

# The Small Business Subcontracting Plan

The following, together with any attachments, is hereby submitted to satisfy applicable requirements of the Subcontract referenced below for a Small Business Subcontract Plan ("Plan"). The meaning of the terms used in this Plan shall be as defined in the Subcontract.

## 1. Basic Information

Subcontractor's name	Solicitation Number/Subcontract Number
Address	From: _____ To: _____ Estimated Period of Performance Dates
City, State, Zip Code	Telephone Number
Contact Name	Contact's Email Address
Solicitation Description	Total Estimated Value of Award (Including Options):

## 2. Terms and Definitions

The following terms, abbreviations, or acronyms are used throughout this form:

- LB**                    Large Business
- SB**                    Small Business
- SDB**                  Small Disadvantaged Business
- WOSB**                Women-Owned Small Business
- HZSB**                HUBZone Small Business
- VOSB**                Veteran-Owned Small Business
- SDVOSB**            Service-Disabled Veteran-Owned Small Business

(The Plan may include all lower-tier subcontracts that contribute to Subcontract performance, and a proportionate share of goods and services that are normally allocated as indirect cost)

## 3. Subcontracting Goals

Total Estimated Dollars Available for Subcontracting	\$	
<b>Category</b>	<b>Subcontracting Planned Dollar Amount</b>	<b>Percentage of Total Estimated Subcontracting Effort</b>
Total planned and available for subcontracting to SB	\$	%
Total planned and available for subcontracting to SDB (included in SB concern numbers)	\$	%
Total planned and available for subcontracting to WOSB (included in SB concern numbers)	\$	%
Total planned and available for subcontracting to HUBZone SB (included in SB concern numbers)	\$	%
Total planned and available for subcontracting to Veteran-owned SB (included in SB concern numbers)	\$	%
Total planned and available for subcontracting to Service-Disabled Veteran-owned SB (included in SB concern numbers)	\$	%

## 4. Describe principal types of supplies and services to be subcontracted to each of the following business concern categories:

SB	
SDB	
WOSB	
HZSB	
VOSB	
SDVOSB	

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**5. To the best of its knowledge, the Offer/Seller submits the following specific information pertaining to the Small Business included in the Subcontracting Goals in Section 3 above.**

Small Business Name	Street Address	City, State, Zip	Telephone	Business Type

*(Attach additional sheets of paper, as necessary)*

**6. Describe method(s) used to develop the above Subcontracting Goals:**

*(Attach additional sheets of paper, as necessary)*

**7. Describe Methods Used to Identify Potential Sources for Solicitation purposes (e.g., existing company source lists, SAM, veterans service organizations, 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, SDB, WOSB, and HZSB small business trade associations. A firm may rely on the information contained in SAM as an accurate representation of a business concern's size and ownership characteristics for the purposes of maintaining a SB, SDB, WOSB, HZSB, VOSB and SDVOSB small business source list. Use of SAM as its source list does not relieve a firm of its responsibilities; (e.g. outreach, assistance, counseling, publicizing subcontracting opportunities) in this clause.**

*(Attach additional sheets of paper, as necessary)*

**8. Describe methods used to assure that SB, SDB, WOSB, HZSB, VOSB, and SDVOSB concerns are provided an equitable opportunity to compete for the lower-tier subcontracts:**

*(Attach additional sheets of paper, as necessary)*

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9. Were indirect costs included in establishing Subcontracting Goals?  | Yes  No

If Yes, describe the method(s) used to determine the proportionate share of indirect costs to be allocated to SB, SDB, WOSB, HZSB, VOSB, and SDVOSB concerns:

*(Attach additional sheets of paper, as necessary)*

10. The following is a description of the duties of the individual employed by the Offeror/Subcontractor to administer its Subcontracting Program:

The individual will be responsible for reviewing, monitoring, and providing general, overall execution of the Offeror's/Subcontractor's Subcontracting Program, including, but not limited to the following:

- a. Obtaining SB, SDB, WOSB, HZSB, VOSB and SDVOSB (SB concerns) sources from all applicable agencies such as SBA;
- b. Ensuring inclusion of SB concerns sources in all solicitations where appropriate;
- c. Attending or arranging for attendance at business opportunity workshops, minority business enterprise seminars, trade fairs, etc.;
- d. Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of the Small Business Act and the Historically Underutilized Business Zone Act;
- e. Monitoring attainment of proposed goals;
- f. Reviewing solicitations to remove statements, clauses, etc., which may tend to prohibit SB concerns participation.

