Professional Engineering Procurement Services (PEPS) Fireside Chat Veteran Heroes United in Business (VetHUB) Program Meeting Transcript

August 7, 2026, 2:45 p.m.

1 hour 23 minutes 39 seconds

Teresita Alvarado 3:38

I did, I did check it.

Angela Kissel 3:42

Yes.

Teresita Alvarado 3:42

Thank you.

Angela Kissel 6:15

Yeah.

Angela Kissel 15:16

Good morning, everyone. Welcome to another of our fireside chat series. My name is Angela Kissel. I'm the Lead Training Coordinator and the PEPS Training conference planner in the PEPS division. If this is your first fireside chat with us today, welcome. And for those of you that are returning, I see many familiar names. Welcome back to our fireside chat training series. I'm going to go over a few housekeeping items. I'm going to introduce our speaker.

And then I'm going to turn it over. So, for housekeeping today, the first thing I do want to let you all know is that this meeting is being recorded. I also want to let you know that attendees may not use any form of audio or video recording, photography or automated transcription services, or any other AI-based analysis tools during this fireside chat.

In addition to the recording that is going on now, there will be a copy of the presentation and the question and answer document that we will have.

And those will be posted on our external webpage for you all in our training and events page. So that is where many of you have seen the invite for this fireside chat in the 1st place. So we will get those posted for you as soon as we're able. All right. I do want to encourage and invite you to add questions to the chat.

for our speaker today. After the presentation is over, we will wrap up with a question and answer time. So if you have questions, you can put those in the chat. We'll address those at that time. If you prefer, you may unmute yourself during our question and answer time and ask your question verbally.

One thing that I do ask is that while there may be a lot of questions in the chat, and while you may know some answers to those questions in the chat, please refrain from answering the questions in the chat. Let's let our subject matter expert, who is our presenter today, address all of those questions so that we have a consistent message for everybody. All right, with that, let me introduce our speaker today.

Our speaker today is Teresita Alvarado, who is a compliance analyst and a lead worker. for Texas Civil Rights Division. She in the historically underutilized business program and the Veterans Heroes United in Business or Vet Hub program. She assists in the agency's administration, staff, and external entities by providing compliance oversight for all of the department's hub and vet hub requirements. That's quite a responsibility. With over 20 years' experience, Teresita continues to effectively promote the department's development and overall compliance of the vet hub and hub programs.

Angela Kissel 17:56

All right, with that, Teresita, would you like to take over the slice and get going?

Teresita Alvarado 18:04

Yes, ma'am. Can you hear me OK?

Angela Kissel 18:09

Yes, I can.

Teresita Alvarado 18:09

Thumbs up? Great. Thank you, Angela. So, I appreciate that. Good morning, everyone. I want to thank everyone for being here. And I especially want to give a special thanks to PEPS, to all of their staff for always going above and beyond and helping provide available information in sessions like this. It's greatly appreciated.

Teresita Alvarado 18:31

I know the prime contractors appreciated, subs and staff, anybody involved, it's greatly appreciated. So thank you so much. Today, we're going to be diving in into the vet hub subcontracting plan and some of the vethub program under Texas Government Code, Chapter 2161, filing, filling out, excuse me, filling out the hub subcontracting plan or now as it is titled, just the subcontracting plan correctly, is a mandatory requirement for any state contract expected to exceed $100,000 with the probability of subcontracting. If there's any probability of subcontracting and it is expected to exceed $100,000, you will see the subcontracting language in that solicitation.

Teresita Alvarado 19:30

So, in this session, we're going to, in a sense, demystify the requirements as they currently are and basically try to get a really good grasp on how to complete and complete your subcontracting plan with all of the compliance paperwork with some competence to avoid any type of challenges or potential disqualification. So, as I move through these slides, I'm not going to go through every single bullet point that we have here. And I know that this is going to be provided on the PEPS website and as well as reaching out to me and looking on the actual TxDOTNow website as well. So, some of the responsibilities for respondents are going to be listed here, and I'm going to be touching base on some of them. The mandatory submission, All respondents must submit a subcontracting plan as stated a little bit ago if it is over $100,000 and there's a probability for subcontracting. You see the subcontracting language in there. You see the links to the CPA. All of that language means

Teresita Alvarado 20:51

that the subcontracting plan is required. Now, there has been some, yes, ma'am.

Angela Kissel 20:58

Teresita, if I may, if I may interrupt you real quick, can you go to the top of the menu and hit the take control button?

Angela Kissel 21:07

As right now, I still have control.

Teresita Alvarado 21:10

I don't, it's not there.

Angela Kissel 21:14

Oh. To the left of your chat.

