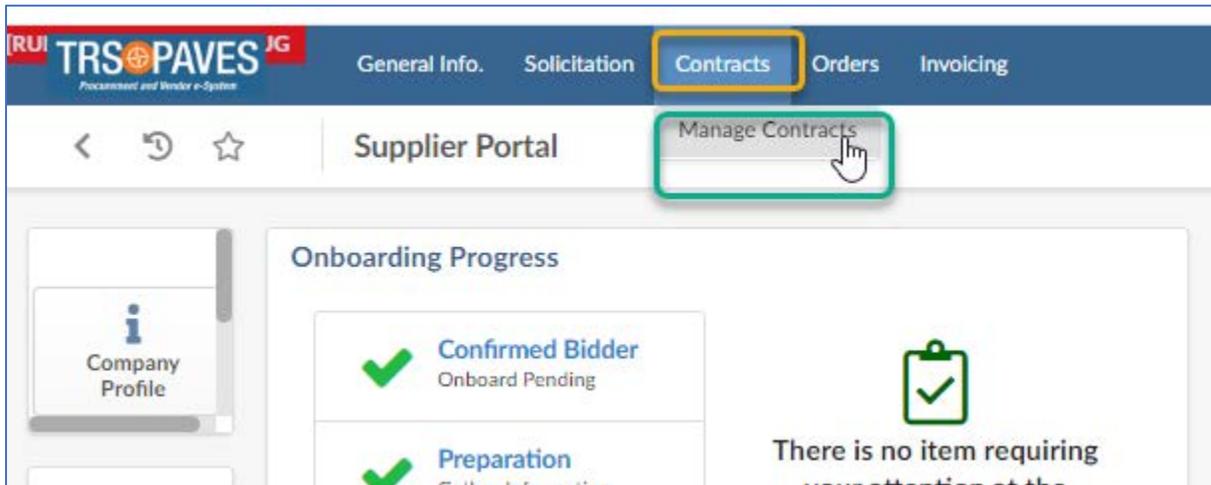


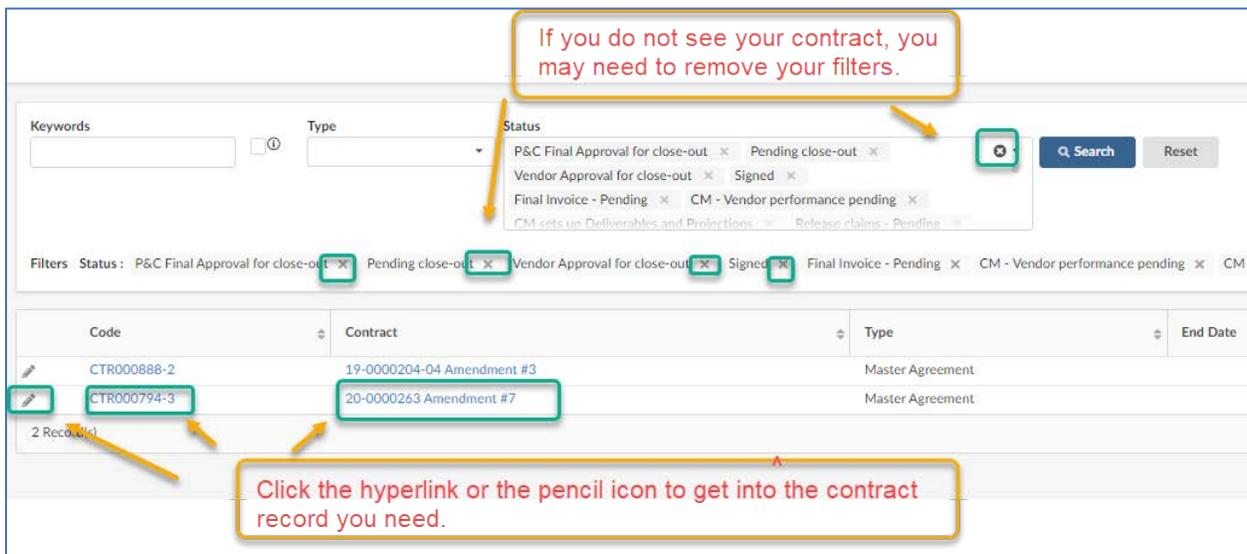
How to enter Subcontractors

You will need to log into PAVES and go to the contract record:

- Click the “Contracts” tab at the top of PAVES
- Click “Manage Contracts”



Click on the appropriate contract record that has the approved HSP and requires uploading a list of subcontractors.



