

STATE OF TEXAS §  
COUNTY OF TRAVIS §

Division/Org Number: 201	Program Name: Audio/Video Stream - SBOE
SpeedChart:	Legal/Funding Authority: Texas Education Code
Payee Name: AdminMonitor, Inc.	Title 2, Subtitle B, Chapter 7, Subchapter D, §7.106
Payee ID: 17429649258	Contract #: 3375
PO #: 35828	

Amendment # 2

**AMENDMENT TO STANDARD CONTRACT  
BETWEEN  
TEXAS EDUCATION AGENCY  
AND**

**AdminMonitor, Inc. dba TexasAdmin**  
NAME OF CONTRACTOR

It is mutually understood and agreed by and between the undersigned contracting parties of the above numbered Contract to amend said Contract effective September 1, 2016 as follows:

ARTICLE II. PERIOD OF CONTRACT

Texas Education Agency (TEA) is exercising the option to renew the Audio/Video livestreaming contract, first renewal, as allowed in the Contract term from September 1, 2016 to August 31, 2017.

ARTICLE III. PURPOSE OF CONTRACT

TexasAdmin will continue to livestream TEA meetings of the State Board of Education, State Board for Educator Certification or the Texas Education Agency, see revised Description of Services, Attachment 1.

ARTICLE IV. PAYMENT UNDER CONTRACT

The revised Pricing Proposal, Attachment 2, is attached.

Contract Amount	\$ 132,600.00
Amendment Amount	\$ 134,550.00
Contract Total	\$ 267,150.00

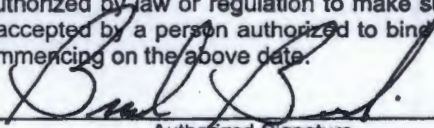
ARTICLE V. GENERAL AND SPECIAL PROVISIONS

Attached hereto and incorporated herein by reference is the revised HUB Subcontracting Plan, Special Provisions D. Texas Government Code §2252.901 prohibits the agency into entering into an employment contract, a professional services contract, or a consulting services contract with a former or retired TEA employee before the first anniversary of their last date of regular employment. If TEA enters into a "professional services" contract with a corporation, firm, or other business entity that employs a former or retired employee during the first year of the past employee's departure from the agency, the former or retired employee is restricted from performing services on projects that the employee worked on while employed at TEA.

Texas Government Code §572.069. CERTAIN EMPLOYMENT FOR FORMER STATE OFFICER OR EMPLOYEE RESTRICTED. A former state officer or employee of a state agency who during the period of state service or employment participated on behalf of a state agency in a procurement or contract negotiation involving a person may not accept employment from that person before the second anniversary of the date the officer's or employee's service or employment with the state agency ceased.

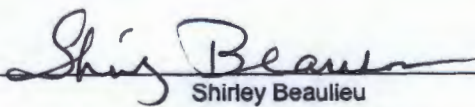
Effective January 1, 2016, the mileage reimbursement rate is .54¢. The Comptroller's website for travel rules and regulations – textravel: <https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>. Receipts must be made available for programmatic or financial audit, by TEA and by others authorized by law or regulation to make such an audit, for a period of not less than seven (7) years. It is agreed and accepted by a person authorized to bind Contractor that all Terms and Conditions of this Amendment are effective commencing on the above date.

\_\_\_\_\_  
Brad Beneski  
General Manager

  
\_\_\_\_\_  
Authorized Signature

**This section reserved for Agency use.**  
I, an authorized official of Agency, hereby certify that this contract is in compliance with the authorizing program statute and applicable regulations and authorize the services to be performed as written above.  
AGREED and accepted on behalf of Agency this 18<sup>th</sup> day of October 2016 (month/year) by a person authorized to bind Agency.

