

SMALL BUSINESS SUBCONTRACTING PLAN

SUBCONTRACTOR:

ADDRESS:

CITY/STATE/ZIP+5:

SUBCONTRACT NUMBER:

PERIOD OF SUBCONTRACT
PERFORMANCE:

MONTH, DAY, AND YEAR

MONTH, DAY, AND YEAR

TOTAL SUBCONTRACT AMOUNT (Breakout Options):

\$	\$	\$	\$
Base year or Multi-year amount	Option #1 (If applicable)	Option #2 (If applicable)	Option #3 (If applicable)

TOTAL MODIFICATION AMOUNT, IF APPLICABLE: \$

The following is a suggested sample for use when developing subcontracting plans as required by P.L. 95-507 and implemented by Federal Acquisition Regulations (FAR) Subpart 19.7. While this model plan has been designed to be consistent with statutory and regulatory requirements, other formats of a subcontracting plan may be acceptable; however, failure to include the essential information as exemplified in this model may be cause for either a delay in acceptance or the rejection of a bid or offer when a subcontracting plan is required. Further, the use of this sample is not intended to waive other requirements that may be applicable under statute or regulation. "SUBCONTRACT," as used in this clause, means any agreement (other than one involving an employer-employee relationship) entered into by a federal Government prime contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.

1. **TYPE OF PLAN** (*please check one*)

Individual Contract Plan - Individual Contract Plan, as used in this subpart, means a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror's planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

Master Plan - Master Plan, as used in this subpart, means a subcontracting plan that contains all of the required elements of the individual plans, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved.

Commercial Products Plan - Commercial Plan, as used in this subpart, means a subcontracting plan that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line). The contractor must provide a copy of the approved plan. **NOTE: A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items.**

2. **GOALS**

State separate dollar and percentage goals for Small Business, Small Disadvantaged Business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business concerns, as subcontractors.

- a. Total estimated dollar value of all planned subcontracting, i.e., with all types of concerns eligible for Small Business subcontracting under this contract is \$
- b. Total estimated dollar value and percent of planned subcontracting with Small Business concerns (includes Small Business, Small Disadvantaged Business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business concerns): (% of "a") \$ and %.
- c. Total estimated dollar value and percent of planned subcontracting with Small Disadvantaged Business: (% of "a") \$ and %.
- d. Total estimated dollar value and percent of planned subcontracting with women-owned small business: (% of "a") \$ and %.
- e. Total estimated dollar value and percent of planned subcontracting with System for Award Management (SAM) certified HUBZone Small Business: (% of "a") \$ and %.

k. Indirect costs included in the dollar and percentage subcontracting goals stated above. *Please select*

3. PROGRAM ADMINISTRATOR

Name, title, and position within the Subcontractor structure, and the duties and responsibilities of the employee who will manage the Subcontractor's subcontracting program.

NAME:

TITLE:

ADDRESS LINE 1:

ADDRESS LINE 2:

TELEPHONE: () -

Duties: Has general overall responsibility for the Contractor's subcontracting program, i.e., developing, preparing, and executing subcontractor plans and monitoring performance relative to the requirements of this particular plan. These duties include, but are not limited to, the following activities:

- a. Developing and promoting Contractor-wide policy initiatives that demonstrate Contractor's support for awarding contracts and subcontracts to Small Business, small disadvantaged business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business and assure that Small Business, small disadvantaged business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business are included on the services they are capable of providing;
- b. Ensuring periodic rotation of potential subcontractors;
- c. Ensuring that procurement "packages" are designed to permit the maximum possible participation of Small Business, small disadvantaged business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business within Contractor policies and procedures;
- d. Facilitating the utilization of various sources for the identification of Small Business (including ANCs and Indian Tribes), small disadvantaged business (including ANCs and Indian Tribes), Women Owned Small Business, HUBZone Small Business, Veteran Owned small business and Service Disabled Veteran Owned small business such as the System for Award Management (SAM) (<https://www.sam.gov/>), the DOE's Acquisition Forecast, the Small Business Administration Dynamic Small Business Search, VetBiz Registry database, the U.S. Department of Commerce Minority Business Development Agency, SME Toolkit which includes members of the U.S. Advisory Council including the Asian American Business Development Center, Black Enterprise magazine, the Council of the Better Business Bureau, Latinos in Information, Sciences and Technology, the Native American Business Alliance, the Native American Chamber of Commerce, the US Hispanic Chamber of Commerce, the Women's President Organization, and the Women's Business Enterprise National Council, and the facilities of local small business, minority and women associations, and contact with federal agencies' small business program managers;

