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ShoreTel, Inc.

URL [Vendor Website](#)
Vendor ID 17704435688
HUB Type Non HUB
 E-Rate Qualified

DIR Contract Number DIR-SDD-1603
Contract Term End Date 9/27/2013
Contract Exp Date 9/27/2014

ShoreTel, Inc.

Contact [Rusty Atkinson](#)
Phone (512) 551-7232
Fax (408) 962-2845

DIR

Contact [Sonja Elizondo](#)
Phone (512) 936-6649
Fax (512) 475-4759

How to Order

1. For product and pricing information, visit the [ShoreTel, Inc.](#) website or contact [Rusty Atkinson](#) at (512) 551-7232. Reseller Vendors are also available through this Contract. Select from any Reseller Vendor contact listed below to also obtain product and pricing information.
2. Generate a purchase order, made payable to ShoreTel, Inc. or any Reseller Vendor listed below. You must reference the DIR Contract Number **DIR-SDD-1603** on your purchase order.
3. E-mail or Fax your purchase order and quote form to your designated vendor or reseller sales representative.

Contract Overview

DIR negotiates pricing for a quantity of one. Customers are encouraged to negotiate additional discounts based on volume.
 DIR maintains a default administrative fee of .50 percent. In some cases, the fee may be as low as .25 percent.

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Contract: DIR-SDD-1603

Standard Terms and Conditions PDF - 242 KB

This appendix contains the standard DIR Terms and Conditions for the contract as of the date identified. Any initial exceptions to these Terms will be contained in the original contract. All subsequent changes or updates to the Terms and Conditions will be reflected in contract amendments.

HUB Subcontracting Plan (HSP) PDF - 733 KB | Updated 09/17/2012

The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the goals specified in the State of Texas Disparity Study. The HSP identifies all authorized resellers and/or all subcontractors performing services.

Pricing PDF - 87 KB | Updated 09/07/2011

Pricing for available products and/or services under this contract are limited to those identified in the appendix.

Electronic and Information Resources (EIR) Accessibility

Information regarding Electronic and Information Resources (EIR) accessibility of this vendor's offerings is included in the contract. Agencies purchasing products or services are responsible for complying with Texas EIR Accessibility statute and rules, as defined in TGC 2054 Subchapter M, 1TAC 206, and 1 TAC 213. For additional information, visit the Vendor Website or contact the vendor directly.

Available Brands

Services
 Shoretel

Available Products & Services

Networking Equipment
 Networking Products and Services
 Tele - Network Services
 Tele - Telecommunication Equipment
 Tele - Telephone Equipment

Additional Contract Information

[Amendment 1](#) (182 KB)
[Amendment 2](#) (103 KB)

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Reseller Vendor Contacts

Vendor Name	Vendor ID	HUB Type	Contact Name	Phone/Fax	Address
A&A Telecom Group, Inc.	1742635064500	Non HUB	Alan Hummon	Phone: (512) 632-8646 Fax: 512-452-5088	3007 Longhorn #102 Austin, TX 78758
ABYX BUSINESS SYSTEMS, INC	1742609212200	Hispanic/Male	Efraim Palacios	Phone: (210) 223-2299 Fax: (210) 223-2770	609 East Dewey Place San Antonio, TX 78212

