

# HUB – Subcontracting FAQ



## Historically Underutilized Business (HUB)

### HUB Subcontracting Frequently Asked Questions and Common Errors

#### **What is a Vendor Identification (VID) Number and where can I get one?**

- A VID number is issued by the Comptroller's office to every vendor who does business with the state of Texas. Typically, the unique VID number is based on your business's federal Employer Identification Number (EIN).
- If you have not done business with the state before and do not have a VID, please provide your EIN in areas that ask for the VID.
- If you do not have an EIN number, please contact the IRS and apply for one by telephone at (800) 829-4933 or [online](#).

#### **My business is certified as a Historically Underutilized Business (HUB). Must I complete the HSP (HUB Subcontracting Plan)?**

- Yes. Certification as a HUB does not exclude HUBs from responding to solicitations as prime contractors and therefore does not exempt a HUB-certified business from completing the HSP and making a good faith effort to contact other HUBs to notify them of subcontracting opportunities.

#### **I am not subcontracting. Do I have to complete the HSP?**

- Yes. All respondents must complete the HSP. If you will not be subcontracting, complete only the necessary sections, including Section Nine, which asks for a detailed explanation of how you will meet contract expectations using your own resources.

#### **I am a manufacturer and have several distributors that are HUB certified and some that are not. How do I reflect this in the HSP?**

- If you do not have a Mentor/Protégé agreement with your HUB distributors, you must still make a good faith effort to contact three HUBs to notify them of subcontracting opportunities as required in Method B (Attachment B), Section B-3 of the HSP. The HUB vendors you contact can be HUBs that you currently use to distribute your goods.
- List all distributors you may use in Method B (attachment B) Section B-4 of the HSP. If the list exceeds two, include an attachment in the same format that continues the list.
- For all non-HUB distributors, provide written justification of your selection process as requested in Section Eight.

#### **Affirmations provided in lieu of descriptive language in Section 3 of the HSP**

- It is not sufficient to simply affirm that you will complete the contractual obligations using your own resources. You must describe how you will do this using *your equipment, supplies, materials, and/or employees*.

#### **Failure to make good faith effort**

- You must contact at least three HUBs **per** subcontracting opportunity that you identify in your HSP. You are required to document that HUB vendors were contacted and submit the supporting documentation with your HSP. This documentation can include phone logs, e-mails, faxes, etc