Teresita Alvarado 21:16

Yeah. No, I just it says life like live sync and presenter and

Angela Kissel 21:25

Oh yeah, hit, hit. Oh, it does. Okay, so at the top above all the bubbles.

Teresita Alvarado 21:32

Yeah.

Angela Kissel 21:32

It should be on the, do you see the timing of the recording going on?

Teresita Alvarado 21:37

Uh, I do.

Angela Kissel 21:37

At the top left, okay, move a little bit to the right and there should be a take control button.

Teresita Alvarado 21:44

Yeah, it's not, it's not there.

Angela Kissel 21:46

Okay, I'm going to have to move your slides for you then. So, if you could just do next slide, then I'll move them for you.

So, I think...

Teresita Alvarado 21:54

Oh, it just popped up when you did something. I don't know what you did.

Angela Kissel 21:55

Oh. No idea. Now you're in control. Okay, we're good to go.

Teresita Alvarado 22:01

Okay.

Angela Kissel 22:02

Okay, thank you.

Teresita Alvarado 22:02

Alright.

And as I was saying, so some of the respondents' responsibilities as listed here, as you will see in some of the solicitations, and I say some of the solicitations, I'm going to expand on that, some agencies have chosen to actually have a goal in solicitations. So that's not to say that eventually somewhere down the road, TxDOTNow isn't going to be including a goal in the solicitation. So please be mindful of paying attention and reading the language as you're going through the documents. Just because there's a 0% goal does not mean that you do not have to meet the requirements. The requirements, as stated in government code and TAC previously, as they work with the program, are basically mirrored, minus we don't have a goal. The subcontracting plan has changed. CPA has dwindled down the amount of paths that prime contractors or respondents can actually take down to two. But the requirements as a whole are still in place, and therefore, it's important that the documentation that is submitted, whether you choose to self-perform, Or only for subcontract that we understand that. Whether there's a goal or no goal, the documents are still necessary and required. We need to pay attention to what the solicitation is asking us to do, again, simply because TxDOTNow and PEPS has certain instructions.does not mean if you go to another agency, you read their solicitation, that it's going to be exactly the same. PEPS and professional services, commodities, aviation, even within TxDOTNow, there are certain divisions that have specific requirements and specific rules for their documentation submission. So please be mindful, please be aware, please take note, and please read the solicitation and the subcontracting plan. It's been very challenging in some instances when we go through the documents, we provide the tools, and then we're not getting the information that we need. It's challenging on both ends. So, hoping to clear up some things here. The good faith effort, as I mentioned, CPA has dwindled it down to two ways to be able to complete the subcontracting plan. What is a good faith effort? The good faith effort is actually what you document, showing that you have done your due diligence in soliciting vet hubs. This is no different than the previous program and the previous document and previously what we needed to do. Previously, you needed to solicit and you needed to not only solicit, more hubs, but you also needed to go to the trade organization. So, they've removed those requirements, but the requirement of soliciting two-bed hubs is still in place. That has not changed. Now,

What we need to remember is since the document is no longer 4 methods and we only have two methods, what I have noticed in the oversight with professional services is that respondents have always been really good about meeting a goal and soliciting and knowing who they're going to work with when it came to hubs, this is going to be no different. The difference is now we have to do a little bit more of paperwork. But at the same time, while CPA has used the terminology that they've streamlined the subcontracting plan with, you know, just having two methods,

It has. It does seem that it's given not only respondents, but also staff way more work because of the lack of understanding on what is important and what is just too much and what is the extra stuff. So

When A respondent decides to self-perform, I'm sure there's some of you online right now that have self-performed. The difference now is all you have to do is check a box and sign the document and submit your work. The importance of checking the self-performance box

is going to be critical because...

Not signing the document is an automatic disqualification with TxDOTNow. While there are some smaller agencies out there that do not disqualify, they also do not get as many responses for one solicitation. The amount of responses that our agency receives based on the amount of solicitations and contracts that we have are extremely high. So the importance of filling out the paperwork correctly and the importance of signing the documents are going to be critical. Because while

We may not fully understand and there may be a lot of confusion out there. When we have 60 reviews and out of those 60 reviews, there's only five that submitted their documentation incorrectly. We cannot.

Spend for those five, if the paperwork was not completed correctly, because if we had... you know, 55 others that completed the document correctly, it's the same thing that we used to see before. So I know that there's a lot of challenges out there, but the most important thing to remember is that the requirements haven't changed. And I will, you will hear me continuously go back to this because

That is very important to remember and understand when you're reading and filling out the work. Self-performing, if you do not check the box of self-performing, you will be disqualified. Because there's only one simple thing that you need to do, and that is check a box and then sign the document.