Vendor Name	Vendor ID	HUB Type	Contact Name	Phone/Fax	Address
Pathwayz Network Solutions	32039056935	Non HUB	Paul Chapman	Phone: (817) 994-1900 Fax: (817) 994-1900	101 Summit Ave. Ste. 711 Forth Worth, TX 76102
Owest Communications Company, LLC. dba CenturyLink	1046141739500	Non HUB	Rena Schrader	Phone: 512-338-5770 Fax: 512-338-5709	1801 California Street, Suite 900 Denver, CO 80202
Resilient Intelligent Networks	1205284691700	Non HUB	Chris Barnes	Phone: (972) 571-1339 Fax: 682-831-1255	2650 Fm 407 Suite 145-134 Bartonville, UT 76226
Richline Technical Services	14605204313	Non HUB	Josh Richline	Phone: (361) 882-6297	114 N. Mesquite St. Corpus Christi, TX 78401
Technology Resource Center of America, LLC formerly Telecom Remarketing Corporation of America	1270252574700	Non HUB	Steve Belden	Phone: (800) 587-5650 Fax: (940) 891-1075	2600 Virginia Circle Denton, TX 76209
Total Technologies	1760701718700	Woman Owned	Mike Murphy	Phone: (832) 300-2801 Fax: (281) 448-8580	Address: 600 Kenrick Dr., Suite A-5 Houston, TX 77060
Trillion Partners, Inc.	743067390	Non HUB	Chuck Browning	Phone: (512) 684-1135	9208 Waterford Center Blvd Ste 150 Austin, TX 78758
Verizon Business Network Services, Inc.	1132745892000	Non HUB	Marty Weidenbach	Phone: (979) 219-9827 Fax: (972) 729-5563	22001 Loudoun County Parkway Ashburn, VA 20147
Westron Communications, LLC	1752071070200	Non HUB	Dave Casey	Phone: (972) 546-1441 Fax: (972) 392-9996	2611 Internet Blvd Suite 115 Frisco, TX 75034
Xeta Technologies	1731130045700	Non HUB		Fax: (918) 588-4468	9590 West Maiden Court Vero Beach, FL 32963

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 Austin, TX 78701 [MAP](#)
 (512) 475-4700

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HUB SUBCONTRACTING PLAN (HSP)

QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency. **VENDOR WILL NEED TO COMPLY WITH ONE OF THE FOLLOWING METHODS BELOW (A-D):**

A. SUBCONTRACTING ONLY WITH TEXAS CERTIFIED HUB VENDORS

If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:

- Section 1 – Respondent and Requisition Information (page 2)
- Section 2 a. – Yes, I will be subcontracting portions of the contract (page 3)
- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors (page 3)
- Section 2 c. – Yes (page 3)
- Section 4 – Affirmation- Sign and date (page 4)
- GFE Method A (Attachment A)** – Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

B. SUBCONTRACTING ONLY WITH TEXAS CERTIFIED HUB AND NON-HUB VENDORS- MEETS OR EXCEEDS THE HUB GOAL

If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract* in place for five (5) years or less meets or exceeds the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete: **SEE SPECIAL INSTRUCTIONS**

- Section 1 – Respondent and Requisition Information (page 2)
- Section 2 a. – Yes, I will be subcontracting portions of the contract (page 3)
- Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors (page 3)
- Section 2 c. – No (page 3)
- Section 2 d. – Yes- Texas Certified HUBs (page 3)
- Section 4 – Affirmation- Sign and date (page 4)
- GFE Method A (Attachment A)** – Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

C. SUBCONTRACTING ONLY WITH TEXAS CERTIFIED HUB AND NON-HUB VENDORS- DOES NOT MEET OR EXCEED THE HUB GOAL

If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract* in place for five (5) years or less does not meet or exceed the HUB Goal the contracting agency identified in the “Agency Special Instructions/Additional Requirements”, complete: **SEE SPECIAL INSTRUCTIONS**

- Section 1 – Respondent and Requisition Information (page 2)
- Section 2 a. – Yes, I will be subcontracting portions of the contract (page 3)
- Section 2 b. – List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors (page 3)
- Section 2 c. – No (page 3)
- Section 2 d. – No (page 3)
- Section 4 – Affirmation Sign and date (page 4)
- GFE Method B (Attachment B)** – Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b. (page 6 and 7)
 - Must submit supporting documentation under Section B-3 & “HUB Subcontracting Opportunity Notification Form” (page 8)

D. WILL NOT BE SUBCONTRACTING

If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources, complete:

- Section 1 – Respondent and Requisition Information (page 2)
- Section 2 a. – No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources (page 3)
- Section 3 – Self Performing Justification (page 4)
- Section 4 – Affirmation - Sign and date (page 4)



HUB SUBCONTRACTING PLAN (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders contracts,
- 32.7 percent for all special trade construction contracts,
- 23.6 percent for professional services contracts,
- 24.6 percent for all other services contracts, and
- 21 percent for commodities contracts.