- e. Overseeing the establishment and maintenance of contract and subcontract award records;
- f. Attending or arranging for the attendance of Contractor personnel at Small Business Opportunity Workshops, Minority and Women Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc.;
- g. Ensuring small business, small disadvantaged business, Women Owned small business, HUBZone small business, Veteran Owned small business and Service Disabled Veteran Owned small business are made aware of subcontracting opportunities as well as how to prepare responsive bids to the Contractor;
- h. Conducting and arranging of training for Procurement personnel regarding the intent and impact of Public Law 95-507 on procurement procedures;
- i. Monitoring the Contractor's performance and making any adjustments necessary to achieve the subcontract plan goals;
- j. Preparing and submitting required subcontract reports on a timely basis;
- k. Coordinating the Contractor's activities during the conduct of compliance reviews by federal agencies;
- l. Reviewing solicitation formats to remove statements, clauses, etc., which may tend to restrict or prohibit small business, small disadvantaged business, Women Owned small business, HUBZone small business, Veteran Owned small business or Service Disabled Veteran Owned small business participation where possible;
- m. Ensuring that the reasons for not selecting low bids submitted by small business, small disadvantaged business, Women Owned small business, HUBZone small business, Veteran Owned small business and Service Disabled Veteran Owned small business are documented;
- n. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity;
- o. Ensuring that historically Black colleges and universities and minority institutions shall be afforded maximum practicable opportunity (if applicable);
- p. Assisting program managers as early as possible in the development cycle of major system acquisitions and system programs pertaining to the Small Business program; and
- q. Advising potential suppliers as to how they can obtain information about business opportunities with the Contractor and briefing the Contractor's Management and Executive Officers at least twice yearly concerning the status of small business, small disadvantaged business, women-owned small business, HUBZone small business, Veteran Owned small business and service disabled Veteran Owned small business utilization in relation to goals and objectives established.

4. **EQUITABLE OPPORTUNITY**

The Subcontractor agrees to ensure that Small Business, small disadvantaged business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business will have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

I. Outreach efforts to obtain sources

1. Contacting Small Business, small disadvantaged business, women-owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business trade associations.
2. Contacting business development organizations.
3. Attending Small Business, small disadvantaged business, women-owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business procurement conferences and trade fairs.
4. Utilizing Internet, newspaper and magazine ads to encourage new sources. Internal efforts to guide and encourage Procurement personnel

II. Internal efforts to guide and encourage Procurement personnel.

1. Presenting workshops and training programs;
2. Establishing, maintaining and using Small Business, small disadvantaged business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business source lists, guides, and other data for soliciting subcontracts.
3. Monitoring activities to evaluate compliance with the subcontracting plan(s).

III. Small Business, small disadvantaged business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business source lists, guides and other data identifying these types of business concerns will be maintained and utilized by buyers/subcontract specialists in sourcing suppliers.

5. **FLOW-DOWN CLAUSE**

The Contractor agrees to include the provisions under FAR 52.219-8 entitled, "Utilization of Small Business Concerns," in all subcontracts in excess of the small purchase limitations that offer further subcontracting opportunities. All subcontractors, except Small Business concerns, that receive subcontracts (except those for commercial items) in excess of \$700,000 (\$1,500,000 for construction) of any public facility that offer further subcontracting opportunities must adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business Subcontracting Plan."

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 Small Business, small disadvantaged business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business 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 subcontractor's facilities to review applicable records and subcontracting program progress.

6. **REPORTING AND COOPERATION**

The Contractor gives assurance of (1) cooperation in any studies or surveys that may be required by the contracting agency or the Small Business Administration; (2) submission of periodic reports which show compliance with the subcontracting plan; (3) submission of semi-annual reports to provide acquisition forecast data for subcontracting opportunities; (4) submission into the Electronic Subcontracting Reporting System (eSRS) of the Individual Subcontracting Report (ISR) and Summary Subcontracting Report (SSR), in accordance with the requirements of the eSRS; and (5) ensuring that large business subcontractors with subcontracting plans agree to submit the Individual Subcontracting Report and Summary Subcontracting Report, in accordance with the requirements of the eSRS.

Reporting Period	Report Due	Due Date
Oct 1 - Mar 31	ISR	04/30
Apr 1 - Sept 30	ISR	10/31
Oct 1 - Sept 30	SSR	10/31

7. RECORD KEEPING

The following is a recitation of the types of records the Subcontractor will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records will include, but not be limited to, the following:

- a. Organizations contacted in an attempt to locate Small Business, Small Disadvantaged Business, Women Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business sources;
- b. On a contract-by-contract basis, records on all subcontract solicitations over \$150,000, which indicate for each solicitation (1) whether Small Business concerns were solicited, and if not, why not; (2) whether Small Disadvantaged Business concerns were solicited, and if not, why not; (3) whether Woman Owned Small Business concerns were solicited, and if not, why not; (4) whether HUBZone Small Business concerns were solicited, and if not, why not; (5) whether Veteran Owned Small Business and/or Service Disabled Veteran Owned Small Business concerns were solicited, and if not, why not; and (6) the reason for the failure of solicited Small Business, Small Disadvantaged Business, Woman Owned Small Business, HUBZone Small Business, Veteran Owned Small Business or Service Disabled Veteran Owned Small Business concerns to receive the subcontract award;
- c. Records to support other outreach efforts, e.g., contacts with minority and Small Business trade associations, attendance at small and minority business procurement conferences and trade fairs;
- d. Records to support internal guidance and encouragement, provided to buyers through (1) workshops, seminars, and training programs; and (2) monitoring of activities to evaluate compliance; and
- e. On a contract-by-contract basis, records to support subcontract award data including the name, address, and business size of each subcontractor.

Submitted by:

TYPED NAME:

SIGNATURE:

TITLE:

DATE:

Accepted by:

NAME:

TITLE:

DATE: