

# Roles & Responsibilities for Reporting HUB on Work Authorizations

It is a priority of the state of Texas and the Texas Department of Transportation to promote full and equal procurement opportunities for all types of businesses. TxDOT is responsible for ensuring that Historically Underutilized Business (HUB) subprovider usage data is collected and reported.

The provider project managers are responsible for entering and verifying all subprovider usage each month. Failure to enter data and provide documentation will result in rejection of invoices.

This document is a supplemental aid. It is not intended to replace HUB policies and procedures outlined in the contract and other documents.

PS-CAMS Portal	
<p>TxDOT Contract Administrator will:</p> <ul style="list-style-type: none"><li>• Inform provider PM that PS-CAMS data entry is required for tracking payments and HUB/DBE subprovider usage, regardless of whether a HUB goal was assigned.</li></ul>	<p>Provider PM will:</p> <ul style="list-style-type: none"><li>• Obtain access to the <a href="#">PS-CAMS Portal</a>.</li><li>• Start entering \$0.00 for monthly subprovider usage data (if WA has not been issued yet).</li></ul>
WA Development	
<p>TxDOT PM will:</p> <ul style="list-style-type: none"><li>• Review contract requirements for HUB in <a href="#">Attachment H</a>.</li><li>• Review HUB commitments in the contract, Exhibit HSP Subprovider Commitment Plan.</li><li>• Review Exhibit H-2 Subprovider Commitment Agreement to ensure alignment with Exhibit HSP.</li><li>• Include contract and WA HUB information in the Business Case Memo.</li><li>• Provide a copy of the <a href="#">Subprovider Utilization Report template</a>.</li></ul>	<p>Provider PM will:</p> <ul style="list-style-type: none"><li>• Review contract requirements for HUB in Attachment H.</li><li>• Review HUB commitments in the contract, Exhibit HSP Subprovider Commitment Plan.</li><li>• Develop Exhibit H-2 Subprovider Commitment Agreement for each HUB Subprovider performing services on the WA.</li></ul>

## Monthly HUB Reporting and Monitoring

### TXDOT PM will:

- Review invoices to verify that tasks are being performed by HUB subproviders.

### TxDOT PM or the PEPS Service Center will:

- Review the Exhibit H-6 Subprovider HSP Progress Assessment Report (PAR) to verify that the provider has entered subprovider payment information.
- Verify that the subprovider payment information is in alignment with Exhibit H-2.
- Print to PDF the PAR from PS-CAMS and save in the contract file.

### Provider PM will:

- Enter subprovider payment information into the PS-CAMS Portal. Subprovider payment information must be entered monthly, even if there is no invoice being submitted, or no subprovider payments to report, in which case \$0.00 is entered for the subprovider payment amount.
- Submit 2579 HUB Subcontracting Plan Progress by answering HUB HSP compliance questions in PS-CAMS Portal when entering monthly subprovider payment information.
- Monitor progress towards meeting the contract HUB commitment. This progress is documented in the H-6 Subprovider HSP Progress Assessment Report (PAR) in PS-CAMS Portal.
- Complete the Prompt Payment Verification section of the invoice.
- Provide documentation showing proof of subprovider payment, if requested by TxDOT.

## Subprovider Final Report

### PEPS Service Center will:

- Review the Exhibit H-4 Subprovider Final Report when conducting TxDOT's final assessment of HUB activities for the contract.
- Approve and save the Exhibit H-4 in the contract file and send a copy to the TxDOT PM.

### TxDOT PM will:

- File the copy of the Exhibit H-4 in their contract file.

### Provider PM will:

- Use the PS-CAMS Portal to generate Exhibit H-4 Subprovider Final Report that lists the total of all HUB subprovider payments.
- Review the Exhibit H-4 and verify that all Exhibit H-6 Subprovider Monthly PARs have been accurately entered into the PS-CAMS Portal.
- Sign and submit Exhibit H-4 to the PEPS Service Center.

## Significant Changes to the HSP

PEPS Service Center will work with TxDOT PM to:

- Review Form 2580 submitted by provider, complete Section 2, noting any discrepancies or deficiencies in the comment box, and submit form to CIV-HUB for approval.
- If the HSP Change Request is approved, create Supplemental Agreement (SA) to update the HSP in the contract and, if applicable, a Supplemental Work Authorization (SWA) to update Exhibit H-2 in the WA.
- File a copy of form 2580 and the current HSP in the contract file.

Provider PM will:

- Complete Section 1 of Form 2580-HSP Change Request Form and submit to the TxDOT PM.
- If the HSP Change Request is approved, provide updated HSP to the TxDOT PM for inclusion in the Supplemental Agreement (SA) to the contract and, if applicable, a Supplemental Work Authorization (SWA) to update Exhibit H-2 in the WA.