Not signing the document, even if you submitted the subcontracting plan 100% accurate with all of your supporting documentation, you will be disqualified. Because that signature is no difference than the insurance signatures that you're affirming that you have.

that you're bonded or subcontractors are bonded, so on and so forth. So, you want to make sure that that document, which is a state document, a legal document required by the state of Texas for every state agency and university, it needs to be signed. Now, again,

Previously, with self-justification or self-performance, you would justify yourself.

letting us know that you could complete all of that work. And self-performing means you have the employees, you have all of the equipment, you have the supplies, you have everything you need that is required of you in that solicitation to complete

The work.

Subcontracting, if you're seeing yourself performing, but you're having to go and subcontract even one piece of equipment, or you're having to consult with one consultant, or you're having to bring in one person to do some type of testing because

you don't have the equipment that is.
subcontracting. So, make sure that when you say you're going to be able to self-perform, that you are ready, willing, and able 100% to self-perform. Check that box off. and sign the document.
Section 4, and we're going to move on to the slide here.
Page one.
The new subcontracting plan is information that the agency, division team leads or contract manager, whoever is putting that solicitation together, will be completing page one. So, when you're reviewing these documents, you need to make sure that you go and look for page one, because page one is going to have some pertinent information that staff would like you to know. And some of that information would be my name for submission of a cursory review. Now,
As we go through this, again, you know, with all of the questions that we've had, with all of the challenges that we've had with this last wave, and we were inundated with cursory reviews. And with that said,
You know, a cursory review is, if you know, is for those who are...
new to the program, do not understand what and how to do things. I'm not saying do not just submit if you want the work checked. We will absolutely do that. But we will also, one of the things that we would like to do on our end is provide as much information
and do it again, and going back and forth with the questions and doing sessions like this so that everybody gets the information at once. We're providing, I know that for myself and our team, we're providing certain tools as well. If you attended any of the Q&As, if you want to view an example,
We have some examples of how you can complete the subcontracting plan. It doesn't have to be exactly that way. Everybody is going to find their own flow on how you complete the subcontracting plan. But when you're looking through the documents that are
uploaded by the PEPS team or any other division, you want to make sure that you look for page one. This information is going to have the solicitation number. And as you can see here, it'll have my name or if someone on here decides to bid on a different

solicitation, whatever
division that is, you may see a different name here. You may see Andrea Acosta or Don Barwick or myself. So it'll be one of our names here with our contact phone number. Don't hesitate to call. Don't hesitate to send a text message. Don't hesitate to e-mail. It's important that you get this information correctly. And that's why this information is here. And it's going to be valuable if you're having some challenges or have simple questions. You want to make sure that you look for page one.
not only will it have my information, but it will also have the contact information for that specific division. And it's going to have the contact name, and I believe, let me see here. They go back to this one. It's got my name and for some reason I thought it also had, yeah, it's right here. It'll have the division contact name, phone number, and it'll have a bit of information here.
Now.
Again, reading is going to be very important, and I will continue to reiterate that information, because...
This information here are just what you will find out are just going to be examples. And I know that we've done some cursory reviews recently where folks were taking this information and thinking that these were the only NIGP codes or item numbers.
that were included in the solicitation. And as you can see here and you read here, this is only going to be a short list, examples of what you could subcontract and what is in the actual solicitation. So make sure that you are reading.
Make sure that you are looking for all of the items, for all of the NIGP codes. And you as a firm, as someone who is going to bid on a contract, you know what you can bid on. I mean, you know what you can, where you can do the work and what would need to be subcontracted or you can do it all.
So always make sure that you're looking for the full and complete list of those NIGP codes and or items.
So as we continue here, now, if you're not familiar with the subcontracting plan, we're going page by page here, and these are just snippets of what is in the plan. But that first page was all documented by staff. And as you go into the second page, you are going to see the information that is needed to be filled out by

by you and your firm. So you always want to make sure that you're reading, if there is a blank and it's asking for something, you want to fill it out. And if you can't fill it out and you have no information,
write down some kind of note that it is explaining why there is not any information in there. But this information here is going to be very important. It's going to be a part of the information that goes to the review team and then eventually gets to us. If there's a blank and it's asking for a name, phone number, e-mail,
you want to fill it out. Fill it out accurately because if there are any clarifications that we need, anything that may look transposed or if you have listed percentages or dollar amounts and the percentages aren't
jiving with something that other documents, I know there's we have PTC forms and ITC forms and all kinds of forms that that PEPS has for their required documents. Those are separate from the HUB subcontracting plan.
Now, what we will look at, we're not going to get into this now because that would be considered post-award, is the progress assessment report. Now,
If an award happens and you have certain percentages on the subcontracting plan, and then you have different percentages or percentages that are not amounting to what you originally committed to on your subcontracting plan, that brings up some red flags. So we want to be mindful of making sure
that we're filling out all of the information that is being requested on the subcontracting plan, because again, this is a state document and this is what is required.
On to the next page here.
The Declaration.
the affirmation and the understanding, the self-performing and the no, I will not be self-performing, I'll be self-contracting. And this is what I was mentioning earlier. These are the boxes that you will be checking if you're going to self-perform. You no longer have to justify.
how you're going to meet the doing the work all on all of within your business and not subcontracting. Now, in the past, and I'm putting this out there, I know that in the past when there were CPA was certifying subcontractors,
What they would do is they would go out and do site visits. Now, with site visits, we

want to make sure that...

