

Please complete your PAR data fields as indicated below. If you have any questions/concerns, please contact the HHS HUB Program Office as soon as possible for assistance.

NOTE: Upon contract award, all vendors should have had a post-award meeting to discuss the HUB reporting requirements. If you have not had one, please email HHSCHub@hhsc.state.tx.us with your contract number and ask for a post-award meeting.

Instructions

Monthly Progress Assessment Reports (PARS) are due by the 10th of each month for the previous month (e.g. June PAR reports are due July 10th etc.), except for: February PARS which are due by March 5th and August PARs which are due by September 5th.

- All PARS must be submitted using the latest "HUB Subcontracting Plan Progress Assessment Report" form, found on the Texas Comptroller's website <http://www.cpa.state.tx.us/procurement/prog/hub/hub-forms/>;
- All PARS must be submitted electronically via e-mail in an Excel format (PDF files will not be accepted);
- A signature is not required on the PAR form;

Header:

Contract/Requisition Number: The contract/requisition number is found at the top of the bilateral contract that was signed when the contract was executed.

NOTE: Only **one** contract may be reported on per form. If your organization has multiple contracts, each contract **must** be reported on separately from the others.

Date of Award: Indicate the date that your organization received the official notification of award from the HHS Agency that the contract was awarded by OR the date that your organization signed the contract.

Object Code: Leave this blank. The HHS HUB Program Office will utilize this field.

Contracting Agency/University Name: Indicate the agency that your organization entered into the contract with as indicated below:

- 529 – Health and Human Services Commission (HHSC)
- 530 – Department of Family and Protective Services (DFPS)
- 537 – Department of State Health Services (DSHS)
- 538 – Department of Assistive and Rehabilitative Services (DARS)
- 539 – Department of Aging and Disability Services (DADS)

NOTE: Using the agency acronym is sufficient.

Contractor (Company) Name: Enter the name of your organization as it appears on the contract.

State of Texas VID #: Enter your organizations 11 digit vendor identification number (VID).

NOTE: Some vendors, such as sole proprietorships, utilize the owner’s social security number (SSN) for this purpose. If that is the case for your organization, enter the SSN and be certain to submit the report using some sort of encryption in order to ensure safe transit of the data.

Point of Contact: Enter the name of the individual completing the form for submission.

Phone #: Enter the direct phone number (and extension) of the individual completing the Progress Assessment Form.

Reporting (Month) Period: Enter the month that the report provides information for. Remember, you should be submitting the report for the prior month. IE: You submit the report for January 2015 in February 2015.

Total Amount Paid this Reporting Period to Contractor: Enter the dollar amount that your organization received in payments related to the contract in the “Contract/Requisition Number” field.

Subcontracting Section:

Subcontractor’s Name: List all subcontractors from the HUB Subcontracting Plan (HSP) that you submitted with your bid, when applicable. If not HSP was submitted for this contract, list all HUBs that your organization uses to perform work directly related to the contract.

Subcontractor’s VID or HUB Certificate Number: Enter the 11 digit VID for the subcontractor.

NOTE: Some vendors, such as sole proprietorships, utilize the owner’s social security number (SSN) for this purpose. If that is the case for the respective subcontractor, enter the SSN and be certain to submit the report using some sort of encryption in order to ensure safe transit of the data.

Texas Certified HUB? (Yes or No): Look up each vendor on the Centralized Master Bidders List (CMBL) ([link](#)) each month to verify the company’s HUB status. *The link provided here is also found at the bottom of the PAR form.

NOTE: When searching the CMBL, ensure that you select the “All Vendors” option at the top of the search screen. Searching with the other options may not provide you with the details needed to complete the form. See screenshot on following page for an example.

Total Contract \$ Amount from HSP with Subcontractor: Enter the amount listed on the HSP, if applicable, for that particular subcontractor.

NOTE: Governmental entities (i.e., water districts, city councils, county health departments, etc.) will not have been required to submit an HSP when a contract was generated. If your

organization is a governmental entity, and no HSP was required, simply enter “NA – Gov’t” into this field for the first subcontractor.

Total \$ Amount Paid This Reporting Period to Subcontractor: Enter the amount paid to each subcontractor solely for work performed on this particular contract.

Total Contract \$ Amount Paid to Date to Subcontractor: Enter the amount paid to date to the subcontractor for the given state fiscal year. The State of Texas’ fiscal year goes from September 1 to August 31.

Example: September 1, 2014 to August 31, 2015.

Object Code: Leave blank. This is completed by the HHS HUB Program Office when necessary.

NOTE: If you have more subcontractors than will fit onto the sheet, create a second form with the same header information, and name the file accordingly. For example, if you have three sheets, the first would be “PAR – Company Name - 529-123456-001 06-14 – 1 of 3” where 529-123456-001 is the contract number.

Totals: Do not alter these fields in any way. Formulas are already entered in to calculate these totals. If multiple sheets are submitted, indicate the total the three columns in the email used to submit the forms.

Signature block: No signature is required when submitting via email, which is the preferred method of submission. If submitting via postal mail or other delivery service, please sign and include a short letter with your submission, indicating why you are not submitting via email.

Completed PARs

Once your form has been completed and approved in accordance with your organization’s internal processes for submission, submit the report.

Via email: Send to HHSCHub@hhsc.state.tx.us and to your HHS Agency contract manager (courtesy copy). Please note that emailing the form in Excel format is the required method for submission.

- The Excel file must be submitted with the following naming convention: Prime Contractor Name, Contract Number and the 2-digit month/year being reported. EXAMPLE: ABC SUPPLY CO 537-08-01967 06-14;
- The email subject line should be the same as the file name: Prime Contractor Name, Contract Number and the 2-digit month/year being reported. EXAMPLE: ABC SUPPLY CO 537-08-01967 06-14;

Reminder: PARs are due on the 10th of each month with the exception of March and September, when they are due on the 5th.

Thank you for participating in the State of Texas HUB Program. We know that it is a legal requirement, but it is also a requirement that the organizations we do business with put an extraordinary amount of effort into. Without your sincere effort and work, we would not be able to succeed in our goal of ensuring that HUBs get a fair shot at State of Texas contracting dollars.

Also, just a couple of reminders about the PAR form itself (attached):

1. Information entered into the top portion of the PAR form pertains to the Contractor. The dollar amount entered into the “Total Amount Paid This Reporting Period to Contractor” field should be the total amount that was paid to you, the Contractor, during the reporting period not the total amount that the Contractor paid to its subcontractors.
2. HHSC tracks monthly subcontracting expenditures by the state fiscal year (September – August). Since September reports are the first report of the new fiscal year both the “Total \$ Amount Paid this Reporting Period to Subcontractor” and the “Total Contract \$ Amount Paid to Date to Subcontractor” columns should reflect the same dollar amount for the September reports only.