

Statement of Qualifications (SOQ) Screening Checklist (HUB)

Criteria	RFQ Requirements	Pass	Fail
Cover Page Certifications (Criterion B-1)	All the certification statements are checked yes.		
Cover Page Screening (Criterion B-2)	The Prime Provider Project Manager is an employee of the prime firm and has entered the required license information. The project manager identified in the cover page questionnaire must match the project manager listed in the SOQ or the SOQ will be considered non-responsive. If required in the RFQ, the Deputy PM is listed on the cover page, is an employee of the prime firm, and has entered the required license information.		
Prohibited Agency (Criterion C-1)	Per SB 252, Texas agencies are prohibited by law from conducting business with companies on this list and Investing Entities listed in Govt. Code 2270.001 (7) have divestment requirements related to any investments in these companies. Check link below for Prime Provider Name. https://comptroller.texas.gov/purchasing/publications/divestment.php		
Not Precluded (Criterion C-2)	If the RFQ includes a preclusion statement, verify that the prime provider and all subproviders are not precluded from competing for the advertised contract. Address any disclosure or other requirement related to the management of conflicts of interest, as applicable.		
Follows Core Team Restrictions (Criterion C-3)	If the RFQ includes a core team restriction statement, verify that the core team members are not submitted as core team members on other teams competing for this solicitation or others in this wave as applicable.		
PTC HUB Status Good (Criterion C-4)	Each subprovider listed to meet the assigned HUB goal has acceptable HUB Expire date or Off HUB date. A firm's HUB certification is acceptable if the firm's HUB status is Active and its HUB Expire Date is current. Refer to the "Verification of HUB Certifications, Guidance and Instructions." It is not necessary to check the NIGP codes if the provider has the applicable precertification qualifications.		
HUB Subcontracting Plan (HSP) (Criterion C-5)	The SOQ includes a completed HSP using the most current version. Using a different version is a reason for disqualification. Make a note in the comments and on the HSP review form. Use the HSP Review Form to review for applicability. (Each HSP must have a completed HSP Review Form 2576.) For all non-compliant HSPs, obtain concurrence from CIV-HUB. The SOQ will be considered non-responsive if the HSP is not signed by the provider.		

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PTC Task Leaders Precertified (Criterion C-6)	<p>The task leader for each work category is precertified in the category. If not, verify the status of the firm proposed to provide the task leader. If the firm has active precertification status and employs at least one individual that is precertified in the work category, do not disqualify. A firm providing a task leader must have active precertification status in that category in the CCIS database: http://www.dot.state.tx.us/des/precert/precrt1.htm as of the SOQ deadline date.</p> <p>If the firm is inactive, and the SOQ closing date was on or before March 31, and the screening is performed after March 31, then additional steps are required to verify renewal status. See the PEPS guidance: Firm Renewal Status and Verification of Precertification Guidance and Instructions.</p>		
PTC Task Leaders Consistent (Criterion C-7)	A task leader identified in the SOQ Question & Response (Q&R) should match the task leader listed on the PTC form for the same Work Category or the SOQ may be considered non-responsive. Not all task leaders on the PTC form need to be mentioned in the Q&R. If a person is mentioned in the Q&R but is not referenced as a task leader, the person does not need to be listed on the PTC form.		
Overall Consistent (Criterion C-8)	The project team is consistent, as presented in the PTC, NLC Template, CCIS, and HSP (state funded HUB). A minor discrepancy such as an inconsistent spelling does not automatically disqualify the SOQ package, provided the intent is clear. If the makeup of the project team is not obvious, however, the SOQ package is non-responsive.		
Screening Determination (Criterion C-9)	The screener must determine if the SOQ package Passes or Fails the minimum qualifications as specified in the RFQ. If the SOQ package passes, it shall be long-listed for evaluation. If the SOQ package fails, it shall be considered non-responsive and disqualified from further consideration. The decision will be confirmed by the procurement engineer and service center manager in the subsequent screening groups.		