When A subcontractor, and you as a respondent or as a prime contractor, if you are saying that you can do all of the work, we can do spot checks. We can do spot checks if we do spot checks, if CPA does spot checks on subcontractors.

We can do audits right to make sure that the prime contractor is indeed not actually subcontracting something that they shouldn't. Now, that would also be a red flag if you are paying someone.

out of the money that you are getting paid.

That money should be reported on a progress assessment report. So even if you decide that you're going to self-perform.

At the start, yep, we can do all of this. And then you're blessed with...

being awarded another contract. And now you are going to need subcontractors because you have two contracts you're working on. Change requests at any point after the award can happen. So don't stress out if like if I say I'm going to subcontract or not going to subcontract and I'm only going to self-perform.

What happens if I need to subcontract? It is no different. If you need to subcontract, what ends up happening is you contact your prime, I mean your contract manager, your point of contact, you let them know. And you submit a change request with an updated subcontracting plan.

Again, no different than before. So even if you decide you are and can self-perform, if at any point there comes the need for whatever reason that you need to subcontract, communicate with your contact person, with the contract manager,

And we can get that taken care of, so...

When you're filling this out, make sure you check this box. If this box is not checked and you signed it.

I'm sorry, that it's going to be disqualified because if we have 30 respondents and they all check the box, they're self-performing, self-performing, and you are the only one that didn't check that box, then

that we can't do that. There's requirements and there's rules for everything and that is one of them. So take note of that. If there's no check, now you want to do the same thing. If you are going to subcontract, we're not going to disqualify you if you don't

check the
other box and that you're subcontracting.
If you submit all of your documentation, but that would be addressed at the point of award. If you submit all your documentation and everything is 100% correct, then, you know, okay, that is something that is up to the discretion.
of the agency. Again, always there are certain things within our agency that other agencies may not allow at all. But because for self-performing, we're only asking for a check and a signature and for
subcontracting, there's a lot more work that that respondent needs to do. And therefore, if you don't have your signature, that's an automatic disqualification. It doesn't matter. That has not changed since day one with TxDOTNow. So with that said, let's move forward, making sure that
Either box is checked is always going to be the thing to do because that is why that blank is there. That is why they're asking you this question. And that is why it is important to respond and check whichever box pertains to you.
The affirmation.
This is all you have to do here, and surprisingly.
folks forget to sign it. Now, the CPA decided to put two different signature pages. I think it's become a little bit confusing because I think a lot of, a lot of you are a little bit scared if we don't sign it, if we don't fill in, we're going to be disqualified. It's better to sign both than not.
Any, but this one here is strictly that first affirmation page is strictly for.
the self-performing. So if you check the box, self-performing.
That next section is going to be your affirmation and it will let you know, that's it. That's all you have to do. And we have been getting folks that sign both pages. That's not a disqualification reason, but we want, I want to make you aware that
You don't have to sign both documents. If it makes you feel better, go ahead and sign both documents. But you just need the one that pertains to the method that you will be using. Okay, now we're going to get into the nitty-gritty.
of the expectations and requirements. And I say expectations simply because they're no different than what they were before. And the requirements, like I said, they're

mirroring the same exact thing prior. If any of you have delved into the TAC and government code,

You will notice the difference. They have them side by side, the new and the old, the updated, the all of the different emergency rules. They're all the same. So as we're getting into this and I like to reference the previous form and what we previously used to do because

It makes more sense when you're seeing this and it doesn't become, it doesn't become so much of a different document other than it's a little bit different, blue, the aesthetics of it. But when it comes down to what we are needing to do, everyone needs to do it now.

So when we're looking at section 4.

We've been seen.

Several different, um, several different.

types of information that have been entered into the subcontracting opportunities page.

Now, I'm not sure if that kind of made it way too big for you.

But what you want to pay attention to is...

You want to list the subcontracting opportunities. Now, while...

You may end up doing some of the work.

It's important to note that in TAC and in government code, it does say that you must.

The requirement is that you must solicit 2 VED hubs. Prior it was three and the trade and women organizations, you must solicit 2 VED hubs for every subcontracting opportunity. Now once you do that,

you only list the subcontracting items that you plan to subcontract, not the ones that you plan to do. So we've seen two different things. We've seen folks do it.

the right way and then folks do it the wrong way and then that messes up all of the attachments that you submit. So always keep in mind whatever you list here.

