified in Section 3.1 of this RFP.
2.5.5 The University may offer Proposer an opportunity to seek informal review of its draft HSP by the University’s HUB Office before the Submittal Deadline. If University extends this offer, details will be provided at the Pre-Proposal Conference (ref. Section 2.6 of this RFP) or by other means. Informal review is designed to help address questions Proposer may have about how to complete its HSP properly. Concurrence or comment on Proposer’s draft HSP by University will not constitute formal approval of the HSP, and will not eliminate the need for Proposer to submit its final HSP to University as instructed by Section 2.5.

2.6 Pre-Proposal Conference

The University will not hold a pre-proposal conference for this RFP.
SECTION 3

SUBMISSION OF PROPOSAL

3.1 Number of Copies

Proposer must submit a total of two (2) complete and identical copies of its entire proposal. An original signature by an authorized officer of Proposer must appear on the Execution of Offer (ref. Section 2 of APPENDIX ONE) of at least one (1) copy of the submitted proposal. The copy of the Proposer’s proposal bearing an original signature should contain the mark “original” on the front cover of the proposal. One copy must be submitted in hard copy format. Copy two must be submitted on a flash drive.

**NOTE:** It is not necessary to reproduce and submit our original RFP document in its entirety. Any exceptions to the RFP content or terms and conditions can simply be noted in your proposal submission.

**Note:** The University will not accept proposals submitted by telephone, proposals submitted by Facsimile (“FAX”) transmission, or proposals submitted by electronic transmission (i.e., e-mail) in response to this RFP (APPENDIX ONE, Section 1.9.6).

3.2 Submission

Proposals must be received by the University on or before the Submittal Deadline (ref. Section 2.1 of this RFP) and should be delivered to:

**Physical Address**
Charlie Brooks
Contract Specialist
The University of Texas at Arlington
219 W. Main St.
Arlington, TX 76010

3.3 Proposal Validity Period

Each proposal must state that it will remain valid for the University’s acceptance for a minimum of one hundred eighty days (180) days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

3.4 Terms and Conditions

3.4.1 Proposer must comply with the requirements and specifications contained in this RFP, the Terms and Conditions (ref. Section 4 of this RFP), the Notice to Proposer (ref. Section 2 of this RFP), Proposal Requirements (ref. APPENDIX ONE) and the Specifications and Additional Questions (ref. Section 5 of this RFP). If there is a conflict among the provisions in this RFP, the provision requiring Proposer to supply the better quality or greater quantity of services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence:

3.4.1.1. Specifications and Additional Questions (ref. Section 5 of this RFP);
3.4.1.2. Terms and Conditions (ref. Section 4 of this RFP);
3.4.1.3. Proposal Requirements (ref. APPENDIX ONE);
3.4.1.4. Notice to Proposers (ref. Section 2 of this RFP).

3.5 Submittal Checklist

Proposer is instructed to complete, sign, and return the following documents as a part of its proposal. If Proposer fails to return each of the following items with its proposal, then University may reject the proposal:

3.5.1 Signed and Completed Execution of Offer (ref. Section 2 of APPENDIX ONE);

3.5.2 Signed and Completed Pricing and Delivery Schedule (separate document);

3.5.3 Responses to Proposer's General Questionnaire (ref. Section 3 of APPENDIX ONE);

3.5.4 Signed and Completed Addenda Checklist (ref. Section 4 of APPENDIX ONE);

3.5.5 Responses to questions and requests for information in the Specifications and Additional Questions Section (ref. Section 5 of this RFP);

3.5.6 Signed and completed originals of the HUB Subcontracting Plan (ref. Section 2.5 of this RFP and APPENDIX TWO);

3.5.7 Samples of representative work product.
SECTION 4
GENERAL TERMS AND CONDITIONS

NOTE: If Proposer takes exception to any terms or conditions set forth in Section 4 of this RFP, Proposer must submit a list of the exceptions and/or proposed alternate language in their proposal. Any exceptions or alternate language will be reviewed the University and acceptance is at the sole discretion of the University.

4.1 General

The terms and conditions contained in this Section 4 or, in the sole discretion of the University, terms and conditions substantially similar to these terms and conditions, will be included in any contract or agreement that results from this RFP (ref. Section 1.4 of APPENDIX ONE).

As indicated in Section 2.3 of this RFP, the successful Proposer is referred to as the “Contractor”.

4.2 Payment

The University agrees to pay fees due under this Agreement in accordance with the Texas Prompt Payment Act (“Act”), Chapter 2251, Government Code. Pursuant to the Act, payment shall be deemed late on the 31st day after the later of: 1) the date the performance of the Services under this Agreement are completed, or 2) the date the University receives an invoice for the Services. The University will be responsible for interest on overdue payments equal to the sum of: 1) one percent, plus 2) the prime rate as published in the Wall Street Journal on the first day of July of the preceding fiscal year (the University’s fiscal year begins September 1) that does not fall on a Saturday or Sunday. University will have the right to verify the details set forth in Contractor's invoices and supporting documentation, either before or after payment, by (a) inspecting the books and records of Contractor at mutually convenient times; (b) examining any reports with respect to the Project; and (c) other reasonable action. The cumulative amount of all payments will not exceed the amount of this Agreement.

4.3 Tax Exemption

The University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax on the Services in accordance with Section 151.309, Tax Code, and Title 34 Texas Administrative Code (“TAC”) Section 3.322.

4.4 Prompt Payment Discount

Notwithstanding any other provision of this Agreement, the University is entitled to a “Prompt Payment Discount” of ___% off of each payment that the University submits within ___ days after University’s receipt of Contractor’s invoice for that payment.

4.5 Contractor’s Obligations

4.5.1 Contractor will perform the Services in compliance with all applicable federal, state and local, laws, regulations, and ordinances. Contractor represents and warrants that neither Contractor nor any firm, corporation or institution represented by Contractor, or anyone
acting for the firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, Business and Commerce Code, or federal antitrust laws, or (2) has communicated directly or indirectly the content of Contractor’s response to University’s procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process for this Agreement.

4.5.2 Contractor represents, warrants and agrees that (a) it will use commercially reasonable efforts to perform the Services in a good and workmanlike manner and in accordance with commercially reasonable standards of Contractor’s profession or business, and (b) all of the Services to be performed will be of the quality that prevails among similar businesses engaged in providing similar services in major United States urban areas under the same or similar circumstances.

4.5.3 Contractor will call to the University’s attention in writing all information in any materials supplied to Contractor (by University or any other party) that Contractor regards as unsuitable, improper or inaccurate in connection with the purposes for which the material is furnished.

4.5.4 Contractor warrants and agrees that the Services will be accurate and free from any material defects. Contractor’s duties and obligations under this Agreement will at no time be in any way diminished by reason of any approval by University nor will Contractor be released from any liability by reason of any approval by University, it being agreed that the University at all times is relying upon Contractor’s skill and knowledge in performing the Services.

4.5.5 Contractor will, at its own cost, correct all material defects in the Services as soon as practical after Contractor becomes aware of the defects. If Contractor fails to correct material defects in the Services within a reasonable time, then the University may correct the defective Services at Contractor’s expense. This remedy is in addition to, and not in substitution for, any other remedy for defective Services that the University may have at law or in equity.

4.5.6 Contractor will maintain a staff of properly trained and experienced personnel to ensure satisfactory performance under this Agreement. Contractor will cause all persons connected with Contractor directly in charge of the Services to be duly registered and/or licensed under all applicable federal, state and local, laws, regulations, and ordinances. Contractor will assign to the Project a designated representative who will be responsible for the administration and coordination of the Services.

4.5.7 Contractor represents that if (i) it is a corporation, then it is a corporation duly organized, validly existing and in good standing under the laws of the State of Texas, or a foreign corporation or limited liability company duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary corporate power and has received all necessary corporate approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of Contractor has been duly authorized to act for and bind Contractor; or (ii) if it is a partnership, limited partnership, limited liability partnership, or limited liability company then it has all necessary power and has secured all necessary approvals to execute and deliver this Agreement and perform all its obligations hereunder, and the individual executing this Agreement on behalf of Contractor has been duly authorized to act for and bind Contractor.
4.5.8 Contractor represents and warrants that neither the execution and delivery of this Agreement by Contractor nor the performance of its duties and obligations under this Agreement will (a) result in the violation of any provision [i] if a corporation, of Contractor's articles of incorporation or by-laws, [ii] if a limited liability company, of its articles of organization or regulations, or [iii] if a partnership, of any partnership agreement by which Contractor is bound; (b) result in the violation of any provision of any agreement by which Contractor is bound; or (c) to the best of Contractor's knowledge and belief, conflict with any order or decree of any court or other body or authority having jurisdiction.

4.5.9 Contractor represents and warrants that all of Contractor's Personnel contributing to the Work Material (ref. Section 4.25) under this Agreement will be required to (i) acknowledge in writing the ownership of Contractor (for the benefit of the University) of the Work Material and each element thereof produced by the Personnel while performing services pursuant to this Agreement and (ii) make all assignments necessary to effectuate such ownership. “Personnel” means any and all persons associated with Contractor who provide any work or work product pursuant to this Agreement, including officers, managers, supervisors, full-time employees, part-time employees, and independent contractors.

4.5.10 Contractor represents and warrants that: (i) the Services will be performed solely by Contractor, its full-time or part-time employees during the course of their employment, or independent contractors who have assigned in writing all right, title and interest in their work to Contractor for the benefit of the University; (ii) University will receive free, good and clear title to all Work Material developed under this Agreement; (iii) the Work Material and the intellectual property rights protecting the Work Material are free and clear of all encumbrances, including security interests, licenses, liens, charges or other restrictions; (iv) the Work Material will not infringe upon or violate any patent, copyright, trade secret, trademark, service mark or other property right of any former employer, independent contractor, client or other third party; and (v) the use, reproduction, distribution, or modification of the Work Material will not violate the rights of any third parties in the Work Material, including trade secret, publicity, privacy, copyright, trademark, service mark and patent rights.

4.5.11 If this Agreement requires Contractor's presence on University's premises or in the University's facilities, Contractor agrees to cause its representatives, agents, employees and subcontractors to become aware of, fully informed about, and in full compliance with all applicable the University rules and policies, including those relative to personal health, security, environmental quality, safety, fire prevention, noise, smoking, and access restrictions.

4.6 Family Code Child Support Certification

Pursuant to Section 231.006, Family Code, Contractor certifies that it is not ineligible to receive the award of or payments under this Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

4.7 Tax Certification

If Contractor is a taxable entity as defined by Chapter 171, Tax Code (“Chapter 171”), then Contractor certifies that it is not currently delinquent in the payment of any taxes.
due under Chapter 171, or that Contractor is exempt from the payment of those taxes, or that Contractor is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable.

