

# Proposal Screening Checklist Non-Federal Process (HUB)



Criteria	RFP Requirements	Pass	Fail
Cover Page Certifications (Criterion B-1)	All the certification statements are checked yes.		
Cover Page Screening (Criterion B-2)	An Individual is identified as the Prime Provider's Project Manager and has entered the required license information. The project manager identified in the cover page questionnaire must match the project manager listed in the Proposal, or the Proposal will be considered non-responsive. If required in the RFP, the Prime Provider's Deputy PM is listed on the cover page and has entered the required license information. The Deputy PM identified in the cover page questionnaire must match the Deputy PM listed in the Proposal or the Proposal will be considered non-responsive.		
Prohibited Agency (Criterion C-1)	Per Govt. Code 2252.152, etc., Texas agencies are prohibited by law from conducting business with certain companies listed on the State Comptroller's webpage, which also includes other prohibited entities. Check all the lists located at the link below for Prime Provider Name. <a href="https://comptroller.texas.gov/purchasing/publications/divestment.php">https://comptroller.texas.gov/purchasing/publications/divestment.php</a>		
Proposal within Page Limits (Criterion C-2)	The number of pages within the proposal package does not exceed the number of pages specified in the RFP. If the proposal contains more pages than specified, only the correct number of pages will be scored, the rest will be omitted. This is not a disqualification.		
Proposal Formatted Correctly (Criterion C-3)	The proposal is in substantial compliance with the remainder of the formatting requirements identified in the RFP. A proposal will not be disqualified for minor formatting issues.		
Not Precluded (Criterion C-4)	If the RFP includes a preclusion statement, verify that the prime provider and all subproviders are not precluded from competing for the advertised contract. Address any disclosure or other requirement related to the management of conflicts of interest, as applicable.		
Follows Core Team Restrictions (Criterion C-5)	If the RFP includes a core team restriction statement, verify that the core team members are not submitted as core team members on other teams competing for this solicitation or others in this wave as applicable.		
PTC HUB Status Good (Criterion C-6)	Each subprovider listed to meet the assigned HUB goal has acceptable HUB Expire date or Off HUB date. A firm's HUB certification is acceptable if the firm's HUB status is Active, and its HUB Expire Date is current. Refer to the "Verification of HUB Certifications, Guidance and Instructions."  It is not necessary to check the NIGP codes if the provider has the applicable precertification qualifications.		
HUB Subcontracting Plan (HSP) (Criterion C-7)	The proposal package includes a completed HSP using the most current version. Using a different version is a reason for disqualification. Make a note in the comments and on the HSP review form. Use the HSP Review Form to review for applicability. (Each HSP must have a completed HSP Review Form 2576.)  For all non-compliant HSPs, obtain concurrence from CIV-HUB. The Proposal will be considered non-responsive if the HSP is not signed by the provider.		

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PTC Task Leaders Precertified (Criterion C-8)	<p>The task leader for each work category is precertified in the category. If the firm name, employee sequence number, or task leader is blank, the submittal is non-responsive.</p> <p>For a Non-listed work category (NLC), precertification is not required. If the firm name or task leader is blank, the submittal is non-responsive. The task leader on the NLC template must match the task leader on the PTC form or the submittal is non-responsive.</p>		
PTC Task Leaders Consistent (Criterion C-9)	A task leader identified in the Proposal should match the task leader listed on the PTC form for the same Work Category, or the Proposal may be considered non-responsive. Not all task leaders on the PTC form need to be mentioned in the Proposal. If a person is mentioned in the Proposal but is not referenced as a task leader, the person does not need to be listed on the PTC form.		
Subprovider Information Good (Criterion C-10)	Verify that the subprovider firms identified with “yes” under the column labeled “Subprovider is Part of the Team” are consistent with those identified as part of the team on the PTC. This form must include the subprovider name and address. If a subprovider listed on the PTC is not included on the form, the Proposal package will not be disqualified. Minor discrepancies such as missing signature, email address, phone number, and/or spelling errors, will not be subject for DQ.		
Overall Consistent (Criterion C-11)	The project team is consistent, as presented in the PTC, NLC Template, CCIS, Subprovider Contact Information form, and HSP. A minor discrepancy such as an inconsistent spelling does not automatically disqualify the Proposal package, provided the intent is clear. If the makeup of the project team is not obvious, however, the Proposal package is non-responsive.		
Screening Determination (Criterion C-12)	The screener must determine if the Proposal package Passes or Fails the minimum qualifications as specified in the RFP. If the Proposal package passes, it shall be long listed for evaluation. If the Proposal package fails, it shall be considered non-responsive and disqualified from further consideration. The decision will be confirmed by the procurement engineer and service center manager in the subsequent screening groups.		