

HUB Subcontracting Plan

PAR - Progress Assessment Report

In accordance with Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter D, Rule §20.284 (H)(I), the Progress Assessment Report (PAR) form is a requirement of the HUB Subcontracting Plan (HSP). A PAR form must be submitted every month of the contract's life. The submission of the PAR form is required whether there is any subcontracting to report or not and must be completed with both HUB and Non-HUB subcontractor information, when applicable.

Any questions regarding this requirement should be addressed with the Texas Workforce Commission HUB Office at TWCHUBINFO@twc.texas.gov

How to fill out the PAR

This report is due no later than the 5th of each month:

In the submission email, include all invoices for the month reporting if applicable. **SUBMIT TO** TWCHUBINFO@twc.texas.gov

1. Fill out the top of the form with your company and contract identifiers.

FILL ALL FIELDS SPECIFIED BELOW:



HUB Subcontracting Plan (HSP)

Rev. 10/16

Prime Contractor Progress Assessment Report

This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.

Contract/Requisition Number:	<u>Enter Your TWC Contract Number</u>	Date of Award:	<u>Enter Date Awarded</u>	Object Code:	<u>Leave Blank</u>
Contracting Agency/University Name:	<u>Texas Workforce Commission</u>				
Contractor (Company) Name:	<u>Enter Your Company Name</u>	State of Texas VID #:	<u>Enter 13-digit Comptroller Vendor ID Number or EID Only</u>		
Point of Contact:	<u>Name of company's representative TWC will contact</u>		Phone #:	<u>Company Representative Phone</u>	
Reporting (Month) Period:	<u>Month Reporting for *</u>	Total Amount Paid this Reporting Period to Contractor:	<u>\$ Amount TWC paid your company this month -</u>		

2. List every subcontractor, the amount paid for this reporting period, **IF ZERO ENTER \$0**

FILL ALL FIELDS SPECIFIED BELOW:

(IF SELF PERFORMING, LEAVE THIS SECTION BLANK AND SKIP TO STEP 4)

Report HUB and Non-HUB subcontractor information

When verifying subcontractors' HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized (HUB) Directory Search located <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do> HUB status code "A" signifies that the company is a Texas certified

Subcontractor's Name	Texas certified HUB (Yes or No)	Texas VID or federal EIN Do not enter Social Security Numbers. If you do not know their VID / EIN, leave this VID / EIN blank.	Total Contract \$ Amount from HSP with Est. amount listed in HSP.	Total \$ Amount Paid this Reporting Period	Total Contract \$ Amount Paid to Date to Subcontractor	Object Code (Agency Use Only)
LIST EVERY SUBCONTRACTOR	YES/NO	13-DIGIT VID OR EIN	\$ -	\$ -	\$ -	Leave Blank
CREATE LINE FOR EVERY SUBCONTRACTOR			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	

<https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do>

3. Fill in totals at the bottom of the report.

4. Sign, date, and include the position or title of the signee:

			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
TOTALS:			\$ Total Column	\$ Total Column -	\$ Total Column -	
Signature: SIGNATURE REQUIRED Title: REPRESENTATIVE'S TITLE Date: DATE SIGNED						

5. Submit PAR, invoices, and any supplemental information to TWCHUBINFO@twc.texas.gov