4.8 Payment of Debt or Delinquency to the State

Pursuant to Sections 2107.008 and 2252.903, Government Code, Contractor agrees that any payments owing to Contractor under this Agreement may be applied directly toward any debt or delinquency that Contractor owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

4.9 Loss of Funding

Performance by the University under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the “Legislature”) and/or allocation of funds by the Board of Regents of The University of Texas System (the “Board”). If the Legislature fails to appropriate or allot the necessary funds, or the Board fails to allocate the necessary funds, then University shall issue written notice to Contractor and University may terminate this Agreement without further duty or obligation hereunder. Contractor acknowledges that appropriation, allotment, and allocation of funds are beyond the control of the University.

4.10 Notices

Except as otherwise provided in this Section, all notices, consents, approvals, demands, requests or other communications provided for or permitted to be given under any of the provisions of this Agreement will be in writing and will be sent via registered or certified mail, overnight courier, confirmed facsimile transmission (to the extent a facsimile number is set forth below), or email (to the extent an email address is set forth below), and notice will be deemed given (i) if mailed, when deposited, postage prepaid, in the United States mail, (ii) if sent by overnight courier, one business day after delivery to the courier, (iii) if sent by facsimile (to the extent a facsimile number is set forth below), when transmitted, and (iv) if sent by email (to the extent an email address is set forth below), when received:

If to University: Parking and Transportation
University of Texas at Arlington
122 J.D. Wetsel SVC Center
1225 Mitchell St.
Arlington, TX 76019
Attention: Greg Hladik

with copy to: Procurement Services
University of Texas at Arlington
219 W. Main St.
Arlington, TX 76010
Attention: Charles Brooks

If to Contractor: _________________________
_________________________
_________________________
Attention: _________________
or other person or address as may be given in writing by either party to the other in accordance with this Section.

Notwithstanding any other requirements for notices given by a party under this Agreement, if Contractor intends to deliver written notice to the University pursuant to Section 2251.054, Government Code, then Contractor will send that notice to University as follows:

University of Texas at Arlington
Procurement Services
219 W. Main St.,
Arlington, TX 76010
Fax: 817.272.2685
Email: cornwell@uta.edu
Attention: Julia Cornwell

with copy to:

University of Texas at Arlington
CFO & VP for Business Affairs
219 W. Main St.
Arlington, TX 76010
Fax: 817.272.7135
Email: kDavis@uta.edu
Attention: Kelly Davis

or other person or address as may be given in writing by the University to Contractor in accordance with this Section.

4.11 State Auditor’s Office

Contractor understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor’s Office, or any successor agency (collectively, “Auditor”), to conduct an audit or investigation in connection with those funds pursuant to Sections 51.9335(c), 73.115(c) and 74.008(c), Education Code. Contractor agrees to cooperate with the Auditor in the conduct of the audit or investigation including providing all records requested. Contractor will include this provision in all contracts with permitted subcontractors.

4.12 Venue; Governing Law

Tarrant County, Texas, shall be the proper place of venue for suit on or in respect of this Agreement. This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.

4.13 Breach of Contract Claims

4.13.1 To the extent that Chapter 2260, Government Code, as it may be amended from time to time (“Chapter 2260”), is applicable to this Agreement and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 will be used, as further described herein, by University and Contractor to attempt to resolve any claim for breach of contract made by Contractor:
4.13.1.1 Contractor's claims for breach of this Agreement that the parties cannot resolve pursuant to other provisions of this Agreement or in the ordinary course of business will be submitted to the negotiation process provided in subchapter B of Chapter 2260. To initiate the process, Contractor will submit written notice, as required by subchapter B of Chapter 2260, to University in accordance with the notice provisions in this Agreement. Contractor's notice will specifically state that the provisions of subchapter B of Chapter 2260 are being invoked, the date and nature of the event giving rise to the claim, the specific contract provision that University allegedly breached, the amount of damages Contractor seeks, and the method used to calculate the damages. Compliance by Contractor with subchapter B of Chapter 2260 is a required prerequisite to Contractor's filing of a contested case proceeding under subchapter C of Chapter 2260. The Chief Business Officer of the University, or the other officer of University as may be designated from time to time by University by written notice thereof to Contractor in accordance with the notice provisions in this Agreement, will examine Contractor's claim and any counterclaim and negotiate with Contractor in an effort to resolve the claims.

4.13.1.2 If the parties are unable to resolve their disputes under Section 4.14.1.1, the contested case process provided in subchapter C of Chapter 2260 is Contractor's sole and exclusive process for seeking a remedy for any and all of Contractor's claims for breach of this Agreement by the University.

4.13.1.3 Compliance with the contested case process provided in subchapter C of Chapter 2260 is a required prerequisite to seeking consent to sue from the Legislature under Chapter 107, Civil Practices and Remedies Code. The parties hereto specifically agree that (i) neither the execution of this Agreement by the University nor any other conduct, action or inaction of any representative of the University relating to this Agreement constitutes or is intended to constitute a waiver of the University's or the state's sovereign immunity to suit and (ii) the University has not waived its right to seek redress in the courts.

4.13.2 The submission, processing and resolution of Contractor's claim is governed by the published rules adopted by the Texas Attorney General pursuant to Chapter 2260, as currently effective, thereafter enacted or subsequently amended.

4.13.3 The University and Contractor agree that any periods set forth in this Agreement for notice and cure of defaults are not waived.

4.14 Compliance with Law

Contractor will perform the Services in compliance with all applicable federal, state and local, laws, regulations, and ordinances. Contractor represents and warrants that neither Contractor nor any firm, corporation or institution represented by Contractor, or anyone acting for the firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, Business and Commerce Code, or federal antitrust laws, or (2) has communicated directly or indirectly the content of Contractor's response to University's procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process for this Agreement.
4.15 Records

Records of Contractor's costs, any reimbursable expenses pertaining to the Services and payments will be available to the University or its authorized representative during business hours and will be retained for four (4) years after final payment or abandonment of the Services, unless University otherwise instructs Contractor in writing.

4.16 Insurance

4.16.1 If the resulting contract requires the presence of Contractor, its employees, agents, suppliers or subcontractors (if any) on the property of The University of Texas at Arlington, Contractor will maintain and cause its agents, suppliers and subcontractors (if any) to maintain the following insurance coverage’s with companies authorized to do insurance business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code, having an A.M Best Rating of A-:VI or better, and in amounts not less than the following minimum limits of coverage:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Minimum Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker’s Compensation</td>
<td>Statutory Limits</td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td>$1,000,000 per Accident, Employee and</td>
</tr>
<tr>
<td></td>
<td>Policy Limit</td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td></td>
<td>Including Contractual Liability</td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000 per Policy Limit</td>
</tr>
<tr>
<td>Product/Completed Ops</td>
<td>$2,000,000 Aggregate</td>
</tr>
<tr>
<td>Business Auto Liability</td>
<td>$1,000,000 Combined single limit</td>
</tr>
</tbody>
</table>

Must cover all owned, non-owned, or hired automobiles

4.16.2 All policies (except Workers’ Compensation and employer’s liability) will be endorsed and name the Board of Regents of the University of Texas System (“Board”) and The University of Texas at Arlington (“University”), as Additional Insured’s for liability caused in whole or in part by Contractor’s acts or omissions with respect to its on-going and completed operations up to the actual liability limits of the required insurance policies maintained by Contractor. Commercial General Liability Additional Insured endorsement including on-going and completed operations coverage will be submitted with the Certificates of Insurance. Commercial General Liability and Business Auto Liability will be endorsed to provide primary and non-contributory coverage.

4.16.3 All policies will be endorsed to provide a Waiver of Subrogation in favor of the Board and the University. No policy will be cancelled until after thirty (30) days' unconditional written notice to the University.

4.16.4 Evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all required insurance policies after the execution and delivery of this Agreement and prior to the performance of any Work by Contractor under this Agreement. Additional evidence of insurance will be
provided verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal.

Certificate Holder:
University of Texas at Arlington –
Procurement Services
219 West Main St.
Arlington, Texas 76010

4.16.5 Performance Bond (APPENDIX FOUR) In accordance with Section 2252.064, Texas Government Code: the Contractor will provide the University with performance in the full anticipated contract amount value for the initial term. Thereafter, the amount of the bond may be adjusted at the beginning of each contract term to reflect the remaining contract value. The bond will be issued by a surety company authorized to do business in the State of Texas and acceptable to the University’s Representative in all respects. The bond will be made payable to the University and conditioned upon the prompt and faithful performance of the Services and all of Contractor’s other duties and obligations under this Agreement, including payment of all subcontractors.

4.17 Indemnification

4.17.1 To the fullest extent permitted by law, Contractor will and does hereby agree to indemnify, protect, defend with counsel approved by University, and hold harmless University and The University of Texas System, and their respective affiliated enterprises, regents, officers, directors, attorneys, employees, representatives and agents (collectively “Indemnitees”) from and against all damages, losses, liens, causes of action, suits, judgments, expenses, and other claims of any nature, kind, or description, including reasonable attorneys’ fees incurred in investigating, defending or settling any of the foregoing (collectively “Claims”) by any person or entity, arising out of, caused by, or resulting from Contractor’s performance under or breach of this Agreement and that are caused in whole or in part by any negligent act, negligent omission or willful misconduct of Contractor, anyone directly employed by Contractor or anyone for whose acts Contractor may be liable. The provisions of this Section will not be construed to eliminate or reduce any other indemnification or right which any Indemnitee has by law or equity. All parties will be entitled to be represented by counsel at their own expense.

4.17.2 In addition, Contractor will and does hereby agree to indemnify, protect, defend with counsel approved by University, and hold harmless Indemnitees from and against all claims arising from infringement or alleged infringement of any patent, copyright, trademark or other proprietary interest arising by or out of the performance of services or the provision of goods by Contractor, or the use by Indemnitees, at the direction of Contractor, of any article or material; provided, that, upon becoming aware of a suit or threat of suit for infringement, University will promptly notify Contractor and Contractor will be given the opportunity to negotiate a settlement. In the event of litigation, University agrees to
REASONABLY COOPERATE WITH CONTRACTOR. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE.

4.18 Ethics Matters; No Financial Interest

Contractor and its employees, agents, representatives and subcontractors, which will be providing services under this Agreement have read and understand University’s Conflicts of Interest Policy available at http://www.utsystem.edu/policy/policies/int160.html, University’s Standards of Conduct Guide available at https://www.uta.edu/policy/procedure/3-34): and applicable state ethics laws and rules available at www.utsystem.edu/ogc/ethics.

Neither Contractor nor its employees, agents, representatives or subcontractors providing services under this Agreement will knowingly assist or cause University employees to violate the University’s Conflicts of Interest Policy, provisions described by the University’s Standards of Conduct Guide, or applicable state ethics laws or rules. Contractor represents and warrants that no member of its Board has a direct or indirect financial interest in the transaction that is the subject of this Agreement.

Further, Contractor agrees to comply with Section 2252.908, Texas Government Code, and 1 Texas Administration Code Sections 46.1 through 46.5, as implemented by the Texas Ethics Commission (“TEC”), including providing TEC and University with the information required on the form promulgated by TEC and posted at https://www.ethics.state.tx.us/forms/1295.pdf. Contractor may learn more about these disclosure requirements, including the use of the TEC electronic filing system, by reviewing information posted by TEC at https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html.

