

VetHUB Subcontracting Plan – Section-by-Section Walkthrough

Overview & Applicability

When is the plan required?

- Required for **State of Texas solicitations ≥ \$100,000** when subcontracting opportunities exist with **VetHUB-certified vendors**.
- Must be submitted **with the bid/proposal** or response will be deemed **non-responsive**.

Who must complete it?

- **All respondents:**
 - Prime contractors using subs
 - Vendors self-performing (no subcontractors)
-

Section 1 – Respondent Information

Complete all vendor details:

- Company name
 - Texas Vendor ID
 - Point of contact (email/phone)
 - VetHUB certification status
-

Section 2 – Subcontracting Decision: subcontracting intent

Option A: Self-Performing

- Select: *“Yes, my company will self-perform the entire contract.”*
- Submit **ONLY Pages 1–2**

Option B: Subcontracting

- Select: *“No, my company will subcontract portions”*
 - Continue to **Section 4**
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Section 3 – Affirmation (Self-Performing Only)

ONLY required if self-performing.

- Sign and certify:
 - No subcontractors will be used
 - Any change requires agency approval
 - Acknowledge compliance obligations
-

Section 4 – Subcontracting Opportunities

List ALL subcontracting opportunities:

For each item include:

- Description of work
- NIGP Code
- % to VetHUB subcontractors
- % to non-VetHUB subcontractors

Important Notes:

- Percentages should reflect total contract allocation
- Must include **ALL subcontracting opportunities**

Section 5 – Good Faith Effort (GFE)

Section 5.1 – Identify Opportunity

- Enter item number + description for each subcontracting opportunity

You will need to complete one Section 5 form per item listed in Section 4

Section 5.2 – Mentor-Protégé Option

Are you a mentor in a state of Texas Mentor Protégé Program, using a VetHUB protégé as subcontractor?

- If **Yes** → **automatically satisfies GFE** for that portion
- If **No** → Continue to **Section 5.3**

Section 5.3 – Notification Requirement (Good Faith Effort)

You must demonstrate notification of VetHUBs.

Required actions:

1. Search VetHUB directory on the CMBL <https://mycpa.cpa.state.tx.us/tpasscmbblsearch/#>
 - Ensure only VetHUB selected

Centralized Master Bidders List - VetHUB Directory Search

[Read More...](#)

SEARCH FOR

☐ CMBL Only

☒ VetHUBs Only

☐ VetHUBs On CMBL

☐ All Vendors

[Expand All](#)

SINGLE VENDOR SEARCH

MULTIPLE VENDOR SEARCH

	NIGP Class Code	Items	Highway District(s)
Selection1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Selection2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Selection3	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Notify at least **two VetHUB vendors**
3. Allow **minimum 7 business days** response time (not including the day notifications are sent)

Notifications must include:

- Scope of work
- Requirements
- Solicitation details
- Contacts
- Response due date

Documentation required:

- Emails sent
 - Vendor responses
-

Section 5.4 – Subcontractor Selection

List selected subcontractors:

- Company name
 - VetHUB status
 - VID/EIN
 - Dollar amount
 - % of contract
-

Section 6 – Final Affirmation**Must certify:**

- Subcontractors will be notified upon award
 - Plan changes require approval
 - PAR (Progress Assessment Reports) required with invoices
-

Subcontracting Opportunity Notification Form

This may be used as a standard template for outreach to vendors

Includes:

- Prime contractor info
- Agency info
- Scope and requirements
- Response deadline (≥ 7 business days)