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.

		may need to	remove your filt	ters.	
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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.



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:

Enter your company's name here: Prime Vendor		Requisition	#: CTR0001	234
IMPORTANT: If you responded "Yes" to SECTION 2, items of Method A (Attachment A)" for each of the subcontracting opportunities page or download the form at <u>https://www.comptroller.texas.gov/purcha</u>	c or d of the completed HSP is you listed in SECTION 2, asing/docs/hub-forms/hub-sbco	form, you must submit a d Item b of the completed H nt-plan-gfe-achm-a.pdf	completed "HSP Go ISP form. You may	od Faith Effort photo-copy thi
Enter the item number and description of the subcontracting opportunit the attachment. Item Number: 1 Description: Pringing Services	ity you listed in SECTION 2, It	em b, of the completed HSI	P form for which you	u are completin
SECTION A-2: SUBCONTRACTOR SELECTION	apportunity you listed above in	SECTION A-1 Also identifi	whether they are	a Texas certific
SECTION A-2: SUBCONTRACTOR SELECTION List the subcontractor(s) you selected to perform the subcontracting of HUB and their Texas Vendor Identification (VID) Number or federar subcontracted, and the expected percentage of work to be subcontract use the State of Texas' Centralized Master Bidders List (C bitr/imvrea cne state true/inascent/bidder ion. HUB status cod	poportunity you listed above in ral Employer Identification Nur ted. When searching for Texas CMBL) - Historically Underun e "a" similies that the compar	SECTION A-1. Also identify mber (EIN), the approxima certified HUBs and verifyin zed Business (HUB) D wis a Texas certified HUB	y whether they are a te dollar value of ing their HUB status, irectory Search lo	a Texas certifie the work to b ensure that yo ocated at
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Attachment B – Subcontractor Selection:

Enter your company's name here: Prime Vendor		Requisition #	CTR00012	34
SECTION B-4: SUBCONTRACTOR SELECTION Enter the item number and description of the subcontracting opportu the attachment.	inity you listed in SECTION 2, Ite	m b, of the completed HS	^D form for which you	u are completing
a. Enter the item number and description of the subcontracting of Item Number: 1 Description: Printing Servic	oportunity for which you are comple es	ting this Attachment B cont	inuation page.	
subcontracted, and the expected percentage of work to be suf-	hoontracted When searching for T	over contified ULIDs and ve	difficient thesis LULID at	alue energy the
you use the State of Texas' Centralized Master Bidde http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp. HUB s Company Name	Texas certified HUB	Inderutilized Business (H mpany is a Texas certified H Texas VID or federal EIN Do not entre Social Security Numbers. If you do not know ther VID / EIN. Insert there VID / EIN.	Approximate Dollar Amount	Expected Percentage of Contract
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you use the State of Texas' Centralized Master Bidde http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp. HUB s Company Name Printing Company 123 Printing Company 345	Texas certified HUB	Inderutilized Business (H mpany is a Texas certified H Texas VID or federal EIN Do not enter Social Security Numbers, Hypou do not know their VID / EIN, leave ther VID / EIN field blank. 22222222222 444444444444	Approximate Dollar Amount \$ 10,000.00 \$ 20,000.00	Expected Percentage of Contract 5%
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Let's look at the above attachment B as an example:

Company Name	Texas certified HU	Texas VID or federal EIN Do oot enter Social Security Numbers If you do not know their VID / EPL Isaws their VID / EIN field blank.	Approximate Dollar Amount	Expected Percentage of Contract
Printing Company 123	-Yes -N	• 222222222	\$10,000.00	5%
Printing Company 345	-Yes -N	o 4444444444	\$20,000.00	10%
	D-Yes D.N	0	\$	*

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

Printing Company 123 – Non-HUB vendor:

	E Save	e Save & Close Close		
Mana	age Sub-Contractor			
Contra	ct	Status		
20-0	0000263 Amendment #7 🛛 🛚 🔻	Valid		
Compa	iny Name		Enter infor	mation from your H
Print	ting Company 123		about the s	elected subcontrac
Texas (Certified HUB	Texas VID or Federal EIN	from either	attachment A or
• No)	222222222	Attachmen	t B.
O Yes	S			
Approx	kimate Dollar Amount	Expected Percentage of Contract		
10,0	00.00	5%		
0	& Click or Drag to add files			

Printing Company 345 – HUB Vendor:

🖬 Save	Save & Close	Close	
Manage Sub-Contractor			
Contract	Status		
20-0000263 Amendment #7 🛛 🛚 🕶	Valid		
Company Name			
Printing Company 345			
Texas Certified HUB	Texas VID or Federa	IEIN	Since this is a HUB vendo
O No	444444444		please provide the Ethnicit
• Yes			and Gender. Also, please
Ethnicity	Gender		upload the CMBL
Hispanic & -	Male	0-	documentation that the
Approximate Dollar Amount	Expected Percentag	e of Contract	vendor is a HUB.
20,000.00	10%		
Click or Drag to add files			
e circk of brag to add files			
CMBL HOB Documentation.pdf @ (x)			

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

	< "D ☆	Contract	: 20-0000263 - 20	-0000263 Amendr	nent #7			
i	« General info						🖨 Save	Save & Close
*	Hierarchy	Sub-Co	ntractors					
*	Team Documents							
-44	Sub-Contractors	HSP I	is Required for this Contrac					
	Deliverables	Suppl	lier is self-Performing					
æ	Communication	0	Click or Drag to add files					
₩	Orders	Add So	G_19-0000169_HSP_revised.	odf 🐵 🛞				
			Company Name 👙	Texas Certified HUB	Texas VID or Federal EIN 👙	Approximate Dollar Amount 👙	Expected Percentage of Contract	Attachments 👙
		1	Printing Company 123	No	222222222	10,000.00	5%	
		1 🗊	Printing Company 345	Yes	444444444	20,000.00	10%	
		2 Reco	ord(s)					۵

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"



		🗟 Send 🛛 Send & Close	
Send to			
Contact		Contract	Sender
Hill Blender ×	0 -	20-0000263 Amendment #7	Blanks James
63			
Email			
Subject*			
Subcontractors entere	d		
Message*			
Hi Blender -			
l just wanted to let you me know if you have a	u know that I ny questions	have entered all the subcontrators f or need me to do anything else.	rom my approved HSP. Please let
Have a wonderful day!			

	<		Ð	ź	3		Cor	ntra	act	: 20-00002	.63 - 20-00	00263 Ame	ndment #7
i	Ger	nera	l info			««							
*	Hie	rarc	hy				C	om	mu	nication Det	ails		
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@	Ord	lers						1	Reco	rd(s)			\$

Thank you for entering your subcontractors into PAVES.