HUB Determination Form (HDF) Instructions

Non-exempt (per [TSUS CMHB Sec 3.2.3 E](https://www.tsus.edu/offices/finance/procurement.html)) and non-grant procurements $100,000 or greater will require a HUB Determination Form (HDF) be filled out by TXST departments if subcontracting is not probable.

If subcontracting is probable the vendor needs to complete a HUB Subcontracting Plan (HSP) and the HDF is not required.

Grants and Subawards (per [Texas Government Code Sec. 2155.140](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2155.htm)), and Other Exempt purchases (per [TSUS CMHB Sec 3.2.3 E](https://www.tsus.edu/offices/finance/procurement.html)) do not require an HDF (i.e. hotel rooms, library books, subscriptions, etc.).

Use the steps outlined in the [Texas Administrative Code HUB Rules, Title 34, Part 1, Chapter 20, Subchapter D, Division 1, 20.285 (a)](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=20&rl=285) to determine if subcontracting is probable.

The HDF states that the department has reviewed the purchase and has determined that subcontracting opportunities are not probable.Departments should fill in: Project Name or Description, Vendor # and Name, Solicitation #, explanation, and sign (including name, date, and title). Completed forms should be sent to [hub@txstate.edu](mailto:hub@txstate.edu) for approval, and attached to the Solicitation, Contract Request, or Requisition.

*Please note: In accordance with* [*Texas Administrative Code Title 34, Part 1, Chapter 20, Subchapter D, Division 1, 20.282 (20)*](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=34&pt=1&ch=20&rl=282)*, “Subcontractor” means an entity that contracts with a prime contractor to work or contribute toward completing work under a purchase order or other contract. The term does not include employees of the contractor but includes contracted workers who will work on the contract.*

Contact [hub@txstate.edu](mailto:hub@txstate.edu) with any questions.