You will have to list on the corresponding attachments, the ones that are going to be following, so...

That piece of information is important because this will guide you.

This will guide you.

To go on what you are going to be listing in the next section, so...

Again, item number one, item number two. And I'm saying this because as I move on to the next section, item number means one, two, three, 4. Subcontracting opportunity means

The description here means what are we talking about? Is it geotechnical testing? Is it surveying? And then the NIGP code. We're not asking, it's not asking for an item number. It's not asking for a, I mean, it's asking for a NAP code, but one thing we want to remember is what the state uses and has always used, and I am not sure why they added all of these other, you know, options because CPA in the state of Texas for solicitations for state contracts, we only use the NIGP codes.

So you list the NIGP codes, and then you must, you must put either a dollar amount or a percentage. Now we know that this may change, but nonetheless, it needs to be included there.

Don't put an X, don't put an A.

Make sure you're inserting what it is asking you now.

The subcontracting opportunity description is going to be important on, especially with professional services, and we can go through this a little bit more as we move on further.

The description is going to be whatever it is that you want it to be. If you needed to read the item like it did before, then include the item and type in surveying, aerial surveying, and then the NIGP code that that falls under. Simple as that.

The percentage now, as you move on to the next page.

This is what I'm talking about: Item Number One.

I've seen folks.

type in because technically all of this is blank, right? When you're looking at it, they type in, oops, sorry about that.

One 2 bar. They will type in the actual item number, or they will type in the NIGP number. And so what we want to see here is item number one.

Item #2, item #3. Why? Because this is item number one. Item number one.

Subcontracting opportunity description was aerial survey.

So, that first one, item number one.

And if you want to put the item, the actual item number, you can put it here, aerial

surveying, and then the NIGP code that it falls under, which should be the same as this.
So...
This page will match up.
With your items.
Now, again, you want to make sure that you include weather.
Ahh.
You want to include that certification number or percentage or dollar amount.
Now, this next page here is...
something that one of the tools that PEPS has that will be provided. It's the NIGP work and category. So as you can see here are the work categories. And as I was mentioning, you can include that in the description, but make sure
you fill out the NIGP code and the percentages.
So, and just to go a bit further on this, just like it's stated here, you have the work category, you have the NIGP, and then you have the actual description, the detail. And this is what we were previously used to.
When we had the list of item number one, and so we would include that, so...
Now they're asking for something a little bit different. Make sure that you're filling it out according to what the subcontracting plan is asking you for. And it should be pretty simple. Now.
Section 5, here's where your good faith effort starts. And as I mentioned before, the good faith effort, since we now have two paths, self-performing and now good faith effort. Whereas before you were meeting or exceeding the goal, you did not meet,
or exceed the goal.
you did not meet or exceed that goal, or you were self-performing, so on and so forth.
Think of it this way. The good faith effort for anyone out there, whoever
submitted a plan and didn't meet the goal, you had to submit documentation letting us know why didn't you meet the goal. Well, I solicited all of these hubs and they didn't respond. Here's my search. Here's who I emailed.
here, you know, I didn't get anything back, or they weren't qualified, or there weren't any in my area. Here's the CMBL screen. Here's the e-mail. I gave them the seven days. Guess what? That was a good faith effort.

When you didn't meet the goal.

Or exceeded.

then you submitted that documentation showing your proof as to why. And that could have been a multiple, a multiple, you know, multiple reasons. Now, when you exceeded or meted the goal, that's your, that was your good faith effort. You met the goal or you exceeded it, but you still,

had to give, you know, the seven day rule, the seven day requirement was still in place. You had to solicit a certain amount of vet hubs, women organizations, so on and so forth, trade organizations. That was your good faith effort. So understanding what your good faith effort is, is

is important because if you do not know what that means, then it's harder to grasp what you're supposed to do. But good faith effort is pretty much everything, everything that you're submitting, everything that you're documenting. And that's what it's become now. You don't not submit a good faith effort because there is no goal.

That's irrelevant. No goal means nothing.

The way state agencies and the way the state of Texas decide when a plan is required is, is it $100,000 or more? Is it going to exceed the 100,000? And is there a probability for subcontracting? Yes, then we need to put this in place for this particular solicitation.

So...

The effort or the good faith effort in what you are now required to do is...

Fill out this document yet again, making sure that you read. One of the important things is that CPA has continued to use the notification form and or to notify the subcontractors of your

you're soliciting them and see if they can do the work and see if they'll respond, so on and so forth. So what you want to do is when you are sending that e-mail, if you decide to use the CPA notification form or not, it's going to be really important that if you don't use,

The notification form that the state requires you to, at the minimum, in your e-mail to include.

