

Note: Where the term contractor/offeror/bidder appears, the name of your company/institution may be substituted.

SUBCONTRACTING PLAN

DATE: _____

Contractor: _____

Address: _____

Solicitation (Contract) No.: _____

Program: _____

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507, 103-355 and 105-135 as implemented by the Federal Acquisition Regulation, any Agency Supplement thereto, Public Law 100-180 and 103-337. The following goals are required for the basic quantity (base period) and each option quantity (period) of the contract.

1. The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is \$_____.

2. a. The following percentage goals (expressed in terms of a percentage of total subcontracting dollars) are applicable to the solicitation (contract) cited above.

i. Large business concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are large business concerns.

ii. Small business concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns.

iii. Historically Underutilized Business (HUB) Zone small business concerns _____% of total planned subcontracting dollars under this contract will go to subcontractors who are HUBZone small business concerns.

iv. Small disadvantaged business (SDB) concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals.

(a) Historically Black Colleges and Universities/Minority Institutions (HBCU/MI): _____% of total planned subcontracting dollars under this contract will go to HBCU/MIs as identified in FAR Part 26. This percentage is included in the percentage shown under 2. (a) iii., above, as a subset.

v. Woman-owned small business (WOSB) concerns: _____% of total planned subcontracting dollars under this contract will go to subcontractors who are woman-owned small business concerns.

The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with HUBZone small business, small disadvantaged and women-owned small business concerns.

b. The following dollar values correspond to the percentage goals shown in 2. (a) above.

i. Total dollars planned for subcontracting to large business concerns: \$_____.

ii. Total dollars planned to be subcontracted to small business concerns \$_____.

iii. Total dollars planned to be subcontracted to HUBZone small business concerns: \$_____.

iv. Total dollars planned to be subcontracted to SDB concerns: \$_____.

(1) Total dollars planned to be subcontracted to HBCU/MIs: \$_____. This dollar amount is included in the amount shown at 2.b.iii.

v. Total dollars planned to be subcontracted to WOSB concerns: \$_____.

The total dollars planned for subcontracting with small business concerns includes total dollars planned to be subcontracted with HUBZone small business, small disadvantaged and women-owned small business concerns.

3. The following principal products and/or services will be subcontracted under this contract:

a. Products/services planned for subcontracting to large business concerns:

b. Products/services for subcontracting to small business concerns:

c. Products/services planned for subcontracting to HUBZone small business concerns:

d. Products/services planned for subcontracting to SDB concerns:

e. Products/services planned for subcontracting to HBCU/MI concerns:

f. Products/services planned for subcontracting to WOSB concerns:

4. The following method was used to develop the above subcontracting goals (*i.e., statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted were established, how the areas to be subcontracted to SB, HUBZone SB, SDB, and WOSB concerns were determined, and how SB, HUBZone SB, SDB, and WOSB capabilities were determined*).

5. Source lists utilized in making the determinations in paragraph 4 above are as follows:

6. Indirect and overhead costs ____ have ____ have not been included in the goals specified in paragraphs 1 and 2 above.

If indirect and overhead costs are included, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB, HUBZone SB, SDB, and WOSB concerns and the products and services planned.

7. The following employee will administer the subcontracting program:

Name: _____
Title: _____
Address: _____
Telephone No: _____ Fax No: _____

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows: *Delete those duties that do not apply.*

General overall responsibility for this company's Small Business Program, to include the development, preparation, and execution of individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, and including, but not limited to:

* Developing and maintaining bidders lists of SB, HUBZone SB, SDB, and WOSB concerns from all possible sources.

* Ensuring that procurement packages are structured to permit SB, HUBZone SB, SDB, and WOSB concerns to participate to the maximum extent possible.

* Assuring inclusion of SB, HUBZone SB, SDB and WOSB concerns in all solicitations for products or services which they are capable of providing.

* Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB, HUBZone SB, SDB, and WOSB concerns participation.

* Ensuring periodic rotation of potential subcontractors on bidders lists.