4.19 Undocumented Workers

The Immigration and Nationality Act (8 United States Code 1324a) (“Immigration Act”) makes it unlawful for an employer to hire or continue employment of undocumented workers. The United States Immigration and Customs Enforcement Service has established the Form I-9 Employment Eligibility Verification Form (“I-9 Form”) as the document to be used for employment eligibility verification (8 Code of Federal Regulations 274a). Among other things, Contractor is required to: (1) have all employees complete and sign the I-9 Form certifying that they are eligible for employment; (2) examine verification documents required by the I-9 Form to be presented by the employee and ensure the documents appear to be genuine and related to the individual; (3) record information about the documents on the I-9 Form, and complete the certification portion of the I-9 Form; and (4) retain the I-9 Form as required by law. It is illegal to discriminate against any individual (other than a citizen of another country who is not authorized to work in the United States) in hiring, discharging, or recruiting because of that individual's national origin or citizenship status. If Contractor employs unauthorized workers during performance of this Agreement in violation of the Immigration Act then, in addition to other remedies or penalties prescribed by law, the University may terminate this Agreement in accordance with Section 4.26. Contractor represents and warrants that it is in compliance with and agrees that it will remain in compliance with the provisions of the Immigration Act.
4.20 Force Majeure.

Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, tornado, fire, sabotage, or any other circumstances of like character ("force majeure occurrence").

4.21 Entire Agreement; Modifications.

This Agreement supersedes all prior agreements, written or oral, between Contractor and the University and will constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement. This Agreement and each of its provisions will be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by both the University and Contractor.

4.22 Captions

The captions of sections and subsections in this Agreement are for convenience only and will not be considered or referred to in resolving questions of interpretation or construction.

4.23 Waivers

No delay or omission in exercising any right accruing upon a default in performance of this Agreement will impair any right or be construed to be a waiver of any right. A waiver of any default under this Agreement will not be construed to be a waiver of any subsequent default under this Agreement.

4.24 Ownership and Use of Work Material

4.24.1 All data provided by the University to Contractor or created by Contractor or any subcontractors in connection with the Work for the University (collectively, "Work Material"), whether or not accepted or rejected by the University, is the sole property of the University and for its exclusive use and re-use at any time without further compensation and without any restrictions.

4.24.2 Contractor grants and assigns to the University all rights and claims of whatever nature and whether now or hereafter arising in and to the Work Material and will cooperate fully with the University in any steps the University may take to obtain or enforce patent, copyright, trademark or like protections with respect to the Work Material.

4.24.3 Contractor will deliver all Work Material to the University upon expiration or termination of this Agreement. The University will have the right to use the Work Material for the completion of the Services or otherwise. The Work Material will not to be used by any person other than the University on other projects unless expressly authorized by the University in writing.

4.24.4 The Work Material will not be used or published by Contractor or any other party unless expressly authorized by the University in writing. Contractor will treat all Work Material as confidential.

4.25 Confidentiality and Safeguarding of University Records; Press Releases; Public Information
Under this Agreement, Contractor may (1) create, (2) receive from or on behalf of the University, or (3) have access to, records or record systems (collectively, “the University Records”). Among other things, the University Records may contain social security numbers, credit card numbers, or data protected or made confidential or sensitive by applicable federal, state and local, laws, regulations, and ordinances, including the Gramm-Leach-Bliley Act (Public Law No: 106-102) and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (“FERPA”). If University Records are subject to FERPA, (1) the University designates Contractor as a University official with a legitimate educational interest in University Records, and (2) Contractor acknowledges that its improper disclosure or re-disclosure of personally identifiable information from the University Records will result in Contractor’s exclusion from eligibility to contract with the University for at least five (5) years. Contractor represents, warrants, and agrees that it will: (1) hold the University Records in strict confidence and will not use or disclose the University Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the University in writing; (2) safeguard the University Records according to reasonable administrative, physical and technical standards (such as standards established by (i) the National Institute of Standards and Technology and (ii) the Center for Internet Security, as well as the Payment Card Industry Data Security Standards) that are no less rigorous than the standards by which Contractor protects its own confidential information; (3) continually monitor its operations and take any action necessary to assure that the University Records are safeguarded and the confidentiality of the University Records is maintained in accordance with all applicable federal, state and local, laws, regulations, and ordinances, including FERPA and the Gramm-Leach Bliley Act, and the terms of this Agreement; and (4) comply with the University’s rules, policies, and procedures regarding access to and use of University’s computer systems. At the request of the University, Contractor agrees to provide University with a written summary of the procedures Contractor uses to safeguard and maintain the confidentiality of the University Records.

4.25.1 Notice of Impermissible Use. If an impermissible use or disclosure of any the University Records occurs, Contractor will provide written notice to University within one (1) business day after Contractor’s discovery of that use or disclosure. Contractor will promptly provide the University with all information requested by University regarding the impermissible use or disclosure.

4.25.2 Return of University Records. Contractor agrees that within thirty (30) days after the expiration or termination of this Agreement, for any reason, all the University Records created or received from or on behalf of the University will be (1) returned to the University, with no copies retained by Contractor; or (2) if return is not feasible, destroyed. Twenty (20) days before destruction of any University Records, Contractor will provide the University with written notice of Contractor’s intent to destroy the University Records. Within five (5) days after destruction, Contractor will confirm to the University in writing the destruction of the University Records.

4.25.3 Disclosure. If Contractor discloses any University Records to a subcontractor or agent, Contractor will require the subcontractor or agent to comply with the same restrictions and obligations as are imposed on Contractor by this Section.

4.25.4 Press Releases. Except when defined as part of the Services, Contractor will not make any press releases, public statements, or advertisement referring to the Project or the engagement of Contractor as an independent contractor of the University in connection with the Project, or release any information relative to the Project for publication, advertisement or any other purpose without the prior written approval of the University.
4.25.5 **Public Information.** The University strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the *Texas Public Information Act, Chapter 552, Government Code.*

4.25.6 **Termination.** In addition to any other termination rights set forth in this Agreement and any other rights at law or equity, if the University reasonably determines that Contractor has breached any of the restrictions or obligations set forth in this Section, the University may immediately terminate this Agreement without opportunity to cure.

4.25.7 **Duration.** The restrictions and obligations under this Section will survive expiration or termination of this Agreement for any reason.

4.26 **Default and Termination.**

4.26.1 In the event of a material failure by a party to this Agreement to perform in accordance with the terms of this Agreement ("**default**"), the other party may terminate this Agreement upon fifteen (15) calendar days' written notice of termination setting forth the nature of the material failure; **provided, that,** the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the fifteen-day period.

4.26.2 The University may, without cause, terminate this Agreement at any time upon giving seven (7) calendar days' advance written notice to Contractor. Upon termination pursuant to this Section, Contractor will be entitled to payment of an amount that will compensate Contractor for the Services satisfactorily performed from the time of the last payment date to the termination date in accordance with this Agreement. Notwithstanding any provision in this Agreement to the contrary, University will not be required to pay or reimburse Contractor for any services performed or for expenses incurred by Contractor after the date of the termination notice that could have been avoided or mitigated by Contractor.

4.26.3 Termination under **Sections 4.26.1 or 4.26.2** will not relieve Contractor from liability for any default or breach under this Agreement or any other act or omission of Contractor.

4.26.4 If Contractor fails to cure any default within fifteen (15) calendar days after receiving written notice of the default, the University will be entitled (but will not be obligated) to cure the default and will have the right to offset against all amounts due to Contractor under this Agreement, any and all reasonable expenses incurred in connection with the University's curative actions.

4.26.5 In the event that this Agreement is terminated, then within thirty (30) calendar days after termination, Contractor will reimburse the University for all fees paid by the University to Contractor that were (a) not earned by Contractor prior to termination, or (b) for goods or services that the University did not receive from Contractor prior to termination.

4.27 **Binding Effect**

This Agreement will be binding upon and inure to the benefit of the parties hereto and their respective permitted assigns and successors.
4.28 Severability

In case any provision of this Agreement will, for any reason, be held invalid or unenforceable in any respect, the invalidity or unenforceability will not affect any other provision of this Agreement, and this Agreement will be construed as if the invalid or unenforceable provision had not been included.

4.29 Limitation of Liability

EXCEPT FOR UNIVERSITY’S OBLIGATION (IF ANY) TO PAY CONTRACTOR CERTAIN FEES AND EXPENSES UNIVERSITY WILL HAVE NO LIABILITY TO CONTRACTOR OR TO ANYONE CLAIMING THROUGH OR UNDER CONTRACTOR BY REASON OF THE EXECUTION OR PERFORMANCE OF THIS AGREEMENT.

NOTWITHSTANDING ANY DUTY OR OBLIGATION OF UNIVERSITY TO CONTRACTOR OR TO ANYONE CLAIMING THROUGH OR UNDER CONTRACTOR, NO PRESENT OR FUTURE AFFILIATED ENTERPRISE, SUBCONTRACTOR, AGENT, OFFICER, DIRECTOR, EMPLOYEE, REPRESENTATIVE, ATTORNEY OR REGENT OF UNIVERSITY, OR THE UNIVERSITY OF TEXAS SYSTEM, OR ANYONE CLAIMING UNDER UNIVERSITY HAS OR WILL HAVE ANY PERSONAL LIABILITY TO CONTRACTOR OR TO ANYONE CLAIMING THROUGH OR UNDER CONTRACTOR BY REASON OF THE EXECUTION OR PERFORMANCE OF THIS AGREEMENT.

4.30 Assignment and Subcontracting

Contractor's interest in this Agreement (including Contractor’s duties and obligations under this Agreement, and the fees due to Contractor under this Agreement) may not be subcontracted, assigned, delegated, or otherwise transferred to a third party, in whole or in part, and any attempt to do so will (a) not be binding on the University; and (b) be a breach of this Agreement for which Contractor will be subject to all remedial actions provided by Applicable Laws, including Chapter 2161, Texas Government Code, and 34 TAC Chapter 20. §§20.101 – 20.108. The benefits and burdens of this Agreement are assignable by the University.

4.31 Historically Underutilized Business Subcontracting Plan

Historically Underutilized Business Subcontracting Plan. Contractor agrees to use good faith efforts to subcontract the Services in accordance with the Historically Underutilized Business Subcontracting Plan (“HSP”) (ref. APPENDIX TWO). Contractor agrees to maintain business records documenting its compliance with the HSP and to submit a monthly compliance report to the University in the format required by Texas Procurement and Support Services Division of the Texas Comptroller of Public Accounts or any successor agency (collectively, “TPSS”). Submission of compliance reports will be required as a condition for payment under this Agreement. If the University determines that Contractor has failed to subcontract as set out in the HSP, the University will notify Contractor of any deficiencies and give Contractor an opportunity to submit documentation and explain why the failure to comply with the HSP should not be attributed to a lack of good faith effort by Contractor. If University determines that Contractor failed to implement the HSP in good faith, the University, in addition to any other remedies, may report nonperformance to the TPSS in accordance with 34 TAC Sections 20.101 through 20.108. The University may also revoke this Agreement for breach and make a claim against Contractor.