11. The following is a description of the efforts the Offeror/Subcontractor will make to ensure that all SB, SDB, WOSB, HZSB, VOSB, and SDVOSB concerns will have an equitable opportunity to compete for subcontracts. Outreach efforts will be made as follows:

- a. Contacts with SBA.
- b. Contacts with minority and small business trade associations.
- c. Contacts with business development organizations.
- d. Attendance at small/minority/veteran/woman business procurement conferences and trade fairs.
- e. Contacts with veteran's service organizations.
- f. Contacts with women's business organizations.
- g. The following internal efforts will be made to guide and encourage buyers: Workshops, seminars, and training programs will be conducted; activities will be monitored to evaluate compliance with this subcontracting plan.
- h. Sources lists, guides and other data identifying all SB concerns will be maintained and utilized by Offers in soliciting vendors and subcontractors.

*(Attach additional sheets of paper, as necessary)*

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**12. The Offeror/Subcontractor will include the "Utilization of Small Business Concerns" clause of the Federal Acquisition Regulation (FAR) (clause 52.219-8) in all subcontracts that offer further subcontracting opportunities, and that Offeror/Subcontractor will require all subcontractors (except SB concerns) that receive subcontracts in excess of \$750,000 (\$1,500,000 for construction) to submit for approval a Subcontracting Plan in accordance with FAR clause 52.219-9.**

*(Attach additional sheets of paper, as necessary)*

**13. The Offeror/Subcontractor will (i) cooperate in any studies or surveys as may be required; (ii) submit periodic reports so that the Government can determine the extent of compliance with the Subcontracting plan; (iii) include subcontracting data for each order when reporting subcontracting achievements for IDIQ contracts with individual subcontracting plans; (iv) submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>. Reporting shall be in accordance with 52.219.9, or as provided in agency regulations. (v) ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or SSR using eSRS; (vi) provide its contract number, its Unique Entity Identifier (UEI), and email address of the Offeror's official responsible for acknowledging receipt of ISRs to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs; and (vii) require each subcontractor with a subcontracting plan to provide the contract number, its own UEI, and the email address of the subcontractor's official responsible for acknowledging receipt of the ISRs to its subcontractors with subcontracting plans.**

*(Attach additional sheets of paper, as necessary)*

**14. The Offeror/Subcontractor will maintain records demonstrating procedures that have been adopted to comply with the requirements and goals in this Plan. The records shall include at least the following on a plant-wide or company-wide basis, unless otherwise indicated:**

- a. Source lists (e.g., SAM), guides, and other data that identify SB, SDB, HZSB, WOSB, VOSB, and SDVOSB concerns.
- b. Organizations contacted in an attempt to locate sources that are SB, SDB, HZSB, WOSB, VOSB, and SDVOSB concerns.
- c. Records on each subcontract solicitation resulting in an award of more than \$250,000 indicating: (1) whether SB concerns were solicited and, if not, why not; (2) whether SDB concerns were solicited and, if not, why not; (3) whether WOSB concerns were solicited and, if not, why not; (4) whether HZSB concerns were solicited and, if not, why not; (5) whether VOSB concerns were solicited and, if not, why not; (6) whether SDVOSB concerns were solicited and, if not, why not; and (7) if applicable, the reason why an award was not made to a SB concern.
- d. Records of any outreach efforts to contact: (1) trade associations; (2) business development organizations; and (3) conferences and trade fairs to locate SB, SDB, WOSB, HZSB, VOSB, and SDVOSB sources; (4) Veteran's service organizations.
- e. Records of internal guidance and encouragement provided to buyers through: (1) workshops, seminars, training programs, etc.; and (2) monitoring performance to evaluate compliance with the program's requirements.
- f. On a subcontract-by-subcontract basis, records to support award data submitted by the Offeror/Subcontractor to the government, including the name, address, and business size of each subcontractor. Offerors/Subcontractors with commercial Small Business Subcontracting Plans need not comply with this requirement.

*(Attach additional sheets of paper, as necessary)*