Oops, to include.

these bullet points right here. You need to send them the scope of work. You need to

send them.
everything that is listed here. Now, one of the things that I do want you to pay attention to is that if you have multiple items that need to be solicited, you need to make sure that you're thinking about how you are going to be sending out the solicitations, notifications, and so on and so forth. Because
the amount of paperwork that you will be receiving in return and sending out can become pretty cumbersome. So making sure that you are, if you are going to solicit, let's say you have 20 items that you are going to be soliciting,
And.
You know that you only need to solicit 2 bed hubs. You need to break it down. Like one of the challenges right now is that the pool of bed hubs is pretty small. So the likelihood of you finding someone or you're going to be repeating the emails, making sure that the information
As you're going through the CMBL and searching, that whatever emails you send out, make sure that you're just not.
putting everything in one e-mail and then mass emailing everyone at the same time. If they, especially if they cannot do the work. It's important that you're actually taking the time to look at who is out there and who is ready, willing, and able, who is
actually certified and making sure that at the end of it all, they are pre-qualified to do the work.
What you're going to be doing here, now, the mentor-protege program still exists, but because the pool is so small, it's been very difficult. There's certain things right now that have become a priority, but we are trying to pair prime contractors.
with small businesses, vet-owned businesses, to be able to do the same thing that was in place before. So keep that in the back of your mind. Now, what we want to see here is who you solicited. We've seen variations of
Yet again, NA and no information. This here is very important because as you can see right up here in
In section 5, as we start here, what is the subcontracting opportunity that you will be soliciting to these two vet hubs? Now, you may find someone, you may not, right? But nonetheless, you want to make sure

that you list the bed hubs here. Now, if you did not find anyone.

The proof is going to be the no response. You sent out the e-mail, you sent out the notification, but there was no response. You still need to list.

what vendors you solicited, whether they were Ved Hub or not, I mean, you know, if they were certified or not, and if they responded or not. If they did not respond, the names of these folks here will match up to the e-mail that was sent out showing that you gave them the seven-day notice, and

They were non-responsive. Now, if they did respond...

Let's go to the next page here.

going to go back a little bit further here, simply because I think it's important to see this one, one right behind the other. Where did it go?

If they did respond, you will be listing them on the actual selection now.

The notification.

that is sent out to respondents. And I don't believe that we listed it on here, but as I mentioned, the importance of either, oh, here it is, the importance of

Sending out the notification or e-mail is going to be critical.

Here we go.

I'm skipping around here because I want to make sure that we're understanding when we are sending out the emails and notifications that we are allowing the prime or the subcontractors those seven days. Now, this is a requirement.

That has not changed, and...

I want to break this down to you a little. The way that the way that requirement reads and tacking government code is, let's say your bid due day is on Tuesday. You cannot count that as a notice day. And so you kind of start

working backwards. So Monday would be a full working day. So Tuesday, that bid is due. Monday would have been the full working day. Then Sunday and Saturday, those two days do not count. So you would have to skip those days.

And then Friday would be a full working day. And Thursday.

Wednesday, Tuesday, Monday, we're down to, that would be the second full working day. You would have to skip Sunday again, Saturday, and then Friday would be a full working day. So the sent date, which would have been on Thursday, would not count.

I send my notice to firms on Thursday. The day starts on Friday.
skip Saturday, skip Sunday, go on to Monday, Tuesday, Wednesday, Thursday, Friday, skip Saturday, skip Sunday, and then we're back on Monday. So that is considered seven days. We've seen
Notice is sent on Friday. They count Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, and boom, that's it. We can assume that that's, you know, firms and subcontractors, prime contractors, staff, that they're working on the weekends. And one of the other items that is listed in the requirement
And the way it's stated is that not only can you not count...
the day you send out the notice, nor the bid day, nor the weekends, but also state agency holidays. So you always have to keep those things in mind, that the seven days are in fact 7 full working days.
And that is a requirement that has not changed.
So if the respondent replied to you and you didn't choose them, you highlight why. If they do respond to you. If they did not respond to you, then that's it. End of story. You sent out the e-mail, you gave them the ample time, and you...
Document that they did not respond, and you don't have to.
actually state that because that check box is non-responsive, but your information or the information that you have in your e-mail highlighted as the date, then, hey, you know, you're good. The check box,
You had the name.
sent out the e-mail, you did everything that you needed to do, bullet point per bullet point. Now, one of the things that we have seen and that we don't need and that is not required.
is the checklist. I know that previously CPA had given a checklist with the old subcontracting plan. That was something that CPA created, that was something that they included, and it wasn't a required piece of the
Hub subcontracting plan to be submitted, although it was appreciated when it was now. When we're looking at the current checklist, some of you may have seen it. This is what it looks like. This is something that we created, that CIVHub created to try and mimic or mirror what they had and help providers. And if any of you have seen this document, it's