4.31.1 Changes to the HSP. If at any time during the term of this Agreement, Contractor desires to change the HSP, before the proposed changes become effective (a) Contractor must comply with 34 TAC Section 20.14; (b) the changes must be reviewed and approved by the University; and (c) if University approves changes to the HSP, this Agreement must be
amended in accordance with Section 2.5.3 to replace the HSP with the revised subcontracting plan.

4.31.2 **Expansion of the Services.** If the University expands the scope of the Services through a change order or any other amendment, the University will determine if the additional Services contains probable subcontracting opportunities not identified in the initial solicitation for the Services. If the University determines additional probable subcontracting opportunities exist, Contractor will submit an amended subcontracting plan covering those opportunities. The amended subcontracting plan must comply with the provisions of 34 TAC Section 20.14 before (a) this Agreement may be amended to include the additional Services; or (b) Contractor may perform the additional Services. If Contractor subcontracts any of the additional subcontracting opportunities identified by the University without prior authorization and without complying with 34 TAC Section 20.14, Contractor will be to any remedial actions provided by Texas law including Chapter 2161, Government Code and 34 TAC Section 20.14. University may report deemed to be in breach of this Agreement under Section 4.26 and will be subject nonperformance under this Agreement to the TPSS in accordance with 34 TAC Sections 20.101 through 20.108.

4.32 **Responsibility for Individuals Performing Services; Criminal Background Checks.** Each individual who is assigned to perform the Services under this Agreement will be an employee of Contractor or an employee of a subcontractor engaged by Contractor. Contractor is responsible for the performance of all individuals performing the Services under this Agreement. Prior to commencing the Services, Contractor will (1) provide University with a list ("List") of all individuals who may be assigned to perform the Services on University’s premises and (2) have an appropriate criminal background screening performed on all the individuals on the List. Contractor will determine on a case-by-case basis whether each individual assigned to perform the Services is qualified to provide the services. Contractor will not knowingly assign any individual to provide services on the University’s premises who has any history of criminal conduct unacceptable for a university campus or healthcare center, including any violent or sexual offenses. Contractor will update the List each time there is a change in the individuals assigned to perform the Services on the University’s premises.

Prior to commencing performance of the Services under this Agreement, Contractor will provide the University a letter signed by an authorized representative of Contractor certifying compliance with this Section. Contractor will provide the University an updated certification letter each time there is a change in the individuals on the List.

4.33 **Limitations**

The Parties are aware that there are constitutional and statutory limitations on the authority of University (a state agency) to enter into certain terms and conditions that may be a part of this Agreement, including those terms and conditions relating to liens on University’s property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorneys’ fees; dispute resolution; indemnities; and confidentiality (collectively, the “Limitations”), and terms and conditions related to the limitations will not be binding on University except to the extent authorized by the laws and Constitution of the State of Texas.
4.34 **Survival of Provisions**

No expiration or termination of this Agreement will relieve either party of any obligations under this Agreement that by their nature survive such expiration or termination.

4.35 **Relationship of the Parties**

For all purposes of this Agreement and notwithstanding any provision of this Agreement to the contrary, Contractor is an independent contractor and is not a state employee, partner, joint ventures, or agent of the University. Contractor will not bind nor attempt to bind University to any agreement or contract. As an independent contractor, Contractor is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including worker's compensation insurance.

4.36 **Access to Documents**

To the extent applicable to this Agreement, in accordance with Section 1861(v)(I)(i) of the Social Security Act (42 U.S.C. 1395x) as amended, and the provisions of 42 CFR Section 420.300, et seq., Contractor will allow, during and for a period of not less than four (4) years after the expiration or termination of this Agreement, access to this Agreement and its books, documents, and records; and contracts between Contractor and its subcontractors or related organizations, including books, documents and records relating to same, by the Comptroller General of the United States, the U.S. Department of Health and Human Services and their duly authorized representatives.

4.38 **Affirmative Action.**

A written copy of Contractor's Civil Rights "Affirmative Action Compliance Program" is attached as Exhibit _____ to this Agreement and incorporated for all purposes, or if Contractor is not required to have such a written program, the reason Contractor is not subject to such requirement is attached as Exhibit _____ to this Agreement and incorporated for all purposes.

4.39 **OSHA Compliance.**

To the extent applicable to the services to be performed under this Agreement, Contractor represents and warrants, that all articles and services furnished under this Agreement meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-598) and its regulations in effect or proposed as of the date of this Agreement.
 SECTION 5
SPECIFICATIONS AND SCOPE OF WORK

5.1 General
The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. As indicated in Section 2.3 of this RFP, the successful Proposer is referred to as the “Contractor.”

5.2 Scope of Work

Contractor will provide the following services to the University:

5.2.1 The objectives of this contract are to provide safe, comfortable, dependable and accessible transportation service for the University community in a cost-effective manner, and to provide vehicles sized to meet the demand level of the University.

5.2.2 Should service hours change at any point in time, Contractor will be notified at least one week in advance of such a change. The University reserves the right to request modified schedules which it deems appropriate in conjunction with the approved Holiday schedule as published by the University.

5.2.3 The Contractor shall furnish all supervision, personnel, passenger vehicles, materials, supplies, storage and maintenance facilities, tools, equipment, insurance, and incidentals as required to perform an operationally dependable public transportation service, equipped for maximum passenger comfort, and continually maintained and safely operated as described herein.

5.2.4 Vehicles shall have adequate heating and air-conditioning; two-way radios not on citizen band frequency that are consistent with the campus radio stations; adequate interior lighting; and padded, comfortable seating for passengers. Buses shall be ADA accessible. Spare vehicles, fully meeting all project vehicle requirements, including but not limited to wheelchair accessibility and graphic requirements, shall be maintained and dispatched for replacement within one hour of the time any project vehicle becomes inoperable or must be removed from service for repairs.

5.2.4.1 Bidders should provide buyout offers for the University’s current fleet of buses, noting which will be retained for use and which will be removed from service. See Current Fleet Information for a list of vehicles.

5.2.5 Adequate spare vehicles meeting the same vehicle requirements established for this contract must be placed into service within one (1) hour of any occurrence when a contract vehicle must be removed from service for any reason or a penalty for one (1) revenue hour per hour of delay will be accessed.

5.2.6 Contractor shall provide to the University by 8:00 AM each morning via email the following information:

- Out of Service vehicle count / bus number.
- Do all drivers have nameplate visible on bus?
- Do all drivers have name badge visible on uniform?
- Is the bus number identified on each vehicle?
- Are there any route problems?
5.2.7 Performance Standards
Contractor must comply with the below listed performance standards:

5.2.7.1 Schedule and perform vehicle maintenance so as to exceed eight thousand (8,000) miles between every road failure.

5.2.7.2 Contractor must have an established operator safety program with a continuing goal of maintaining an accident-free company driving record. The University reserves the right to request the Contractor remove a driver from operating University runs upon written evidence of an unsafe act while driving a University route or for any other cause which University determines as warranted.

5.2.7.3 All vehicles shall be cleaned inside daily prior to being placed into service. Vehicle exteriors and windows shall be washed at least two times per week. Vehicles interiors shall at all times be kept free of exhaust fumes and engine odors.

5.2.7.4 Vehicles bodies, frames, and components shall be in sound condition and free of all damage. Vehicles shall comply with safety and mechanical standards of all state, federal, and local governments. All mechanical, electrical, and hydraulic systems shall be maintained in proper working condition at all times.

5.2.8 Programs, Schedules and Records
The Contractor shall provide and maintain the following programs, schedules, and records:

5.2.8.1 All training records during the term of the contract for new hires.
5.2.8.2 Vehicle Preventative Maintenance Program (including scheduling and record keeping system).
5.2.8.3 Operator Safety Awareness Program (including the company's safety records for the past three (3) years).

Note: Documentation for the above programs, schedules, and records to be provided upon written request of the University within ten (10) working days after date of request.

5.2.9 Miscellaneous
At the option of the University, the Contractor may be required to make additional trips during peak periods of traffic caused by fluctuation in passenger counts. Such additional service will be subject to available equipment. The University shall have the option to implement minor route changes if one (1) day prior notice is given to the Contractor.

5.2.10 Notices
Notices to the Contractor that impact service such as minor route changes or additional peak trips, shall be given orally by the University to the Contractor and shall be confirmed in writing by the University within forty-eight (48) hours of the verbal notice.

5.2.11 Hours
Actual revenue hours consumed may differ from projected annual hours. Projected hours are a minimum of eleven thousand plus (11,000+) hours. The University will give the Contractor one (1) week notice when service is to be increased or decreased, and a minimum of sixty (60) days’
notice will be given in the event additional vehicles are required. The Contractor will be paid for actual revenue hours at the firm rate per revenue hour included in the Contract.

5.2.12 Identification
All vehicles, signage, and operator appearance in connection with transportation service provided under this contractor shall conform to the color, design, graphics, and wording specifications established by the University. The Contractor will be responsible for displaying route signs on vehicles in a location that is easily readable by people outside the vehicle.

**NOTE:** University branded vehicles must only be utilized for this contract. Vehicles displaying University logo and name are not to be used by contractor for off-campus service on weekends, holiday, etc. without permission of the University from the University’s Director of Parking & Transportation or designee.

5.2.13 Advertisement Panels
All vehicles shall have panels mounted on each side of the vehicle and one in the rear of the vehicle which will allow the University to advertise functions. Any and all advertisements must have prior written approval of the University.

5.2.14 Marketing and Public Relations
The University shall furnish all printed materials required for marketing the shuttle service. The University shall be the exclusive spokesman in connection with transportation service.

5.2.15 Inspection
The University may inspect the vehicles at any time. All determinations by University as to the appearance, cleanliness and condition of a vehicle shall be final; however, the Contractor shall not be relieved of its duty to maintain the vehicles in a safe and sound condition. All vehicles must be approved by the University prior to initiation of service.

5.2.16 Personnel
The Contractor shall furnish all vehicle operators, mechanics, dispatchers, supervisors, administrative personnel, and other personnel services necessary for providing the transportation service in accordance with this contract. Operators of vehicles will be properly trained and licensed. Operator must maintain University’s current staff members for a minimum period of 90 days while employee’s performance is evaluated by Contractor; provided that the staff member(s) do not violate any of Contractor’s existing written policies. All personnel are subject to random drug tests at the frequency set by the University.

5.2.17 Supervision
Contractor will provide an account supervisor who is responsible for the daily supervision of contracted service with the University. The University reserves the right to approve the individual assigned as supervisor. The account supervisor responsibilities will include, but are not limited to, monitoring of schedule adherence, reporting and investigation of reckless operation, and on-time route compliance. This supervision will include conducting ride checks (on-board) to ensure operator adherence to procedures (i.e., ID Badge verification, driver safety and passenger relations). Supervisor is expected to address employee and service performance immediately. If there is an issue with an employee or the performance of equipment, it is expected that the contractor will have a supervisor address and correct the issue immediately after the incident. Account supervision will also include response to an investigation of any and all accidents. The
University also reserves the right to provide similar investigations and adherence checks of its own without notice to ensure compliance with terms of the Contract. The supervisor will be required to carry either a cell phone or pager so that the University can contact him/her quickly in case of an emergency. The account supervisor should be available on a daily basis and check in with the designated University individual every morning to update about any service issues.

