

Small Business Subcontracting Plan

Offeror:	
Address:	
Solicitation/Subcontract No:	10888- -
Type:	☐ Supplies ☐ Service
Estimated cost or price of contract (including options):	
Period of Performance:	

1. Type of Plan (see definitions in paragraph (a) of the Small Business Subcontracting Plan clause.)

- ☐ Individual Plan
☐ Master Plan
☐ Commercial Plan

2. Goals:

State separate dollar and percentage subcontracting goals in the following format. For an offer with options, provide separate statements for the basic quantity or period and for each option.

- A. Total planned subcontracting dollars: \$. (For commercial plans, paragraph A should instead show the dollar amount of total projected sales and the total dollar amount of projected subcontracts to support the sales.)
- B. Total estimated dollar value and percent of planned subcontracting with all small businesses (includes small business (including ANCs and Indian tribes), veteran-owned small business (VOSB), service-disabled veteran-owned small business (SDVOSB), HUBZone small business concerns (HUBZ), small disadvantaged business concerns (SDB) (including ANCs and Indian tribes), women-owned small business concerns (WOSB).
 \$ and % of A.
- C. Total estimated dollar value and percent of planned subcontracting with Veteran-Owned Small Business (VOSB):
 \$ and % of A.
- D. Total estimated dollar value and percent of planned subcontracting with Service-Disabled Veteran-Owned Small Business (SDVOSB):
 \$ and % of A.
- E. Total estimated dollar value and percent of planned subcontracting with Small Disadvantaged Business (SDB):
 \$ and % of A.
- F. Total estimated dollar value and percent of planned subcontracting with HUBZone Small Business (HUBZ):
 \$ and % of A.
- G. Total estimated dollar value and percent of planned subcontracting with Women-Owned Small Business (WOSB):
 \$ and % of A.
- H. Total estimated dollar value and percent of planned subcontracting with Large Business (LB):
 \$ and % of A.

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3. We plan to subcontract the following principal types of supplies and services to SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB as indicated:

Types of Supplies and Services	SB	VOSB	SDVOSB	SDB	HUBZ	WOSB
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

4. We developed the subcontracting goals in 2A, 2B, 2C, 2D, 2E, 2F, 2G, and 2H above by the following methods: (Explain how (i) the capabilities of SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB and (ii) the types of supplies and services to be subcontracted to them were determined. (iii) Identify any source lists used.)

(i)

(ii)

(iii)

5. We identified potential sources for solicitation purposes by the following methods: (Explain the use made of: your existing source lists; CCR; the National Minority Purchasing Council Vendor Information Service; the Research and Information Division of the Minority Business Development Agency in the Department of Commerce; or SB, VOSB, SDVOSB, SDB, HUBZ and WOSB and trade associations).

6. Indirect costs ☐ were ☐ were not included in the subcontracting goals.

If indirect costs were included, describe the method used to determine the proportionate share of indirect costs to be incurred with SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB.

7. The employee who will administer the subcontracting program and a description of the duties and responsibilities:

Name:	
Title:	
Address:	
Telephone:	

The administrator's duties include:

- (a) Preparing Subcontracting Plans
- (b) Assisting in developing SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB source lists
- (c) Attending or arranging for the attendance of company counselors at business opportunity workshops, Minority Business Enterprise seminars, trade fairs, procurement conferences, etc.
- (d) Ensuring that SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB are made aware of subcontracting opportunities and how to prepare acceptable offers
- (e) Conducting or arranging training for purchasing personnel on small business matters
- (f) Monitoring our performance under Subcontracting Plan and assisting in making any adjustments necessary to achieve goals

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- (g) Preparing and submitting required subcontract reports
 - (h) Coordinating our activities during compliance reviews by Federal agencies
 - (i) Other duties:
8. We will make the following efforts to ensure that SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB have an equitable opportunity to compete for subcontracts:
- A. Outreach efforts to obtain sources:
 - i. Contacting minority and small business trade associations
 - ii. Contacting business development organizations
 - iii. Attending small and minority business procurement conferences and trade fairs
 - iv. Using Central Contractor Registration (CCR)
 - B. Internal efforts to guide and encourage purchasing personnel:
 - i. Presenting workshops, seminars, and training programs
 - ii. Establishing, maintaining, SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB source lists, guides, and other data for soliciting subcontracts
 - iii. Monitoring compliance with the subcontracting plan
 - C. Additional efforts:
9. The contractor agrees to include the provisions under FAR 52.219-8, "Utilization of Small Business Concerns, in all subcontracts that offer further subcontracting opportunities. The contractor will also require all subcontractors, except small business concerns, that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of the clause at FAR 52.219-9, "Small Business Subcontracting Plan." (See FAR 19.708 (b)). Such plans will be reviewed by comparing them with the provisions of Public Law 95-507, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential *FAR Socio-economic categories*), and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontractors, facilities to review applicable records and subcontracting program progress.
10. The contractor gives assurances of:
- A. Cooperation in any studies or surveys as may be required;
 - B. Submittal of periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
 - C. Electronic submittal of the Individual Subcontract Report (ISR) and the Summary Subcontract Report (SSR) in accordance with the instructions on the eSRS database.
 - D. Ensuring that its subcontractors with subcontracting plans agree to submit the ISR and the SSR using eSRS;

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- E. Providing its prime contract number, its DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and
- F. Requiring that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans.

Reporting Period	Report Due	Due Date
01 Oct – 31 Mar	ISR	30 Apr
01 Apr – 30 Sep	ISR	30 Oct
01 Oct – 30 Sep	SSR	30 Oct

11. We will maintain the following types of records on a [company-wide] [division-wide] basis:

- A. Source lists, guides, and other data that identify SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB;
- B. Records that identify organizations contacted in an attempt to locate SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB sources;
- C. Records on each subcontract solicitation resulting in an award of more than \$150,000 indicating: (1) whether SB were solicited, and if not, why not; (2) whether VOSB were solicited, and if not, why not; (3) whether SDVOSB were solicited, and if not, why not; (4) whether SDB were solicited, and if not, why not; (5) whether HUBZ were solicited, and if not, why not; (6) whether WOSB were solicited, and if not, why not; and (7) if applicable, the reason that the award was not made to a small business concern
- D. Records of outreach efforts, e.g., contacts with trade associations and business development organizations, attendance at conferences and trade fairs to locate SB, VOSB, SDVOSB, SDB, HUBZ, and WOSB sources
- E. Records of internal guidance and encouragement provided to buyers through: (1) workshops, seminars, training, etc.; and (2) monitoring performance to evaluate compliance with the program's requirements

Include the following paragraph unless you have a commercial plan.

- F. On a contract-by-contract basis, records to support subcontract award data including the name, address, and business size of each subcontractor.

This Subcontracting Plan was submitted by:

Signature:	
Typed Name:	
Title:	
Date Prepared:	
Telephone:	