* Ensuring that the proposal review board documents its reason for not selecting lowest priced proposals submitted by SB, HUBZone SB, SDB, and WOSB concerns.

- * Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- * Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- * Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- * Monitoring attainment of proposed goals.
- * Preparing and submitting required periodic subcontracting reports.
- * Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- * Coordinating the conduct of contractor's activities involving its small and small disadvantaged business subcontracting program.
- * Additions to the duties specified above are as follows:

8. The following efforts will be taken to assure that SB, HUBZone SB, SDB, to include HBCU/MIs, and WOSB concerns will have an equitable opportunity to compete for subcontracts.

a. Outreach efforts will include: *(Specify all that apply)*

- Contacts with minority and small business trade associations.
- Contacts with business development organizations.
- Attendance at small and minority business procurement conferences and trade fairs.

b. Sources will be identified from SBA's PRO-Net System (www.sba.gov). *List other automated systems to be used* _____

c. The following internal efforts will be made to guide and encourage buyers:
(List all that apply)

- (1) Workshops, seminars, and training programs will be conducted.
- (2) Activities will be monitored to evaluate compliance with this subcontracting plan.
- (3) Arrange interviews with SB/HUBZone SB/SDB/WOSB concerns and HBCU/MIs.

d. Small, HUBZone SB, SDB, and WOSB concern source lists, guides and other data identifying SB, HUBZone SB, SDB, and WOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.

e. Describe extent to which offeror (contractor) plans to restrict competition to HBCU/MIs.

f. Additions to the above listed efforts are as follows:

9. The offeror (contractor) agrees that Federal Acquisition Regulation clause 52.219-8 entitled Utilization of Small Business Concerns will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of \$500,000 will be required to adopt and comply with a subcontracting plan similar to the plan required by Federal Acquisition Regulation 52.219-9, entitled Small Business Subcontracting Plan. Such plans will be reviewed by comparing them with the provisions of P.L. 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, HUBZone small, small disadvantaged and women-owned small business subcontractors, 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 subcontracting program participants.

10. The offeror (contractor) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the bidder (contractor) with the subcontracting plan and with the clause entitled Utilization of Small Business Concerns contained in the contract.

The contractor agrees to submit the original and copy of Subcontracting Report for Individual Contracts, standard form (SF) 294, in accordance with the instructions on the report as referenced in P.L. 95-507, Section 211. Regardless of the effective date of this contract, the report shall be submitted for the entire life of the contract within thirty (30) days after the close of each reporting period.

The report shall be sent to the following address: *(to be completed by the PCO)*

The contractor shall submit the Summary Subcontract Report, SF 295, in accordance with the instructions on the report as referenced in P.L. 95-507, Section 211. The Summary Report of Agency awards shall be submitted within thirty (30) days after the close of each reporting period to the Administating Contracting Officer. *The first report that includes this contract, shall be submitted after the first full reporting period of this contract in addition to any fractional part of the previous period in which this contract became effective.*

11. The offeror (contractor) agrees that it will maintain at least the following types of records to document compliance with this subcontracting plan,.

- a. Source list, guides, and other data identifying SB, HUBZone SB, SDB, and WOSB concerns.
- b. Organizations contacted to locate SB, HUBZone SB, SDB, and WOSB concerns.
- c. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating for each solicitation (1) whether SB concerns were solicited, and if not, why not; (2) whether HUBZone SB concerns were solicited, and if not, why not; (3) SDB concerns were solicited, and if not, why not; (4) whether WOSB concerns were solicited, and if not, why not, and (5) reasons for the failure of solicited SB, HUBZone SB, SDB, and WOSB concerns to receive the subcontract award.

Signed: _____ Date _____
Typed Name: _____
Title: _____

Approved by: OPTIONAL Date: _____
Contracting Officer

NOTE TO CONTRACTING OFFICER:

Upon incorporation of the plan into the contract, indicate the dollar value of contract:

Base Period \$ _____ Option I \$ _____ Option II \$ _____
Option III \$ _____ Option IV \$ _____.

Copy to: SBA PCR (if applicable)