pretty much reiterating the same thing.
making sure that you're submitting and you're filling out the blanks and that you're doing your good faith effort. This is not a, that is not a required document to submit with all your documentation. Extra unrelated correspondence in some of these emails I know that we've received and we've done these reviews where
Everything is included. What we need to see is the actual date and the notice piece, right? The information that every, especially if you're not using the CPA notification form, you want to be able, we want to be able to see that you did include
all of the required documents that, or all of the required information that is listed right here, no use of the CPA notification, then you want to make sure that you have this in your e-mail for the vet hubs that are being solicited during that time, right?
Now, the information that's going to be important is, as I mentioned, the names. We need to be able to see them. We need to make sure that...
You're giving them the seven days. That's what that e-mail, that initial notification is going to show us. Did you actually?
Give them the seven days, and did you?
List this information.
Now, another thing that we do not need or is not required is...
Aside from extra unrelated correspondence going back and forth, if you do attach...
the solicitation.
make sure that you're attaching only the pertinent information and not the entire document, because the entire document is not necessary for us. It's not necessarily necessarily needed for
the firms that you are soliciting, take the pertinent information. You know, you've reviewed that solicitation. You know what is needed. You know what the requirements are. Let's solicit these two bed hubs. This is what I need from you.
This is the work that is going to be available. These are the required, you know, insurance, bonding, whatever it may be. You've included this information right here. there's no need to send the entire solicitation to them because and then in turn, what's happening is we're receiving and getting inundated with way too many unnecessary documents that kind of sometimes makes us ask more questions than not.

Now, we do have some examples. I have some examples. Make sure that you contact the PEPS team if you want. Contact me directly or Andrea or Don directly. And you can request the example. We all have them. And we will be more than happy to show how Some respondents are very fluid and have become already, they picked up pretty quickly, very methodical in how they do things. So you want to get to the point where you're not submitting all of this extra information and you really are paying attention to what is required that has not changed.

As I mentioned, you do not have to send this piece of information here. It is not necessary. You can if you want to, but it's not necessary. It's not a necessary document. And I know I skipped around a little bit here, but it was really important for me to get to those key points.

And this information here, you know, making sure again, there's a lot of reiterating. There's a lot of, you know, going over the same information when this document here is concerned. Again, it's no different than the previous subcontracting plan when it comes to the

good faith effort piece and having to solicit vendors, firms, subcontractors, those folks that are going to be helping you finish the work up.

As mentioned before, you know, the outcome is your proof. You want to make sure that the lines, these blanks are completed. Do not leave them incomplete. Now,

If there isn't anyone out there and you have an item that you're going to subcontract and you did not find any hubs or any bed hubs, then that would make sense. You list whoever in your final selection. There's another piece that's right under this piece.

that reads final selection.

And underneath there, you can state, you know, if you checked off.

No responses, then that means you did send out an e-mail to someone you would need to show.

who you sent that e-mail to. Now, if you searched the CMBL and there was no one there, like there's no vendors that popped up for this specific item, then what you would do is...

Make your choice on your final selection section.

and then document there at the bottom. But not only that, you want to take a screen snapshot of the CMBL, the Central Masters Bidders List, where you went to go and search, the CPA website. That will show you, it'll give you the date, CMBL, no vendors found, no bet hubs.

It will state that for that particular item. Or it will pull up a bunch of vendors that are not dead hubs, right? So that's what we want to see.

Now, again, it depends on what you select.

on the CMBL on the CPA website, if you select.

Bed hubs on CMBL. This is something that I want to make sure that everybody's clear on. If you're familiar with the CPA website and the CMBL, that's where you go and you search for vendors. You want to make sure that you remove the default from search CMBL to

either vet hubs or all vendors. Why?

because if you leave it on that default, it's only going to pull up vendors that pay the annual fee to receive notices and certain information on trainings, on upcoming solicitations, so on and so forth. So if you only click on that, you're not going to get a full list

of Vet Hubs. Now, if you click it on to, if you move it over to the Vet Hubs on CMBL, you're only going to get the Vet Hubs who pay that annual fee. But if you click on all Vet Hubs,

then you're going to get a complete list of only all of the vet hubs that are currently on the CMBL, whether they're paying that yearly fee or not. If you click on all vendors, it's going to give you every single vendor that is currently on the CMBL.

Whether they're VetHub, whether they're paying the fee, whether they're not VetHub, it's going to give you everyone now.