Once in the contract record, go to the subcontractor tab. You will find a copy of the approved HSP. You will need to add the subcontractors listed on your HSP.

Contract : 20-0000263 - 20-0000263 Amendment #7

Sub-Contractors

HSP is Required for this Contract

Supplier is self-Performing

Click or Drag to add files

KPMG_19-0000169_HSP_revised.pdf

Add Sub-Contractor

0 Record(s)

You will need to enter the subcontractors listed on your HSP.

To do this, click on the subcontractor tab.

The approved HSP should be uploaded and visible under the subcontractor tab.

Click "Add Sub-Contractor" to enter the information from your HSP.

The subcontractors that were selected and documented in your HSP will need to be entered into PAVES. The selected subcontractors are found either in the attachment A portion of the HSP or the attachment B portion of the HSP, depending on how you performed your good faith effort.

Below are examples of the two attachments:

Attachment A – Subcontractor Selection:

HSP Good Faith Effort - Method A (Attachment A)

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Enter your company's name here: Prime Vendor Requisition #: CTR0001234

IMPORTANT: If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>

SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: 1 Description: Printing Services

SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
Company ABC	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1234567889	\$10,000.00	5%
Printing company 1	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	3455555555	\$4,000.00	3%
Printing company 2	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	4563333333	\$25,000.00	15%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

Attachment B – Subcontractor Selection:

HSP Good Faith Effort - Method B (Attachment B) Cont.

Rev. 2/17

Enter your company's name here: Prime Vendor Requisition #: CTR0001234

SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: 1 Description: Printing Services

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
Printing Company 123	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	2222222222	\$ 10,000.00	5%
Printing Company 345	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	4444444444	\$ 20,000.00	10%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

Let's look at the above attachment B as an example:

<http://mycpa.cpa.state.tx.us/passcmhsearch/index.jsp> HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
Printing Company 123	<input type="checkbox"/> - Yes <input type="checkbox"/> - No	2222222222	\$ 10,000.00	5%
Printing Company 345	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	4444444444	\$ 20,000.00	10%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

One vendor is a non-HUB vendor and one vendor is a HUB.

Printing Company 123 – Non-HUB vendor:

Contract Sub-Contractor Manage extranet

Save Save & Close Close

Manage Sub-Contractor

Contract	Status
20-0000263 Amendment #7	Valid
Company Name	
Printing Company 123	
Texas Certified HUB	Texas VID or Federal EIN
<input checked="" type="radio"/> No <input type="radio"/> Yes	222222222
Approximate Dollar Amount	Expected Percentage of Contract
10,000.00	5%
<input type="text"/> Click or Drag to add files	

Enter information from your HSP about the selected subcontracts from either attachment A or Attachment B.

Printing Company 345 – HUB Vendor:

Contract Sub-Contractor Manage extranet

Save Save & Close Close

Manage Sub-Contractor

Contract: 20-0000263 Amendment #7 Status: Valid

Company Name: Printing Company 345

Texas Certified HUB: Yes

Texas VID or Federal EIN: 4444444444

Ethnicity: Hispanic Gender: Male

Approximate Dollar Amount: 20,000.00 Expected Percentage of Contract: 10%

Click or Drag to add files

CMBL HUB Documentation.pdf

Since this is a HUB vendor, please provide the Ethnicity and Gender. Also, please upload the CMBL documentation that the vendor is a HUB.

And this is what it will look like once you have entered your subcontractors:

