



# 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 Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (softbid only).

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:

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

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

In accordance with 34 TAC §20.14(d)(1)(D)(ii), 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 contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

Failure to complete and comply with the current HSP form may disqualify the respondent's proposal pursuant to Texas Gov't Code §2161.252(b). The HSP form cannot be altered.

I. DR's HUB Goal for this bidding opportunity is 21.1 %

**It HSP Form:**

RFO HSPs- must utilize the HSP provided

Amended HSPs- must utilize the HSP that is on the DIR website

**II. The following documentation should be completed with the HSP:**

- 1) HSP Section 2- identify subcontracting opportunities including "Order fulfiller" (reference Appendix A)
- 2) HSP Section 4 Affirmation- must be signed and dated;
- 3) HSP Method B (Attachment B) -must provide documentation under Section B-3 with response (if applicable);
- 4) Actual% and dollar amounts must be used on HSP form (if applicable); no TBDs

III. For assistance in completing the HSP, contact the HUB Coordinator, at [dir.hub@dir.texas.gov](mailto:dir.hub@dir.texas.gov) or [fisamaldonado@dir.texas.gov](mailto:fisamaldonado@dir.texas.gov) 512-463-5662 or [lynnsanchez@dir.texas.gov](mailto:lynnsanchez@dir.texas.gov) 512-463-9813.

## SECTION-1: RESPONDENT ANSWERS REQUISITION FORM

a. Respondent (Company) Name: Voice Products Inc.

State of Texas VID# : 1-48-1085093-4

Point of Contact: Stuart G. Peters, Vice President

Phone# 316-616-1111

E-mail Address: [speters@voiceproducts.com](mailto:speters@voiceproducts.com)

Fax# 316-263-1823

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

c. Requisition# DIR-TSO-TMP-229

Bid Open Date 11/10/2015

Onml-dftm



Enter your company's name here: Voice Products Inc.

Requisition#: DIR-TSO-TMP-229

**SECTION-2: SUBCONTRACTING INTENTIONS RESPONDENT (CONTINUATION SHEET)**

a. This page can be used as a continuation sheet to the HSP Forms page 2, Section 2, Item b. Continue nsHng the portions of wo'k (subcontracting opportunities) you will subcontract. Also, based on the total va ue 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).

Item#	Subcontracting Opportunity Description	HUBs		Nan-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a contract in place for the contract	Percentage of the contract expected to be subcontracted to HUBs with which you have a contract in place for the contract	Percentage of the contract expected to be subcontracted to non-HUBs.
16	N/A	%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentage of the contract expected to be subcontracted:		%	%	%

*"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 services under the same contract for a specific 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.*

Enter your company's name here: Voice Products Inc.

Requisition #: DIR-TSO-TMP-229

**SECTION-3: SELF PERFORMING JUSTIFICATION** (If you responded 'No' to SECTION 2, Item 11, you must complete this SECTION and continue to SECTION 4)

Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

Yes (If *Yes*, in the space provided below list the specific page(s)/section(s) of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

No (If *No*, in the space provided below explain how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

We at Voice Products will fulfill the entire contract with our own resources. We are very dedicated to customer satisfaction. For this reason, our business model includes providing turnkey solutions with well-trained and seasoned professionals that are employees of Voice Products, rather than utilizing subcontractors .

--It is our intention to supply complete turnkey recording systems inclusive of all hardware, software and any and all accessories. We will build, test and install all systems as a complete turnkey solution.

--We will work to identify opportunities to utilize HUB vendors for certain elements of our turnkey solutions that meet necessary specifications for certain elements of our total solutions.

**SECTION-4: AFFIRMATION**

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 I 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 must 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 <http://www.window.state.tx.us/procurement/oroolhub/hub-forms/progressassessmentrpt.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 a 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

**SIGNATURE  
ON FILE**

Signature

Stuart G. Peters

Printed Name

Vice President

Title

10/30/2015

Date  
(mm/dd/yyyy)

Reminder: