SMALL BUSINESS SUBCONTRACTING PLAN

DATE_____

SUBCONTRACTOR: _____

ADDRESS: _____

SOLICITATION OR SUBCONTRACT NUMBER: _____

ITEM/SERVICE: _____

The following, together with any attachments, is hereby submitted as a Subcontracting Plan per the article in the above solicitation/subcontract, entitled "Small Business Subcontracting Plan".

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

   (b) The following percentage goals (expressed in terms of a percentage of total planned subcontracting dollars) are applicable to the subcontract cited above or to the subcontract award under the solicitation cited.

      (i) Small Business concerns: _____% of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business concerns (include all small business concerns).

      (ii) Small Disadvantaged Business Concerns: _____% of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals. This percentage is included in the percentage shown under 1(b)(i), above, as a subset.

      (iii) Woman-Owned Small Business Concerns: _____% of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business concerns owned and controlled by a woman or women. This percentage is included in the percentage shown under 1(b)(i), above as a subset.

      (iv) HUBZone Small Business Concerns: _____% of total planned subcontracting dollars under this subcontract will go to subcontractors who are HUBZone small business concerns. This percentage is included in the percentage shown under 1(b)(i), above as a subset.

      (v) Service-Disabled Veteran-Owned Small Business: _____% of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business concerns owned and controlled by service-disabled veteran-owned small business concerns. This percentage is included in the percentage shown under 1(b)(i), above as a subset.

      (vi) Veteran-Owned Small Business: _____% of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business

concerns owned and controlled by veteran-owned small business concerns. This percentage is included in the percentage shown under 1(b)(i), above as a subset.

(vii) Historically Black Colleges and Universities or Minority Institutions (HBCU/MI): _____ _____% of total planned subcontracting dollars under this subcontract will go to subcontractors who are Historically Black Colleges and Universities or Minority Institutions. This percentage is included in the percentage shown under 1(b)(i), above as a subset.

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

(i) Total dollars planned to be subcontracted to small business concerns: $_____. This dollar amount includes all small business concerns.

(ii) Total dollars planned to be subcontracted to small disadvantaged business concerns: $_____. This dollar amount is included in the amount shown under 1(c)(i), above, as a subset.

(iii) Total dollars planned to be subcontracted to woman-owned small business concerns: $_____. This dollar amount is included in the amount shown under1(c)(i), above, as a subset.

(iv) Total dollars planned to be subcontracted to HUBZone small business concerns: $_____. This dollar amount is included in the amount shown under1(c)(i), above, as a subset.

(v) Total dollars planned to be subcontracted to Service-Disabled Veteran-Owned small business concerns: $_____. This dollar amount is included in the amount shown under1(c)(i), above, as a subset.

(vi) Total dollars planned to be subcontracted to Veteran-Owned small business concerns: $_____. This dollar amount is included in the amount shown under1(c)(i), above, as a subset.

(vi) Total dollars planned to be subcontracted to Historically Black Colleges and Universities or Minority Institutions: $_____. This dollar amount is included in the amount shown under1(c)(i), above, as a subset.

(d) The following principal products and/or services will be subcontracted under this subcontract, and the distribution among small, small disadvantaged, woman-owned, HUBZone small business, veteran-owned service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions is as follows:

Subcontracted Supplies and Services (Type)	SB	SDM	WOSB	VOSB	SDVOSB	HBCU/MI	HUBZone

(e) The following method was used in developing subcontract goals (i.e., Statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, small disadvantaged, woman-owned, HUBZone small business, Veteran-owned, and service-disabled veteran-owned small business concerns were determined and, how small, small disadvantaged, woman-owned, HUBZone small business, Veteran-owned, and service-disabled veteran-owned small business concerns' and Historically Black Colleges and Universities or Minority Institutions capabilities were determined, to include identification of source lists utilized in making those determinations).

_____

_____

_____

_____

(f) Indirect and overhead costs (check one below):

_____ have been _____ have not been included in the goals specified in 1 (b) and (c).

(g) If "have been" is checked, explain the method used in determining the proportionate share of indirect and overhead cost to be allocated as subcontracts to small business, small disadvantaged, woman-owned small business, HUBZone small business, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions.

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2. The following individual will administer the subcontracting program:

Name: _____

Address & Telephone: _____

Title: _____

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows:

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

(a) Developing and maintaining source lists of small, small disadvantaged, woman-owned small business, HUBZone small business, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions from all possible sources.

(b) Ensuring that procurement packages are structured to permit small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions to participate to the maximum extent possible.

(c) Ensuring inclusion of small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions in all solicitations for products or services which they are capable of providing.

(d) Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, and service-disabled veteran-owned small business and Historically Black Colleges and Universities or Minority Institutions participation.

(e) Ensuring periodic rotation of potential subcontractors on bidders lists.

(f) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.

(g) Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.

(h) Monitoring attainment of proposed goals.

(i) Preparing and submitting periodic subcontracting reports required.

(j) Coordinating subcontractor's activities during the conduct of compliance reviews by Federal agencies.

(k) Coordinating the conduct of subcontractor's activities involving its small business subcontracting program.

(l) Additions to (or deletions from) the duties specified above are as follows:

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3. The following efforts will be taken to assure that small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions will have an equitable opportunity to compete for subcontracts:

   (a) Outreach efforts will be made as follows:

      (i) Contacts with minority and small business trade associations

      (ii) Contacts with business development organizations

      (iii) Attendance at small, small disadvantaged, woman-owned, Veteran-owned, and service-disabled veteran-owned small business procurement conferences and trade fairs

(b) The following internal efforts will be made to guide and encourage buyers:

(i) Workshops, seminars and training programs will be conducted

(ii) Activities will be monitored to evaluate compliance with this subcontracting plan.

(c) Utilize company source lists and guides, and other sources (e.g., the Dynamic Small Business Search function in the Central Contractor Registration (CCR) of the Small Business Administration (SBA), formally PRO-Net, 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 small, small disadvantaged, woman-owned small, HUBZone, Veteran-owned, and service-disabled veteran-owned small business concerns and Historically Black Colleges and Universities or Minority Institutions trade associations), to identify potential sources for solicitation purposes.

(d) Additions to (or deletions from) the above listed effort are as follows:

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4. The offeror/bidder (subcontractor) agrees that the clause entitled "Utilization of Small Business Concerns" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except small business concerns, who receive subcontracts in excess of $650,000($1,500,000 for construction subcontracts) will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed to ensure that all requirements of an acceptable subcontracting plan have been satisfied, per the Small Business Subcontracting Plan article of the contract. 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, small disadvantaged, woman-owned small, HUBZone, Veteran-owned, and service-disabled veteran-owned small business subcontractors, and Historically Black Colleges and Universities or Minority Institutions, 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.

5. The offeror/bidder (subcontractor) agrees to submit periodic reports and cooperate in any studies or surveys as may be required by SRR, DOE, or the Small Business Administration in order to determine the extent of compliance by the offeror/bidder (subcontractor) with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns" contained in the subcontract. The requirement for the submittal of paper versions of the Standard Form (SF) 294, Subcontracting Reports for Individual Contracts, and SF 295, Summary Subcontracting Reports, as provided in FAR 52.219-9(j) is hereby deleted and is replaced with the electronic submittal of data under the Electronic Subcontracting Reporting System (eSRS). The offeror/bidder (subcontractor) agrees that the offeror will submit the Individual Subcontracting Reports and Summary Subcontracting Reports under the eSRS to fully comply with the statutory requirements of FAR 19.702.

6. The offeror/bidder (subcontractor) agrees that it will maintain at least the following types of records to document compliance with this subcontracting plan:

(a) Source Lists, guides and other data that identify small, small disadvantaged, woman-owned

small business, HUBZone, and service-disabled veteran-owned small business concerns, and Historically Black Colleges and Universities or Minority Institutions.

(b) Organizations contacted in attempts to locate sources that are small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, and service-disabled veteran-owned small business concerns, and Historically Black Colleges and Universities or Minority Institutions.

(c) On a contract-by contract basis, records on all subcontract solicitations over $100,000, indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged, woman-owned small business, HUBZone small business, Veteran-owned, and service-disabled veteran-owned small business concerns were solicited, and if not, why not; (3) reasons for the failure of solicited small, small disadvantaged, woman-owned small business, HUBZone, Veteran-owned, or service-disabled veteran-owned small business concerns to receive the subcontract award.

(d) Records to support other outreach efforts such as contacts with Trade Associations, Business Development Organizations and attendance at small, small disadvantaged and woman-owned business procurement conferences and trade fairs, etc.

(e) Records to support internal activities to guide and encourage buyers such as workshops, seminars, training programs, etc., and monitoring activities to evaluate compliance.

(f) On a contract-by-contract basis, records to support subcontract award data to include names and addresses of subcontractors, and business size of each. Subcontracts having commercial plans do not need to comply with this requirement.

Signed: _____

Typed Name: _____

Title: _____

Date: _____

Plan Accepted By: _____
(SRR Small Business Program Administrator)

Date: _____