**Return electronic copy to: [TEAContracts@tea.texas.gov](mailto:TEAContracts@tea.texas.gov)**  
Norma Barrera, Purchasing and Contracts  
Texas Education Agency  
1701 N. Congress Avenue, Room 2-125  
Austin, Texas 78701-1494

  
\_\_\_\_\_  
Shirley Beaulieu  
Chief Financial Officer

## Description of Services

[TexasAdmin.com](http://TexasAdmin.com), Inc. will provide the following services for the duration of the contract:

- A. Livestream approximately forty-eight meetings of the State Board of Education, State Board for Educator Certification or the Texas Education Agency in rooms 1-100, 1-104 and 1-111 of the William B. Travis Building, 1701 N. Congress Avenue, Austin, Texas 78701.
- B. Employ a webcasting system using four switchable cameras, depending on the room used for the hearing, operated by an onsite operator. In addition, the system will have the ability for an additional input for other uses, such as a feed from a projector/computer.
- C. Camera/Video
  - 1) Provide, maintain and secure all equipment at Contractor's cost.
  - 2) Maintain the current camera system and upgrade additional support video equipment as needed
- D. Camera Operators
  - 1) The onsite operator is located in a Control room separate from the Hearing room.
  - 2) Before each meeting, the onsite operator will check the camera focus and range capabilities, audio levels and feeds, and confirm functionality of other equipment.
  - 3) During the meeting, operators will ensure the camera is focused on the speaker, audio is clear, confirm the connection is established and maintained, and will work to resolve any connection or equipment issues that may occur.
  - 4) The location of the cameras will allow the operator to get the speakers in camera range and framed properly from anywhere in the room.
  - 5) Operators will be available onsite for technical and other issues raised by TEA staff or meeting attendees.
- E. Work with TEA to post notices and make announcements, via email and/or posting to the AdminMonitor website of the time, date, and location of meetings held by the TEA, and webcast by AdminMonitor.
- F. Audio System Microphones
  - 1) Contractor will use several Omni-directional boundary microphones.
  - 2) These microphones will be used only as necessary to supplement loss of house sound or low audio levels of an individual speaking on the record.
  - 3) The sound output of these additional microphones is solely the responsibility of Contractor, is separate from the house sound system, and controlled only by the onsite operator.
  - 4) Contractor's onsite operator will have a separate control over each of the boundary mics and the singular house feed via an audio mixer, the operator can also adjust the level of the house audio feed as necessary to ensure a good, clean, consistent level throughout the webcast.
- G. Video/Audio Signals
  - 1) Mixed video and audio signals are sent to an encoding computer, where the video is compressed and sent to video streaming servers, then to a content delivery network that delivers the H264 content to the end user, via live or on demand streaming.
  - 2) A video only feed will be sent to the existing large television monitors in room 1-104.
  - 3) Contractor will continue to provide the video feed to any new monitors TEA provides.
- H. Live Streams
  - 1) Contractor will provide live streams using H.264 streaming protocol, which provides video streaming across all current platforms and mobile devices.
  - 2) The stream delivered does not require a specific player, the video will play embedded in an HTML window, and is scalable, will adjust to the maximum bandwidth available on the end user side.
  - 3) Livestream will be available for viewing on all current web browsers and mobile devices.
- I. Website
  - 1) Contractor will provide and host a website from which both live and archived video files can be accessed. Contractor will provide a webpage dedicated exclusively to webcasts of the SBOE or other meetings as determined by the TEA.
  - 2) Contractor will maintain twenty-four months of TEA/SBOE video archives on the Contractor's website.
  - 3) All videos will be accessible for on demand streaming.
  - 4) Archived webcasts of Open Meetings will be segmented into clips for each agenda item.
  - 5) Contractor's website is hosted in multiple cloud based data centers to allow for real-time failover in case there is an issue with one of the data centers.