The University does require that a supervisor or an account representative be assigned **on-site at UTA full time** during the contract, but the supervisor is expected to address employee and service performance immediately. If there is an issue with an employee or the performance of equipment, it is expected that the Contractor have a supervisor on-site to address and correct the issue immediately.

5.2.18 Uniforms

Contractor shall require that all operators wear a standard uniform of neat appearance while on duty. The Contractor shall ensure that the operator's appearance presents a positive public image at all times while on duty. The uniform will consist of UT Arlington colors.

5.2.19 Name Tags / Nameplates

Contractor shall require that all operators wear a standard uniform nametag that list both the first and last name of the vehicle operator. Nameplates will also need to be displayed in each shuttle.

5.2.20 Fuel Surcharges

The fuel charge shall be established at the time of contract commencement and fuel surcharges adjusted according to that set value. Contractor shall provide notification of any fuel-surcharge which may be applied to billing to the University with thirty (30) day advance notice to UTA’s Director of Parking & Transportation or his designee. Fuel-surcharge should be based upon local fuel prices for type of fuel used in University shuttle bus equipment. Fuel-surcharge should be removed once fuel prices fall below those prices when added or if university supplied fuel is used.

5.2.21 Management

The Contractor shall employ management personnel for this contract who are qualified for the work. The University reserves the right to review the resumes of management personnel assigned to this contract and request the removal of personnel. The Contractor's representative shall have regularly scheduled meetings with the University and the designated contract representative.

5.2.22 Reports

The Contractor shall provide and maintain the following reports:

5.2.22.1 Daily Statistics

Contractor will provide passenger count data and such other operating data as may reasonably be requested including but not limited to total daily number of boarding’s and unloading’s. Data will be provided on a monthly basis by cumulative totals by hour and day. A Weekly Status Report will be supplied on the daily statistics, and this report is due on the following Monday of the ending week of service. A Monthly Status Report will be supplied on weekly statistics and will be supplied to the University by the 10th day of the following month. Both the weekly and monthly reports will provide boarding data by location, time, and date.
5.2.22.2 On-Time Percentage Report

Contractor will provide an On-Time Percentage Report based on information attained from the GPS system installed on each piece of transportation equipment. The On-time Percentage Report will be supplied to the University with the Monthly Status Report and due by the 10th day of the following month.

5.2.22.3 Miscellaneous Data

The Contractor shall provide such other miscellaneous data as the University reasonably requests from time to time.

5.2.22.4 Reporting Format

The daily and monthly reports shall be provided to the University in the form of a Microsoft Excel Spreadsheet. Each operator is to collect the data by location, time, and passenger count. This information is to be provided to the University no later than the 10th date of the following month.

5.2.23 Adjustments for Performance

5.2.23.1 Contractor shall strictly adhere to scope of service requirements in rendering transportation services. Any damages incurred by the University on behalf of the contractor when; contractor does not make a service run, fails to provide the required services, does not operate in accordance with the set schedule, or if a service run is interrupted due to equipment failure or for any other reason within the control of contractor will result in adjustments to payment.

5.2.23.2 In the event the contractor fails to comply with the minimum performance standards, adjustments in payment to the contractor will be made based on revenue hour cost.

5.2.23.3 Adjustments for performance shall be assessed based upon compliance with the performance standards reported by: the contractor, by a passenger, by a GPS and verified by the contractor and/or University or by a representative of the University.

5.2.23.4 Should non-compliance with the performance standards be reported by three (3) or more passengers independently, the contractor shall undertake an investigation to verify or refute the report(s). Result shall be reported to the University. Adjustments for performance shall be assessed by the university as appropriate.

5.2.23.5 Adjustments for failure to comply with performance standards shall be deducted from monies due, or which may thereafter become due, to the contractor under the contract.

5.2.23.6 If non-compliance with performance standards is determined by University to have been caused by conditions not within the control of the contractor, assessments may be waived.

5.2.23.7 The University can remove a driver from any route for any of the following issues:

- Reckless driving,
- Dispute with a student / employee,
- Being rude to riders
5.2.24.7 Types of Adjustments

5.2.24.7.1 Shuttle Route & Schedule
During a majority of the year the University’s shuttles run on a set schedule. All shuttles run designated routes and they are spaced 15-20 minutes apart from each other. In the case shuttles are greater than 20 minutes apart the contractor will be assessed an adjustment in the amount equal to one (1) revenue hour.

5.2.24.7.2 Early Departure
In the case a service run departs early from any stop, the contractor will be assessed an adjustment in the amount equal to one (1) revenue hour.

5.2.24.7.3 Late departure (5-15 minutes).
In the case that a service run departs from any stop five (5) minutes or more but, less than fifteen (15) minutes later than the interval, the contractor will be assessed an amount equal to fifty percent (50%) of the value of one revenue hour.

5.2.24.7.4 Late departure (15-30 minutes)
In the case that a service run departs from any stop fifteen (15) minutes or more, but less than thirty (30) minutes later than the interval, the contractor will be assessed an amount equal to one hundred percent (100%) of the value of one revenue hour.

5.2.24.7.5 Equipment Failure
If a bus fails to substantially complete a trip due to equipment failure or for any other reason within the control of contractor, the contractor will not receive payment for that one-way service run and will be assessed a penalty equal to one-hundred percent (100%) of the value of one revenue hour for each hour out of service.

5.2.24.7.6 No-Show
If a bus fails to show up for the route, the contractor will not receive payment for the entire time period that the bus is not operational and will be assessed a penalty equal to one-hundred percent (100%) of the value of one revenue hour for each hour out of service.

5.2.24.7.7 Air Conditioning Failure
If a trip is made with air conditioning that does not function properly or that does not meet performance standards set out in the scope of services, the contractor will be assessed a penalty equal to one-hundred percent (100%) of the value of one revenue hour for every hour that the air conditioning is not functioning properly.

5.2.24.7.7 Other Penalties
A penalty will be applied to Contractor who has three (3) or more occurrences in the same month. Occurrences which may incur penalties include, a bus not showing up, vehicle disabled; or any other reason; except for traffic delays.

Penalties shall be applied as shown below:
• 3rd Occurrence; loss of hourly rate for that hour,
• 4th thru 6th Occurrence; loss of hourly rate for that hour and additional $100 assessed per occurrence,
• 7th thru 9th Occurrence; loss of hourly rate for that hour and additional $200 assessed per occurrence,
• 10th Occurrence and more; loss of hourly rate for that hour and additional $500 assessed per occurrence.

A penalty of $100 shall be assessed if a smaller size substitute bus takes place of the contracted size and no additional busses provided to make up for difference in size. In addition, if it becomes a pattern that contractor has three (3) violations of our ridership on a consistent basis each month, then a penalty shall be assessed for the 3rd or more occurrence in a twelve (12) month period.

5.2.25 Financial

5.2.25.1 Invoices/UT Arlington Payments
All billings must be accompanied by documentation required herein. All billings are to be submitted and reviewed by UT Arlington prior to the issuance of payment. Once approved, UT Arlington shall make payment within thirty (30) days of receipt of a properly documented monthly invoice for services rendered pursuant to this Contract.

5.2.25.2 Time is of the essence in the performance of Contractor’s duties. Failure of the Contractor to notify University sufficiently in advance of inability to complete within the delivery schedule, shall grant University the option of canceling the order, purchasing from the best available source, and charging the Contractor the difference between the Contract price and actual purchase, if any, plus cost of handling. Notwithstanding the foregoing, University shall have no obligation to accept late performance or to waive timely performance by Contractor.

5.2.25.3 In no event shall changes be permitted without the express prior written authorization of Greg Hladik, Director of Parking & Transportation or his successor / designee. Any such authorizations shall be in the form of a Contract amendment.

5.2.25.4 Pricing for Options to Extend the contract will be negotiated a minimum of ninety (90) days prior to the contract end date.

5.2.26 Additional Services

5.2.26.1 From time-to-time the University may request additional transportation services from the Contractor. These additional services are to be provided at an hourly rate and any minimum time requirement for service must be stated by contractor.

Examples of the additional transportation needs are as follows:
• Short Term-Short Distance Transportation. Service from a designated point within the UT Arlington campus (UTA) to another designated point within UTA where the one way travel time is less than thirty (30) minutes.
• Short Term-Mid Distance Transportation. Service from a designated point to a designated point where the one way travel time is less than one hour.
• Short Term-Long Distance Transportation. Service from a designated point to a designated point where one way travel time is greater than one (1) hour.
• Short Term Circulator Transportation. Service to multiple points where the route is repetitive and times are pre-determined for a period of less than four (4) hours.
• Mid Term Circulator Transportation. Service to multiple points where the route is repetitive and times are pre-determined for a period greater than four (4) hours.
• Multi-Day Transportation. Service from a pre-determined point to a pre-determined point and return service for more than one twenty-four (24) hour period.

5.2.26.2 From time to time, the University may add/remove service to the following external locations where the routes will need to be adjusted to accommodate. These additional services are to be provided at an hourly rate and any minimum time requirement for each service stop must be stated by Contractor.

- Maverick Place Apartments (930 Benge Dr., Arlington, TX 76013)
- Centennial Court Apartments (700 W Mitchell Cir, Arlington, TX 76013)
- The Arlie Apartments (815 W Abram St, Arlington, TX 76013)
- 101 Center Street (101 Center St., Arlington, TX 76010)
- 404 Border Street (404 E Border St, Arlington, TX 76010)
- Target (1600 W Arbrook Blvd, Arlington, TX 76015)
- The Parks Mall (3841 South Cooper Street, Arlington, TX 76015)
- Aldi (2417 W Park Row Dr., Arlington, TX 76013)
- The Highlands (E I-20 & Matlock Road, Arlington, TX 76018)
- Lincoln Square (436 Lincoln Square, Arlington, TX 76011)
- UT Arlington Research Institute (7300 Jack Newell Blvd S, Fort Worth, TX 76118)

5.2.26.3 Intentionally left blank.

5.2.26.4 From time to time, the University may collaborate with the City of Arlington or other public-private partnerships to leverage new or existing resources to expand the service area. These additional services are to be provided at an hourly rate and any minimum time requirement for each service stop must be stated by Contractor. Payment of these services may come from multiple agencies, institutions, organizations, or municipalities.