- - Agency Special Instructions/Additional Requirements - -

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

For assistance in completing the HSP, contact the HUB Coordinator, Bernadette Davis at bernadette.davis@dir.texas.gov.

Dir's HUB Goal for this bidding opportunity is 21 %

SECTION 1 RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: ShoreTel, Inc. State of Texas VID #: 770443568
 Point of Contact: Rusty Atkinson Phone #: 512-551-7232
 E-mail Address: ratkinson@shoretel.com Fax #: 512-551-7232
- b. Is your company a State of Texas certified HUB? - Yes - No
- c. Requisition #: DIR-SDD-1603 Bid Open Date: _____

SECTION 2 SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b, of this SECTION and continue to Item c of this SECTION.)

- **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a <u>continuous contract*</u> in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
1	Selling of ShoreTel products and services	21%	%	79%
2	The ordering of ShoreTel products and services	21%	%	79%
3	The installation of ShoreTel products and services	21%	%	79%
4	The ongoing support of ShoreTel products and services	21%	%	79%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		21%	%	79%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>)

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

- **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

- **No** (If **No**, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the **aggregate expected percentage** of the contract you will subcontract with Texas certified HUBs with which you have a continuous contract* in place with for five (5) years or less **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".

- **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

- **No** (If **No**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

Enter your company's name here: ShoreTel, Inc.

Requisition #: DIR-SDD-1603

SECTION 3 SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)

Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- **Yes** (If **Yes**, in the space provided below **list the specific page(s)/section(s)** of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
- **No** (If **No**, in the space provided below **explain how** your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

SECTION 4 AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

<u>Signature on file</u>	<u>Rusty Atkinson</u>	<u>Government Program Manager</u>	<u>07/05/2012</u>
Signature	Printed Name	Title	Date (mm/dd/yyyy)

- REMINDER:**
- If you responded "**Yes**" to **SECTION 2, Items c or d**, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b.
 - If you responded "**No**" **SECTION 2, Items c and d**, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed in SECTION 2, Item b.

HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here: ShoreTel, Inc. Requisition #: DIR-SDD-1603

IMPORTANT: If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment-A.doc>

SECTION A-1 SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing this attachment.

Item #: 1-4 Description: ShoreTel products and services

SECTION A-2 SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID # (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
A&A Telecom Contact: Alan Hummon Email: ahummon@aatg.net Phone: 512-632-8646 Fax: 512-452-5088	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1742635064500	\$	%
Abyx Business Systems Contact: Efraim Palacios Email: efraim@abyxusa.com Phone: 210-223-2299 Fax: 210-223-2770	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1742609212200	\$	%
Affiliated Communications Contact: Jim Carter Email: jcarter@affiliatedcom.com Phone: 972-852-4010 Fax: 972-422-9867	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1751964065400	\$	%
ArtCom Associates Inc. Contact: Artemio Flores III Email: art@artcomtx.com Phone: 210-684-8877 Fax: 210-684-8877	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	17426153171	\$	%
AT&T Datacomm Contact: Larry Lagadinas Email: 116484@att.com Phone: 214-464-3275 Fax:	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	13642844552	\$	%
Verizon Business Contact: Marty Weidenbach Email: weidenbach.marty@verizonbusiness.com Phone: 979-219-9827 Fax: 979-219-9287	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1132745892000	\$	%
BlackBox Contact: Tim D'Antonio Email: tim.dantonio@blackbox.com Phone: 210-828-4966 Fax: 210-828-4966	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1742502454800	\$	%