I always tell folks to either default it or to switch it over, switch the default over to all vendors or vets only, right?

because if you're subcontracting, you're going to have to find someone to do that particular item and getting a complete list of all of the vendors that are currently on there is going to give you the ability to see, okay, there aren't any bed hubs, but here are some of the other vendors that I can reach out to because

Unless you decide to do the work, then you're not going to include that item on your subcontracting plan. And that's something that you are going to be doing yourself, right? Minus whatever items you decide to list. While you, I'm going to say this again, while you solicit everyone, you only list the items that you're going to be subcontracting. If you have 50 items,

that you're going to subcontract.

then list the 50 items. But if you see 50 items and you say, I'm only going to subcontract 20 of these items and that's it, those are the 20 items that you would list. So.

Let's move on.

Two.

The signature yet again, the affirmation for.

If you're subcontracting, if you're subcontracting, you want to make sure that you sign it just like the other one. And this is the second signature page that's included in the subcontracting plan. But as I mentioned, I know a lot of folks have been submitting it with both documents being signed. This is the only one you would need to sign

if you're subcontracting. If you're self-performing, sign the self-performing document. And again, this signature is very important. If you do not sign it, you will be disqualified. And if you don't check the box for the self-performing, you'll be disqualified.

Next one.

So, there's been, I know...

Since the beginning of the year, or when the first subcontract plan was let out, there was one that was posted by CPA and...

May. So some of you may have received that one and had seen it or downloaded it or whatever, but fast forward, in June, they updated it. So always make sure that you follow the links that are in the solicitation, because those are going to be the most current links. And if for some reason,

They're not, well, that's on us, not on you. So making sure that you have the most current form and that is always going, the date for the most current form is always going to be up in the right hand.

Box of the right hand.

spot of the document. Now, always check in with CPA, always check in with us, making

sure as well, because, you know, historically, CPA here recently, historically, CPA had been really good about letting us know when there were updates, but
That has not been the case recently when it comes to a lot of these updates. You know, it's been hit or miss. So making sure that that document is the most current one is always going to be important. Those links are direct links, unless for some reason, and it has happened,
the links change and a state agency was not notified that, hey, these links have changed, then you will be getting either rerouted automatically to the new page. So luckily for us, whatever links, always make sure that you are clicking on the link in the solicitation because
Even though certain things may be changed, if the link has not been changed, which isn't very typical, that'll take you and route you to the most current form. It won't take you to something that you saved, you know, at the beginning of the year or anything like that. So
Don't get too used to on using a template that you've saved. And if you do, that's fine, but always make sure that that date is correct. Because in the past, even with the old HSP, you know, prime contractors or respondents would submit something that was already
on their template and it wasn't the most current. And you always need to make sure that you have the most current form.
As mentioned, these are the three folks that you can contact, myself, Andrea, and Don. Please do not hesitate to shoot us an e-mail. We're always open to setting up meetings with firms, whether it's a one-on-one or
group meetings with anyone. And so that's what we're here for. And I know that that PEPS is responsible. And I do want to clarify this. PEPS is responsible for everything regarding a solicitation that comes from
their division. And the CIVHub division is responsible for the oversight and help and guidance. And then the...
You know, we strictly review the subcontracting plan. And while there's a lot of overlap, the overlap when it comes to certain requirements and qualifications or pre-qualifications, like I said, PEPS is really good about having all that information

everyone up to date on what it is that you need. And we will cover all of the pub subcontracting plan or VetHub plan and documentation from the pre to post award, and whether it's with a change request,

Everything will go through, PEPS will be funneled through whatever division, and then it gets funneled, it gets funneled to us for that final determination and and concurring or, you know, discussing what the issues were or potential challenges or potential clarifications.

we would do that clarification. But if it deals with anything in regards to the actual solicitation, to the scope of work, so on and so forth, I would not be able, our team would not be able to answer any of those questions. So just take note of that, that what we do with CIVHub is we have oversight of the entire agency.

program and the compliance pieces of it as this evolves, as this changes. And, you know, that's what we're here for. So cursory reviews, one-on-one meetings, once we get back into the swing of things, a mentor-protege program, all of the previous requirements that

were still stand and they're still in place. And any of those things that you may have questions on, we can cover. There are in some instances where I do have the opportunity, you know, to answer some of the questions that you may have in regards to, you know, the NIGP codes or the

item codes, but they have all of that broken down on their webpage as well and direct links on different tools. And I would be more than happy to try and answer the questions or get the answers to some of the questions. But there's strict rules and requirements when

a contract or a solicitation is posted and as it moves through the review process and the final stages of, you know, award and when it's awarded and so on and so forth. So while we're

part of it, we're only a piece of it, and an important piece of it, every piece is important, but that's the piece that the CIVHub compliance team takes care of for TxDOTNow.

Now, hopefully, and...

Angela Kissel stopped transcription