5.2.27 Performance Reviews
Twice annually the University and the Contractor will conduct a performance review of the shuttle bus service. The Contractor will produce a written document for evaluation to include but not be limited to the following:

- On-time performance
- Response to Vehicle Breakdown or Service Disruptions
- Missed Trips
- Complaints per 100 passengers boarding (additional performance standards may be required)
• Passenger satisfaction surveys

5.2.28 Performance Bond
A Performance Bond will be required in the amount of $100,000.00 from the awarded contractor for the initial base term of the contract. The Performance Bond will be renewed annually for each renewal term (one year) of the contract period. The contractor will not be required to provide a full five-year performance bond up front; however, the awarded Contractor will be required to obtain a one-year bond at each renewal period if the contract is renewed.
APPENDIX ONE

PROPOSAL REQUIREMENTS

TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION
SECTION 2: EXECUTION OF OFFER
SECTION 3: PROPOSER'S GENERAL QUESTIONNAIRE
SECTION 4: ADDENDA CHECKLIST
SECTION 1

GENERAL INFORMATION

1.1 Purpose

The University is soliciting competitive sealed proposals from Proposers having suitable qualifications and experience providing services in accordance with the terms, conditions and requirements set forth in this RFP. This RFP provides sufficient information for interested parties to prepare and submit proposals for consideration by University.

By submitting a proposal, Proposer certifies that it understands this RFP and has full knowledge of the scope, nature, quality, and quantity of the services to be performed, the detailed requirements of the services to be provided, and the conditions under which such services are to be performed. Proposer also certifies that it understands that all costs relating to preparing a response to this RFP will be the sole responsibility of the Proposer.

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

1.2 Inquiries and Interpretations

The University may in its sole discretion respond in writing to written inquiries concerning this RFP and mail its response as an Addendum to all parties recorded by the University as having received a copy of this RFP. Only the University’s responses that are made by formal written Addenda will be binding on University. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda issued by the University prior to the Submittal Deadline will be and are hereby incorporated as a part of this RFP for all purposes.

Proposers are required to acknowledge receipt of each Addendum as specified in this Section. The Proposer must acknowledge all Addenda by completing, signing and returning the Addenda Checklist (ref. Section 4 of APPENDIX ONE). The Addenda Checklist must be received by the University prior to the Submittal Deadline and should accompany the Proposer’s proposal.

Any interested party that receives this RFP by means other than directly from the University is responsible for notifying University that it has received an RFP package, and should provide its name, address, telephone number, FAX number and email address to the University, so that if University issues Addenda to this RFP or provides written answers to questions, that information can be provided to such party.

1.3 Public Information

Proposer is hereby notified that the University strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.
The University may seek to protect from disclosure all information submitted in response to this RFP until such time as a final agreement is executed.

Upon execution of a final agreement, the University will consider all information, documentation, and other materials requested to be submitted in response to this RFP, to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the Texas Public Information Act (ref. Chapter 552, Government Code). Proposer will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under Sections 552.101, 552.104, 552.110, 552.113, and 552.131, Government Code.

1.4 Type of Agreement

Contractor, if any, will be required to enter into a contract with University in a form that (i) includes terms and conditions substantially similar to the terms and conditions set forth in Section 4 of this RFP, and (ii) is otherwise acceptable to the University in all respects (the “Agreement”).

1.5 Proposal Evaluation Process

The University will select Contractor by using the competitive sealed proposal process described in this Section. Any proposals that are not submitted by the Submittal Deadline or that are not accompanied by required number of completed and signed originals of the HSP will be rejected by the University as non-responsive due to material failure to comply with this RFP (ref. Section 2.5.4 of this RFP). Upon completion of the initial review and evaluation of proposals, the University may invite one or more selected Proposers to participate in oral presentations. The University will use commercially reasonable efforts to avoid public disclosure of the contents of a proposal prior to selection of Contractor.

The University may make the selection of Contractor on the basis of the proposals initially submitted, without discussion, clarification or modification. In the alternative, the University may make the selection of Contractor on the basis of negotiation with any of the Proposers. In conducting negotiations, the University will use commercially reasonable efforts to avoid disclosing the contents of competing proposals.

The University may discuss and negotiate all elements of proposals submitted by Proposers within a specified competitive range. For purposes of negotiation, University may establish, after an initial review of the proposals, a competitive range of acceptable or potentially acceptable proposals composed of the highest rated proposal(s). In that event, the University may defer further action on proposals not included within the competitive range pending the selection of Contractor; provided, however, the University reserves the right to include additional proposals in the competitive range if deemed to be in the best interest of the University.

After the Submittal Deadline but before final selection of Contractor, the University may permit Proposer to revise its proposal in order to obtain the Proposer's best and final offer. In that event, representations made by Proposer in its revised proposal, including price and fee quotes, will be binding on Proposer. The University will provide each Proposer within the competitive range with an equal opportunity for discussion and revision of its proposal. The University is not obligated to select the Proposer offering the most attractive economic terms if that Proposer is not the most advantageous to the University overall, as determined by University.
The University reserves the right to (a) enter into an agreement for all or any portion of the requirements and specifications set forth in this RFP with one or more Proposers, (b) reject any and all proposals and re-solicit proposals, or (c) reject any and all proposals and temporarily or permanently abandon this selection process, if deemed to be in the best interests of the University. Proposer is hereby notified that University will maintain in its files concerning this RFP a written record of the basis upon which a selection, if any, is made by the University.

1.6 Proposer's Acceptance of Evaluation Methodology

Proposer (1) accepts [a] Proposal Evaluation Process (ref. Section 1.5 of APPENDIX ONE), [b] Criteria for Selection (ref. 2.3 of this RFP), [c] Specifications and Additional Questions (ref. Section 5 of this RFP), [d] terms and conditions of the Agreement (ref. APPENDIX TWO), and [e] all other requirements and specifications set forth in this RFP; and (2) acknowledges that some subjective judgments must be made by University during this RFP process.

1.7 Solicitation for Proposal and Proposal Preparation Costs

Proposer understands and agrees that (1) this RFP is a solicitation for proposals and the University has made no representation written or oral that one or more agreements with the University will be awarded under this RFP; (2) University issues this RFP predicated on the University’s anticipated requirements for the Services, and the University has made no representation, written or oral, that any particular scope of services will actually be required by the University; and (3) Proposer will bear, as its sole risk and responsibility, any cost that arises from Proposer's preparation of a proposal in response to this RFP.

1.8 Proposal Requirements and General Instructions

1.8.1 Proposer should carefully read the information contained herein and submit a complete proposal in response to all requirements and questions as directed.

1.8.2 Proposals and any other information submitted by Proposer in response to this RFP will become the property of the University.

1.8.3 The University will not provide compensation to Proposer for any expenses incurred by the Proposer for proposal preparation or for demonstrations or oral presentations that may be made by Proposer. Proposer submits its proposal at its own risk and expense.

1.8.4 Proposals that (i) are qualified with conditional clauses; (ii) alter, modify, or revise this RFP in any way; or (iii) contain irregularities of any kind, are subject to disqualification by the University, at the University’s sole discretion.

1.8.5 Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to meet the requirements and specifications of this RFP. Emphasis should be on completeness, clarity of content, and responsiveness to the requirements and specifications of this RFP.

1.8.6 The University makes no warranty or guarantee that an award will be made as a result of this RFP. The University reserves the right to accept or reject any or all proposals, waive any formalities, procedural requirements, or minor technical inconsistencies, and delete any requirement or specification from this RFP when deemed to be in the University's best interest. The University reserves the right to seek clarification from any Proposer concerning any item contained in its proposal prior to final selection. Such clarification may be provided by telephone conference or personal meeting with or writing to the
University, at the University’s sole discretion. Representations made by Proposer within its proposal will be binding on Proposer.

1.8.7 Any proposal that fails to comply with the requirements contained in this RFP may be rejected by the University, in the University’s sole discretion.

1.9 Preparation and Submittal Instructions

1.9.1 Specifications and Additional Questions
Proposals must include responses to the questions in Specifications and Additional Questions (ref. Section 5 of this RFP). Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer should explain the reason when responding N/A or N/R.

1.9.2 Execution of Offer
Proposer must complete, sign and return the attached Execution of Offer (ref. Section 2 of APPENDIX ONE) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by the University, in its sole discretion.

1.9.3 Pricing and Delivery Schedule
Proposer must complete and return the Pricing and Delivery Schedule, as part of its proposal. In the Pricing and Delivery Schedule, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated. The fees must inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit. The University will not recognize or accept any charges or fees to perform the Services that are not specifically stated in the Pricing and Delivery Schedule. In the Pricing and Delivery Schedule, Proposer should describe each significant phase in the process of providing the Services to the University, and the time period within which Proposer proposes to be able to complete each such phase.

1.9.4 Proposer’s General Questionnaire
Proposals must include responses to the questions in Proposer’s General Questionnaire (ref. Section 3 of APPENDIX ONE). Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer should explain the reason when responding N/A or N/R.

1.9.5 Addenda Checklist
Proposer should acknowledge all Addenda to this RFP (if any) by completing, signing and returning the Addenda Checklist (ref. Section 4 of APPENDIX ONE) as part of its proposal. Any proposal received without a completed and signed Addenda Checklist may be rejected by University, in its sole discretion.

1.9.6 Submission
Proposer should submit all proposal materials as instructed in Section 3 of this RFP. RFP No. (ref. Title Page of this RFP) and Submittal Deadline (ref. Section 2.1 of this RFP)
should be clearly shown (1) in the Subject line of any email transmitting the proposal, and (2) in the lower left-hand corner on the top surface of any envelope or package containing the proposal. In addition, the name and the return address of the Proposer should be clearly visible in any email or on any envelope or package.

Proposer must also submit the HUB Subcontracting Plan (also called the HSP) as required by Section 2.6 of this RFP.

The University will not under any circumstances consider a proposal that is received after the Submittal Deadline or which is not accompanied by the HSP as required by Section 2.6 of this RFP. University will not accept proposals submitted by telephone or FAX transmission.

Except as otherwise provided in this RFP, no proposal may be changed, amended, or modified after it has been submitted to the University. However, a proposal may be withdrawn and resubmitted at any time prior to the Submittal Deadline. No proposal may be withdrawn after the Submittal Deadline without the University’s consent, which will be based on Proposer's written request explaining and documenting the reason for withdrawal, which is acceptable to the University.
SECTION 2

EXECUTION OF OFFER

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSER’S PROPOSAL. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE PROPOSER’S PROPOSAL MAY RESULT IN THE REJECTION OF THE PROPOSAL.

2.1 Representations and Warranties. Proposer represents, warrants, certifies, acknowledges, and agrees as follows:

2.1.1 Proposer will furnish the Services to the University and comply with all terms, conditions, requirements and specifications set forth in this RFP and any resulting Agreement.

2.1.2 This RFP is a solicitation for a proposal and is not a contract or an offer to contract. Submission of a proposal by Proposer in response to this RFP will not create a contract between the University and Proposer. University has made no representation or warranty, written or oral, that one or more contracts with the University will be awarded under this RFP. Proposer will bear, as its sole risk and responsibility, any cost arising from Proposer’s preparation of a response to this RFP.