- 6) Contractor will employ software and backend content management systems necessary to post a copy of the meeting agenda to Contractor's website. The archive video will contain individual video segments for each agenda item.
  - 7) TEA will provide an electronic version of the agenda to Contractor no less than three business days before the meeting.
- J. Project Staff will be available by phone and email to provide technical support to the end user.
- K. Bandwidth
- 1) Contractor will provide its own independent data circuits to the video server which are separate from the TEA/SBOE network.
  - 2) Contractor maintains 50 MBPS fiber connection to the internet; Which is a direct connection to the local ATT backbone for shortest connection to the Akamai content delivery network.
  - 3) Contractor will maintain the system with redundant backup recording(s). The first backup will reside on the hard disk of the encoding computer. The second backup will be in the form of either a DVD-R or Solid State Drive copy of the meeting, recorded concurrently before the signal is compressed by the video encoder.
  - 4) If the live stream is interrupted or the data connection to the video server has technical problems, the meeting will be restored from one of the two backups as soon as technically possible.
  - 5) Contractor will also have multiple backups for the archives after they are produced and saved.
- L. Open Records and Records Retention
- 1) Contractor will be responsible for reproduction of any video requested as an Open Records request at no additional cost to TEA.
  - 2) Contractor agrees to comply with all Records Retention requirements and schedules as required by 13 Texas Administrative Code §6.94 for the video archive files.
  - 3) Contractor will maintain files and any software, hardware, or documentation required to retrieve and view such record will be retained as long as the approved retention period.
  - 4) Contractor will recopy or reformat archive files as necessary to ensure availability and usability until the retention period expiration.
- M. Issues
- 1) If the network connection to content delivery network is disconnected, Contractor may move to an offsite location to upload the archive file that is created during the live stream.
  - 2) If the encoder device prevents the video from being recorded, a local backup recorder will be utilized to allow the video to be uploaded or to recode the video for upload.
  - 3) Contractor will host the website on two separate web servers at different data centers. A third party will monitor the website every five minutes to determine if functioning correctly.
- N. Closed Captioning
- 1) Transcribe the text of approximately five meetings for either SBOE or SBEC and will provide the video integration.
  - 2) Closed captioning to the already posted archive videos will be posted within ten business days.

**Pricing Proposal**

TexasAdmin.com, Inc will provide services for up to forty-eight meetings to include all equipment, all labor, all software, all internet connectivity for streaming meetings, a private dedicated data circuit to link cameras with the video server, software licenses necessary to operate the webcasting system, operation of the storage media for archiving, and operation of video server and web server. Meetings in excess of forty-eight, will be live streamed and archived at \$1,250.00 each.

On-Site Meeting Services			
Task	Quantity	Price Per Month	Total
<b>Meeting Tasks:</b> AA/ Pre- meeting Set-up Camera Operation Agenda Editing Archival Work Streaming Archive Fee for two years	12	\$9,500.00	\$ 114,000.00

**Closed Captioning Pricing**

TexasAdmin.com will provide Closed Captioning within ten business days of the meeting and make available on the TEA section of their website. TEA will notify TexasAdmin.com a week prior to a scheduled meeting regarding the use of Closed Captioning services for a particular meeting.

Closed Captioning			
Service	Quantity	Price	Total
Video Technical Integration	5	\$ 562.00	\$ 2,810.00
Creation of Text File	5	\$ 1,248.00	\$ 6,240.00
Closed Captioning Total			\$ 9,050.00

**Offsite Meetings**

**Pricing Options**

TexasAdmin.com will provide off-site meeting coverage for the TEA, with no less than ten business days' notice of the meeting. TEA will notify TexasAdmin.com that they wish to hold an off-site meeting. Due to TexasAdmin.com scheduling conflicts, notice should be provided to TexasAdmin.com with as much notice as possible and TexasAdmin.com will use its best efforts to stream every meeting requested, depending on the date and location.

**Option 1**

**4 Cameras + Presentation:** A self-contained mobile package will be deployed to an off-site location, providing up to 4 cameras, with a presentation input, and up to 20 microphones. The meeting will be live streamed and an archive prepared.