Comm3 Contact: Troy Cryer Email: troy.cryer@comm3.net Phone: 214-389-3635 Fax: 214-389-2625	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1752815216200	\$	%
Creative Switching Designs, Inc. Contact: Thomas Larvin Email: tlarvin@csdusa.com Phone: 281-579-1671 Fax: 281-579-1671	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1760211262900	\$	%
East Texas Advanced Communications Service Contact: Randy Gann Email: rgann@acstyler.com Phone: 903-877-3002 Fax: 903-877-3002	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1752820496300	\$	%
Mandry Technology Contact: Thomas Mandry Email: tmandry@mandrytechnology.com Phone: 806-791-3661 Fax: 806-687-8304	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	32038506880	\$	%
Enterprise Systems Corporation Contact: Rodney Hyde Email: rhyde@enter-sys.com Phone: 713-343-1222 Fax: 713-343-1222	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1020594306000	\$	%
Genesis Business Communications Systems Contact: Debra Schindler Email: debra@genesistelecom.com Phone: 713-868-5415 Fax: 713-868-5415	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1760102405600	\$	%
Layer 3 Communications Contact: Craig Wall Email: cwall@layer3com.com Phone: 512-329-2920	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1270097420200	\$	%
Liquid Spoke Contact: Rich Tarity Email: rtarity@liquidspoke.com Phone: 484-654-1530 Fax: 484-654-1530	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1202911889500	\$	%
Pathwayz Network Solutions Contact: Paul Chapman Email: pchapman@pathwayz.net Phone: 817-994-1900 Fax: 817-994-1900	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	32039056935	\$	%
Total Technologies Contact: Mike Murphy Email: mmurphy@total-tec.com Phone: 832-300-2801 Fax: 832-300-2801	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1760701718700	\$	%
Westron Communications Contact: Dave Casey Email: dcasey@westron.com Phone: 972-546-1441 Fax: 972-546-1441	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1752071070200	\$	%
Unicom Data Contact: Tim Freez Email: tim@unicomdata.com Phone: 972-993-8800 Fax: 972-993-8800	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1752263779600	\$	%

JTW Enterprise - dba WoodNetworks Contact: Jeff Wood Email: jeff@woodnetworks.com Phone: 903-581-0922 Fax: 903-581-0966	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	17529621199	\$	%
Technology Resource Center of America Contact: Steve Belden Email: steve.belden@trca.com Phone: 800-587-5650 Fax: 940-323-2649	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	32039594869	\$	%
Resilient Intelligent Networks Contact: Chris Barnes Email: chris@resilientiq.com Phone: 972-571-1339 Fax:	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	32020137009	\$	%
Windstream Contact: Kyle Freitag Email: kyle.Freitag@windstream.com Phone: 512-687-0688 Fax:	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	20-0792300	\$	%
IS Support Contact: Steve Combs Email: scombs@issupport.com Phone: 713-861-7870 Fax: 832-201-8165	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	32007959441	\$	%
Chrysalis MSP Contact: Gary Giddings Email: gary.giddings@chrysalismsp.com Phone: 281-448-2025 Fax:	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	32040465968	\$	%
Nu-Vision Technologies - dba Black Box Contact: Chuck Davenport Email: chuck.davenport@nuvt.com Phone: 888-300-2400 Fax: 817-303-0261	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	1200380560800	\$	%
CenturyLink Contact: Colleen Parker Email: colleen.parker@centurylink.com Phone: 512-338-5705 Fax: 512-338-5709	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	10461417395	\$	%
CMS Communications Contact: Carlos Galan Email: cgalan@cmsc-solutions.com Phone: 281-617-5724 Fax: 281-617-5724	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	14313887466	\$	%
AMA Techtel Contact: Mark Bennett Email: mbennett@amatechtel.com Phone: 806-322-2222 Fax:	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	54-2080777	\$	%
Richline Technical Services Contact: Josh Richline Email: jrichline@richline.cc Phone: 361-882-6297 Fax:	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	14605204313	\$	%
JMA Information Technology Contact: David Sutherland Email: dsutherland@jma-it.com Phone: 913-722-3252 Fax:	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No	481150601	\$	%