2.1.3 Proposer is a reputable company that is lawfully and regularly engaged in providing the Services.

2.1.4 Proposer has the necessary experience, knowledge, abilities, skills, and resources to perform the Services.

2.1.5 Proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances relating to performance of the Services.

2.1.6 Proposer understands (i) the requirements and specifications set forth in this RFP and (ii) the terms and conditions set forth in the Agreement under which Proposer will be required to operate.

2.1.7 Proposer will not delegate any of its duties or responsibilities under this RFP or the Agreement to any sub-contractor, except as expressly provided in the Agreement.

2.1.8 Proposer will maintain any insurance coverage required by the Agreement during the entire term.

2.1.9 All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. The University will rely on such statements, information and representations in selecting Contractor. If selected by the University, Proposer will notify the University immediately of any material change in any matters with regard to which Proposer has made a statement or representation or provided information.

2.1.10 PROPOSER WILL DEFEND WITH COUNSEL APPROVED BY UNIVERSITY, INDEMNIFY, AND HOLD HARMLESS UNIVERSITY, UT SYSTEM, THE STATE OF TEXAS, AND ALL OF THEIR REGENTS, OFFICERS, AGENTS AND EMPLOYEES, FROM AND AGAINST ALL ACTIONS, SUITS, DEMANDS, COSTS, DAMAGES, LIABILITIES AND OTHER CLAIMS OF ANY NATURE, KIND OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS’ FEES INCURRED IN INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM
ANY NEGLIGENT ACTS OR OMISSIONS OR WILLFUL MISCONDUCT OF PROPOSER OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF PROPOSER IN THE EXECUTION OR PERFORMANCE OF ANY CONTRACT OR AGREEMENT RESULTING FROM THIS RFP.

2.1.11 Pursuant to Sections 2107.008 and 2252.903, Government Code, any payments owing to Proposer under the Agreement may be applied directly to any debt or delinquency that Proposer owes the State of Texas or any agency of the State of Texas, regardless of when it arises, until such debt or delinquency is paid in full.

2.1.12 Any terms, conditions, or documents attached to or referenced in Proposer’s proposal are applicable to this procurement only to the extent that they (a) do not conflict with the laws of the State of Texas or this RFP, and (b) do not place any requirements on the University that are not set forth in this RFP. Submission of a proposal is Proposer's good faith intent to enter into the Agreement with University as specified in this RFP and that Proposer’s intent is not contingent upon the University's acceptance or execution of any terms, conditions, or other documents attached to or referenced in Proposer’s proposal.

2.2 No Benefit to Public Servants. Proposer has not given or offered to give, nor does Proposer intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with its proposal. Failure to sign this Execution of Offer, or signing with a false statement, may void the submitted proposal or any resulting Agreement, and Proposer may be removed from all proposer lists at University.

2.3 Tax Certification. Proposer is not currently delinquent in the payment of any taxes due under Chapter 171, Tax Code, or Proposer is exempt from the payment of those taxes, or Proposer is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable. A false certification will be deemed a material breach of any resulting contract or agreement and, at University's option, may result in termination of any resulting Agreement.

2.4 Antitrust Certification. Neither Proposer nor any firm, corporation, partnership or institution represented by Proposer, nor anyone acting for such firm, corporation or institution, has violated the antitrust laws of the State of Texas, codified in Section 15.01, et seq., Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

2.5 Authority Certification. The individual signing this document and the documents made a part of this RFP, is authorized to sign the documents on behalf of Proposer and to bind Proposer under any resulting Agreement.

2.6 Child Support Certification. Under Section 231.006, Family Code, relating to child support, the individual or business entity named in Proposer’s proposal is not ineligible to receive award of the Agreement, and any Agreements resulting from this RFP may be terminated if this certification is inaccurate.

2.7 Relationship Certifications.

- No relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Proposer that is a sole proprietorship, the officers or directors of any Proposer that is a corporation, the partners of any Proposer that is a partnership, the joint venturers of any Proposer that is a joint venture, or the members or managers of any Proposer that is a limited liability company, on
one hand, and an employee of any member institution of UT System, on the other hand, other
than the relationships which have been previously disclosed to University in writing.
- Proposer has not been an employee of any member institution of UT System within the
  immediate twelve (12) months prior to the Submittal Deadline.
- No person who, in the past four (4) years served as an executive of a state agency was involved
  with or has any interest in Proposer’s proposal or any contract resulting from this RFP (ref. 
  Section 669.003, Government Code).
- All disclosures by Proposer in connection with this certification will be subject to administrative
  review and approval before the University enters into any Agreement resulting from this RFP
  with Proposer.

2.8 Compliance with Equal Employment Opportunity Laws. Proposer is in compliance with all
  federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative
  Action.

2.9 Compliance with Safety Standards. All products and services offered by Proposer to University
  in response to this RFP meet or exceed the safety standards established and promulgated under
  the Federal Occupational Safety and Health Law (Public Law 91-596) and the Texas Hazard
  Communication Act, Chapter 502, Health and Safety Code, and all related regulations in effect or
  proposed as of the date of this RFP.

2.10 Exceptions to Certifications. Proposer will and has disclosed, as part of its proposal, any
  exceptions to the information stated in this Execution of Offer. All information will be subject to
  administrative review and approval prior to the time University makes an award or enters into any
  Agreement with Proposer.

2.11 Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection
  and Recovery Act Certification. If Proposer will sell or lease computer equipment to University
  under any Agreement resulting from this RFP then, pursuant to Section 361.965(c), Health &
  Safety Code, Proposer is in compliance with the Manufacturer Responsibility and Consumer
  Convenience Computer Equipment Collection and Recovery Act set forth in Chapter 361,
  Subchapter Y, Health & Safety Code, and the rules adopted by the Texas Commission on
  Environmental Quality under that Act as set forth in 30 TAC Chapter 328, Section 361.952(2),
  Health & Safety Code, states that, for purposes of the Manufacturer Responsibility and Consumer
  Convenience Computer Equipment Collection and Recovery Act, the term “computer equipment”
  means a desktop or notebook computer and includes a computer monitor or other display device
  that does not contain a tuner.

2.12 Conflict of Interest Certification.
  - Proposer is not a debarred vendor or the principal of a debarred vendor (i.e. owner, proprietor,
    sole or majority shareholder, director, president, managing partner, etc.) either at the state or
    federal level.
  - Proposer’s provision of services or other performance under any Agreement resulting from this
    RFP will not constitute an actual or potential conflict of interest.
  - Proposer has disclosed any personnel who are related to any current or former employees of
    University.
  - Proposer has not given, nor does Proposer intend to give, at any time hereafter, any economic
    opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to an
    officer or employee of University in connection with this RFP.
Proposer should complete the following information:

If Proposer is a Corporation, then State of Incorporation: _______________________
If Proposer is a Corporation then Proposer's Corporate Charter Number: ______

RFP No.: ______

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED ON REQUEST TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Submitted and Certified By:

________________________________________________________________________

(Proposer Institution’s Name)

________________________________________________________________________

(Signature of Duly Authorized Representative)

________________________________________________________________________

(Printed Name/Title)

________________________________________________________________________

(Date Signed)

________________________________________________________________________

(Proposer’s Street Address)

________________________________________________________________________

(City, State, Zip Code)

________________________________________________________________________

(Telephone Number)

________________________________________________________________________

(FAX Number)
SECTION 3

PROPOSER’S GENERAL QUESTIONNAIRE

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED ON REQUEST TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Proposals must include responses to the questions contained in this Proposer’s General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

3.1 Proposer Profile

3.1.1 Legal name of Proposer company:

Address of principal place of business:

Address of office that would be providing service under the Agreement:

Number of years in Business:

State of incorporation:

Number of Employees:

Annual Revenues Volume:

Name of Parent Corporation, if any ______________________________

NOTE: If Proposer is a subsidiary, the University prefers to enter into a contract or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.

3.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by the University.
3.1.3 Proposer will provide a financial rating of the Proposer entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Proposer.

3.1.4 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.

3.1.5 Proposer will provide any details of all past or pending litigation or claims filed against Proposer that would affect its performance under the Agreement with the University (if any).

3.1.6 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

3.1.7 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by the University’s RFP. Proposer will include in its customer reference list the customer’s company name, contact person, telephone number, project description, length of business relationship, and background of services provided by Proposer.

3.1.8 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of the University? If yes, Proposer will explain.

3.1.9 Proposer will provide the name and Social Security Number for each person having at least 25% ownership interest in Proposer. This disclosure is mandatory pursuant to Section 231.006, Family Code, and will be used for the purpose of determining whether an owner of Proposer with an ownership interest of at least 25% is more than 30 days delinquent in paying child support. Further disclosure of this information is governed by the Texas Public Information Act (ref. Chapter 552, Government Code), and other applicable law.

3.2 Approach to Project Services

3.2.1 Proposer will provide a statement of the Proposer’s service approach and will describe any unique benefits to University from doing business with Proposer. Proposer will briefly describe its approach for each of the required services identified in Section 5.4 Scope of Work of this RFP.

3.2.2 Proposer will provide an estimate of the earliest starting date for services following execution of the Agreement.

3.2.3 Proposer will submit a work plan with key dates and milestones. The work plan should include:

3.2.3.1 Identification of tasks to be performed;

3.2.3.2 Time frames to perform the identified tasks;

3.2.3.3 Project management methodology;
3.2.3.4 Implementation strategy; and

3.2.3.5 The expected time frame in which the services would be implemented.

3.2.4 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in this RFP. Proposer will include samples of reports and documents if appropriate.

3.3 General Requirements

3.3.1 Proposer will provide summary resumes for its proposed key personnel who will be providing services under the Agreement with the University, including their specific experiences with similar service projects, and number of years of employment with Proposer.

3.3.2 Proposer will describe any difficulties it anticipates in performing its duties under the Agreement with the University and how Proposer plans to manage these difficulties. Proposer will describe the assistance it will require from the University.

3.4 Service Support

Proposer will describe its service support philosophy, how it is implemented, and how Proposer measures its success in maintaining this philosophy.

3.5 Quality Assurance

Proposer will describe its quality assurance program, its quality requirements, and how they are measured.

3.6 Miscellaneous

3.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to the University. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

3.6.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by University from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

3.6.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.
SECTION 4

ADDENDA CHECKLIST

Proposal of: ________________________________
(Proposer Company Name)

To: The University of Texas at Arlington

Ref.: ____________ Services related to the ________________________________

RFP No.: __________________

Ladies and Gentlemen:

The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFP (initial if applicable).