Up to 10 Hours - Meeting Cost: \$4,500.00\*

Up to 4 Hours - Meeting Cost: \$4,000.00\*

**Option 2**

**1 Camera + Presentation:** A self-contained mobile package will be deployed to an off-site location, providing 1 camera, with a presentation input, and up to 6 microphones. The meeting will be live streamed and an archive prepared.

Up to 10 Hours - Meeting Cost: \$3,000.00\*

Up to 4 Hours - Meeting Cost: \$2,500.00\*

\* Offsite meetings may incur additional cost depending on the location and facility (Travel, Internet Connection, etc.).

**Internet Connection\***

Internet connection must be provided at the client expense; TexasAdmin.com requires at least a 10mb upload bandwidth per live stream. And this connection needs to be a hard-wired Ethernet cable.

**HUB Subcontracting Plan  
Revised**



# HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

➤ If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:

- Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
- Section 2 c. - Yes
- Section 4 - Affirmation
- GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

- Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
- Section 2 c. - No
- Section 2 d. - Yes
- Section 4 - Affirmation
- GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

- Section 1 - Respondent and Requisition Information
- Section 2 a. - Yes, I will be subcontracting portions of the contract.
- Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
- Section 2 c. - No
- Section 2 d. - No
- Section 4 - Affirmation
- GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

➤ If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment, including transportation and delivery), complete:

- Section 1 - Respondent and Requisition Information
- Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
- Section 3 - Self Performing Justification
- Section 4 - Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



# HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

**-- Agency Special Instructions/Additional Requirements --**

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract\* in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

**SECTION-1 RESPONDENT AND REQUISITION INFORMATION**

a. Respondent (Company) Name: TexasAdmin.com Inc. State of Texas VID #: 17429649258  
 Point of Contact: Brad Beneski Phone #: 888-792-8686  
 E-mail Address: Brad@AdminMonitor.com Fax #: \_\_\_\_\_

b. Is your company a State of Texas certified HUB?  - Yes  - No

c. Requisition #: 701-16-009 Bid Open Date: 08/18/2015

(mm/dd/yyyy)

Enter your company's name here: TexasAdmin.com Inc.

Requisition #: 701-16-009

**SECTION-2: RESPONDENT'S SUBCONTRACTING INTENTIONS**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods, services, transportation and delivery will be subcontracted. Note: In accordance with 34 TAC §20.11, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
- No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods, services, transportation and delivery. (If No, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <u>do not</u> have a <u>continuous contract</u> * in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract</u> * in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
1	LCCX, LLC	8%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		8%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/mup-subcontracting-plan/>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract\* in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



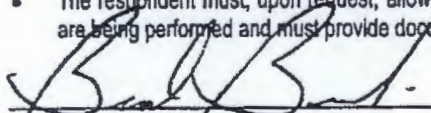
Enter your company's name here: TexasAdmin.com Inc.Requisition #: 701-16-009**SECTION-3 SELF PERFORMING JUSTIFICATION** (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)

If you responded "No" to SECTION 2, Item a, in the space provided below explain how your company will perform the entire contract with its own employees, supplies, materials and/or equipment, to include transportation and delivery.

**SECTION-4: AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.



Signature

Brad Beneski

Printed Name

GM/COO

Title

07/20/2016

Date  
(mm/dd/yyyy)

**Reminder:**

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

# HSP Good Faith Effort - Method B (Attachment B)

Rev. 09/15

Enter your company's name here: TexasAdmin.com Inc.

Requisition #: 701-16-009

**IMPORTANT:** If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" 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 <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

## SECTION B-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: LCCX, LLC transcribes the meeting audio, we then compile the product for close captioning.

## SECTION B 2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, continue to SECTION B-4.)

- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

## SECTION B 3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you **MUST** comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. 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/passcmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>.

d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No

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

Rev. 09/15

Enter your company's name here: TexasAdmin.com Inc. Requisition #: 701-16-009

## 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: \_\_\_\_\_ Description: \_\_\_\_\_

- 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/taasscmblsearch/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
	<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		\$	%
	<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		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.