SolidIT Contact: Chris Gatchell Email: cgatchell@solidit.com Phone: 940-464-0608 Fax:	<input type="checkbox"/> - Yes X - No	752950821	\$	%
Liquid Networkx Contact: Brian Columbus Email: bcolumbus@liquidnetworkx.com Phone: 866-547-8439 Fax:	<input type="checkbox"/> - Yes X - No	742820828	\$	%
WalkerCom Contact: Bob Stone Email: bob.stone@walkercom.com Phone: 281-997-5700 Fax:	X - Yes <input type="checkbox"/> - No	176030275860 0	\$	%
Blue Door Networks Contact: Tommy Tatum Email: ttatum@bluedoornetworks.com Phone: 972-816-2645 Fax:	<input type="checkbox"/> - Yes X - No	14534861514	\$	%
Discovery Information Technologies Contact: Stephen Collazo Email: stephenc@discoveryit.com Phone: 409-727-7080 Fax:	<input type="checkbox"/> - Yes X - No	17602531877	\$	%
Trillion Partners, Inc. Contact: David Jolly Email: david.jolly@trillion.net Phone: 512-334-4073 Fax:	<input type="checkbox"/> - Yes X - No	74-3067390	\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here: ShoreTel, Inc.

Requisition #: DIR-SDD-1603

IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment-B.doc>

SECTION B-1 SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing this attachment.

Item #: _____ Description: _____

SECTION B-2 MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, to continue to SECTION B-4.)
- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

SECTION B-3 NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and minority or women trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and minority or women trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>. HUB Status code "A" signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VID #	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more minority or women trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to minority or women trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>
- d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No

HSP Good Faith Effort - Method B (Attachment B) *Cont.*

Enter your company's name here: <u>ShoreTel, Inc.</u>	Requisition #: <u>DIR-SDD-1603</u>
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SECTION B-4 SUBCONTRACTOR SELECTION

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item #: _____ Description: _____

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID # <small>(Required if Texas certified HUB)</small>	Approximate Dollar Amount	Expected Percentage of Contract
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is **not** a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in **Section B** has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, the respondent must provide notice of each of its subcontracting opportunities to minority/women trade organizations or development centers at least seven (7) working days prior to submitting its bid response to the contracting agency.

We respectfully request that vendors interested in bidding on the subcontracting opportunity identified in **Section C** reply no later than the date and time identified in **Section C, Item 1**. Submit your response to the point-of-contact referenced in **Section A**.

Section A	PRIME CONTRACTOR'S INFORMATION	
Company Name:	_____	State of Texas VID #: _____
Point-of-Contact:	_____	Phone #: _____
E-mail Address:	_____	Fax #: _____

Section B	CONTRACTING STATE AGENCY AND REQUISITION INFORMATION	
Agency Name:	_____	
Point-of-Contact:	_____	Phone #: _____
Requisition #:	_____	Bid Open Date: _____

Section C	SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION	
1. Potential Subcontractor's Bid Response Due Date:	<p>Our firm must receive your bid response to this subcontracting opportunity no later than 5:00 P.M., Central Daylight Standard Time on: _____</p> <p style="text-align: right; font-size: small;">(Date)</p> <p><small>(Note: In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to <u>at least three (3)</u> Texas certified HUBs, and allow the HUBs <u>at least seven (7) working days</u> to respond to the notice prior to submitting our bid response to the contracting agency. In addition, we must provide the same notice to minority/women trade organizations or development centers <u>at least seven (7) working days</u> prior to submitting our bid response to the contracting agency.)</small></p>	
2. Scope of Work:		
3. Required Qualifications: <input type="checkbox"/> - Not Applicable		
4. Bonding/Insurance Requirements: <input type="checkbox"/> - Not Applicable		
5. Location to review plans/specifications: <input type="checkbox"/> - Not Applicable		