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

Respectfully submitted,

Proposer: _________________________
By: _____________________________
   (Authorized Signature for Proposer)

Name: ___________________________
Title: ___________________________
APPENDIX TWO

HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
  - Section 2 c. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - Section 2 c. - No
  - Section 2 d. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - Section 2 c. - No
  - Section 2 d. - No
  - Section 4 - Affirmation
  - GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
  - Section 3 - Self Performing Justification
  - Section 4 - Affirmation

*Continuous Contract:* Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.
HUB Subcontracting Plan (HSP)

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

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas 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 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders’ contracts,
- 32.3 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

--- Agency Special Instructions/Additional Requirements ---

In accordance with 24 TAC §20.14(d)(1)(D), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent’s subcontracts 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 identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuing contract in place for more than 12 (12) months shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

FY2017 UT Arlington Agency Goals:

- 3.96% Heavy construction other than building contracts
- 21.19% Building construction, including general contractors and operative builders’ contracts
- 37.74% Special trade construction contracts
- 18.48% Professional services contracts
- 11.50% Other services contracts
- 21.25% Commodities contracts

SECTION 1: RESPONDENT AND REQUISITION INFORMATION

a. Respondent (Company) Name: ________________________________ State of Texas VID #: __________________
Point of Contact: ________________________________ Phone #: __________________
E-mail Address: ________________________________ Fax #: __________________

b. Is your company a State of Texas certified HUB? □ Yes □ No

c. Requisition #: ________________________________ Bid Open Date: (mm/dd/yyyy)
**SECTION 2: RESPONDENT’s SUBCONTRACTING INTENTIONS**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposal contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 24 TAC §23.11, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- **Yes,** I will be subcontracting portions of the contract. (If **Yes,** complete item b of this SECTION and continue to item c of this SECTION.)
- **No,** I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If **No,** continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUBs).

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<tr>
<th>Item #</th>
<th>Subcontracting Opportunity Description</th>
<th>HUBs</th>
<th>Non-HUBs</th>
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<td>Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract in place for more than five (5) years</td>
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<td>Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract in place for more than five (5) years</td>
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Aggregate percentages of the contract expected to be subcontracted: % % %

*Note: if you have more than fifteen subcontracting opportunities, a continuation sheet is available online at [https://www.comptroller.texas.gov/purchasing/vendp/hub/kms.php](https://www.comptroller.texas.gov/purchasing/vendp/hub/kms.php).*

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, item b.

- **Yes,** if you continue to SECTION 4 and complete an “HUB Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed.
- **No,** if you continue to item 4 of this SECTION.

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract in place for more than five (5) years meets or exceeds the HUB goal the contracting agency identified on page 1 in the “Agency Special Instructions/Additional Requirements.”

- **Yes,** if you continue to SECTION 4 and complete an “HUB Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed.
- **No,** if you continue to SECTION 4 and complete an “HUB Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed.

*Continuous Contract:* Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into “new” contracts.
**SECTION 2  RESPONDENT'S SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)**

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

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<td>Aggregate percentages of the contract expected to be subcontracted:</td>
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*Continuous Contract:* Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPAs to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.
SECTION 3  SELF PERFORMING JUSTIFICATION  If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4. If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment.


SECTION 4  AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (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 ten (10) working days after the contract is awarded.

- The respondent will submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls).

- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency’s prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.

- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company’s headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

<table>
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<tr>
<th>Signature</th>
<th>Printed Name</th>
<th>Title</th>
<th>Date</th>
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Reminder:

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.

- If you responded "No" to SECTION 2, Items c and d, you must complete an “HSP Good Faith Effort - Method B (Attachment B)” for each of the subcontracting opportunities you listed in SECTION 2, Item b.
**HSP Good Faith Effort - Method A (Attachment A)**

Enter your company’s name here: ____________________________

Requisition #: ____________________________

**IMPORTANT:** If you responded “Yes” to SECTION 2, Items c or d of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method A (Attachment A)” for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photocopy this page or download the form at [https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-good-plan-afe-attachment-a.pdf](https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-good-plan-afe-attachment-a.pdf)

**SECTION A-1: SUBCONTRACTING OPPORTUNITY**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing this attachment.

Item Number: _______ Description: ____________________________

**SECTION A-2: SUBCONTRACTOR SELECTION**

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also, identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidder’s List (CMBL) - Historically Underserved Business (HUB) Directory Search located at [http://mygotag.state.tx.us/psess/search/index.jsp](http://mygotag.state.tx.us/psess/search/index.jsp). HUB status code ‘A’ signifies that the company is a Texas certified HUB.

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<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
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</tr>
</tbody>
</table>

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practicable to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (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 ten (10) working days after the contract is awarded.

Page 1 of 1

(Attachment A)
"HSP Good Faith Effort - Method B (Attachment B)"

Enter your company's name here: __________________________ Requisition #: __________________________

**IMPORTANT:** If you responded "No" to SECTION 2, Items a and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photocopy this page or download the form at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-effort-plan-gfe-achn-b.pdf.

**SECTION B-1: SUBCONTRACTING OPPORTUNITY**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b of the completed HSP form for which you are completing the attachment.

Item Number: __________________________ Description: __________________________

**SECTION B-2: MENTOR PROTÉGÉ PROGRAM**

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- [ ] Yes (If Yes, continue to SECTION B-4.)
- [ ] No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

**SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY**

When completing this section you MUST comply with Items a, b, c, and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-subcontracting-opportunity-notification-form.pdf.

Retain supporting documentation (i.e., certified letter, tax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent or provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Builders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at http://mgea.oga.state.tx.us/passive/search/index.jsp. HUB status code "A" signifies that the company is a Texas certified HUB.

- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>TAXID VID (Do not enter Social Security Number)</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Did the HUB Respond?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's website at https://www.comptroller.texas.gov/purchasing/vendor/why/resource.php.

- d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if accepted or rejected your notice.

<table>
<thead>
<tr>
<th>Trade Organizations or Development Centers</th>
<th>Date Notice Sent (mm/dd/yyyy)</th>
<th>Was the Notice Accepted?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>
**HSP Good Faith Effort - Method B (Attachment B) Cont.**

**SECTION B-4: SUBCONTRACTOR SELECTION**

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMML) - Historically Underutilized Business (HUB) Directory Search located at [http://www.epa.state.tx.us/texascontractors/index.html](http://www.epa.state.tx.us/texascontractors/index.html). HUB status code "A" signifies that the company is a Texas certified HUB.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas certified HUB</th>
<th>Texas VID or federal EIN</th>
<th>Approximate Dollar Amount</th>
<th>Expected Percentage of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td>Yes</td>
<td>No</td>
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</tr>
</tbody>
</table>

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

---

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency’s name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (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 ten (10) working days after the contract is awarded.

Page 2 of 2

(Attachment B)
HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov’t Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of $100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requirement to which my company will be responding.

34 Texas Administrative Code 2014 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, 20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

### SECTION A: PRIME CONTRACTOR’S INFORMATION

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>State of Texas VID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point-of-Contact:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Fax #:</td>
</tr>
</tbody>
</table>

### SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Phons #:</th>
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<tbody>
<tr>
<td>Point-of-Contact:</td>
<td></td>
</tr>
<tr>
<td>Requisition #:</td>
<td>Bid Open Date:</td>
</tr>
<tr>
<td></td>
<td>(mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

### SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor’s Bid Response Due Date:

   If you would like for our company to consider your company’s bid for the subcontracting opportunity identified below in Item 2,

   we must receive your bid response no later than ________ on ________, Central Time

   Date (mm/dd/yyyy)

   In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, 20.11(19)(C).

   (A working day is considered a normal business day or a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent provided to the HUBs and to the trade organizations or development centers is considered to be ‘day zero’ and does not count as one of the seven (7) working days.)

2. Subcontracting Opportunity Scope of Work:

3. Required Qualifications:

   - [ ] Not Applicable

4. Bonding/Insurance Requirements:

   - [ ] Not Applicable

5. Location to review plans/specifications:

   - [ ] Not Applicable
APPENDIX FOUR
PERFORMANCE BOND

Surety Bond No.____________________

STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF § That we, ___________________________________________________, as Principal, and
____________________, as Surety, are hereby held and firmly bound unto the State
of Texas as Obligee in the penal sum of ___________________________________________________
($_____________) for payment whereof the said Principal and Surety bind themselves, their heirs,
executors, administrators, and successors, jointly and severally, firmly by these presents.

The conditions of this obligation are such that whereas the Principal entered into a certain contract,
hereto attached, and made a part hereof, with the State of Texas, acting by and through
___________________________________________________, dated ________________, 20___, for
_____________________________________________.

NOW THEREFORE, the condition of this obligation is such that, if the Principal shall faithfully perform
the said contract in accordance with the plans and specifications and contract documents, and shall fully
indemnify and save harmless the State of Texas from all cost and damage which the State of Texas may
suffer by reason of Principal's default or failure so to do and shall fully reimburse and repay the State of
Texas all outlay and expense which the State of Texas may incur in making good any such default, then this
obligation shall be null and void, otherwise it shall remain in full force and effect.

In the event that the Principal is declared in default under the said contract, the Surety will within
Fifteen (15) days of the State of Texas' declaration of such default take over and assume completion of said
contract and become entitled to the payment of the balance of the contract price. Conditioned upon the
Surety's faithful performance of its obligations, the liability of the Surety for the Principal's default shall not
exceed the penalty of this bond.

The Surety agrees to pay to the State of Texas upon demand all loss and expense, including
attorney's fees, incurred by the State of Texas by reason of or on account of any breach of this obligation by
the Surety.

Provided further, that if any legal action be filed upon this bond, venue shall lie in the county where
the said contract is to be performed.

Provided further, that the Surety, for value received, hereby stipulates and agrees that no change,
extension of time, alteration or addition to the terms of the said contract, or to the work to be performed
thereunder, or the specifications accompanying the same, shall in anywise affect its obligation on this bond,
and it does hereby waive notice of any such change, extension of time, alteration or addition, to the terms of
the said contract or to the work or to the specifications.

By signature hereon, if the amount of this bond exceeds $100,000, then the Surety attests that at the time
the bond was executed (and Surety shall provide the Obligee with evidence of the following):

(1) it was a holder of a certificate of authority from the United States Secretary of the Treasury to
 qualify as a surety on obligations permitted or required under federal law; or
(2) had reinsured any liability in excess of $100,000 by a reinsurer holding a certificate of authority from the United States Secretary of the Treasury.

IN WITNESS WHEREOF, the above bound parties have executed this instrument under their several seals this ___________ day of ____________________________ in the year ______, the name and corporate seal of each corporate party being hereto affixed, and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

(SEAL) __________________________________________

Principal

ATTEST:

By: ________________________________            By: ________________________________

____________________________________               ________________________________

(Typed Name and Title)               (Typed Name and Title)

(SEAL) __________________________________________

Surety

ATTEST:

By: ________________________________            By: ________________________________

____________________________________               ________________________________

(Typed Name and Title)               (Typed Name and Title)

Surety's Texas Local Recording Agent or Resident Agent:

______________________________              ________________________________

(Signature)                      Name: ________________________________

______________________________              ________________________________

(Typed Name)                     Title: ________________________________

License No. ________________________________

File No. ________________________________

Address: ________________________________

____________________________________

Telephone No.: ________________________________
### APPENDIX FIVE
#### BUS FLEET INFORMATION

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<thead>
<tr>
<th>YEAR</th>
<th>VEH. #</th>
<th>LIC. #</th>
<th>VIN. #</th>
<th>INVENTORY #</th>
<th># SEATS</th>
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<th>GAS</th>
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