Contract : 20-0000263 - 20-0000263 Amendment #7

Save Save & Close

Sub-Contractors

HSP is Required for this Contract

Supplier is self-Performing

Click or Drag to add files

KPMG_19-0000169_HSP_revised.pdf

Add Sub-Contractor

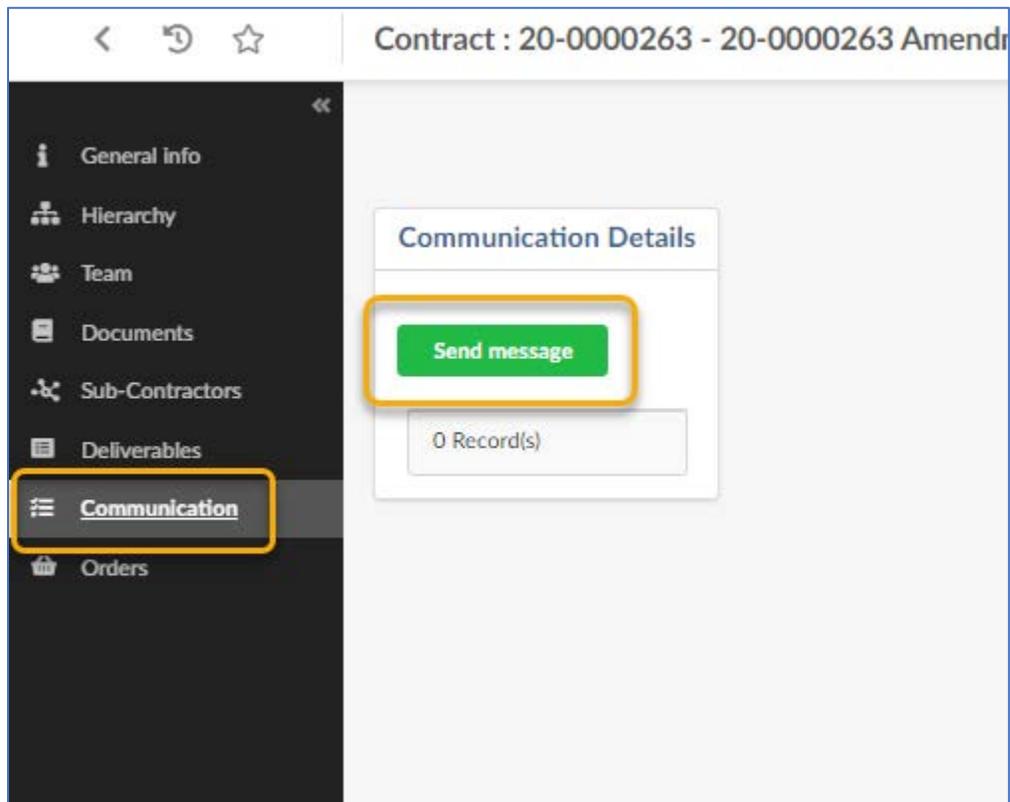
Company Name	Texas Certified HUB	Texas VID or Federal EIN	Approximate Dollar Amount	Expected Percentage of Contract	Attachments
Printing Company 123	No	222222222	10,000.00	5%	
Printing Company 345	Yes	4444444444	20,000.00	10%	

2 Record(s)

- General Info
- Hierarchy
- Team
- Documents
- Sub-Contractors**
- Deliverables
- Communication
- Orders

Once you are done entering your subcontractors, please send a communication to Blender Hill to let her know.

Go to the Communications tab and click “Send Message”



Enter your message and click "Save & Close"

The screenshot shows a window titled "Contract Manager Messaging" with standard window controls (print, maximize, close). At the top, there are two buttons: "Send" and "Send & Close", with the latter highlighted by a yellow box. Below the buttons is a "Send to" section containing three fields: "Contact" (with "Hill Blender" and a close icon, highlighted by a yellow box), "Contract" (with "20-0000263 Amendment #7"), and "Sender" (with "Blanks James"). Below this is an "Email" section with a "Subject" field containing "Subcontractors entered" and a "Message" field containing the text: "Hi Blender -", "I just wanted to let you know that I have entered all the subcontractors from my approved HSP. Please let me know if you have any questions or need me to do anything else.", and "Have a wonderful day! vendor".

The screenshot shows a mobile-style interface with a top navigation bar containing back, refresh, and star icons, and a title "Contract : 20-0000263 - 20-0000263 Amendment #7". On the left is a dark sidebar menu with items: "General info", "Hierarchy", "Team", "Documents", "Sub-Contractors" (highlighted with a hand icon), "Deliverables", "Communication", and "Orders". The main content area is titled "Communication Details" and features a green "Send message" button. Below the button is a table with the following data:

Sent to	Date sent	Subject
Hill Blender	2/16/2024	Subcontractors entered

Below the table, it indicates "1 Record(s)" and includes a settings gear icon.

Thank you for entering your subcontractors into PAVES.