

# The Small Business Subcontracting Plan

The following, together with any attachments, is hereby submitted to satisfy applicable requirements of the above referenced Subcontractor 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

Seller's name	Solicitation Number/Subcontract Number
Address	Period of Performance
City, State, Zip Code	Date
Telephone Number	Place of Work Performance
Contact Name	Contact's Email Address
Description of Subcontract Requirements	Total Estimated Value of Award:

## 2. Terms and Definitions

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

<b>LB</b>	Large Business
<b>SB</b>	Small Business
<b>SDB</b>	Small Disadvantaged Business
<b>WOSB</b>	Women-Owned Small Business
<b>HZSB</b>	HUBZone Small Business
<b>VOSB</b>	Veteran-Owned Small Business
<b>SDVOSB</b>	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	

**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 (e.g., existing company source lists, the veterans service organization, 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 trade associations. A firm may rely upon the information contained in the CCR 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 source list, but will not relieve a firm of its responsibilities; i.e., outreach, assistance, counseling, publicizing subcontracting opportunities, etc.)**

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

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

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

**9. Were indirect costs included in establishing Offer's Goals?  Yes  No**

**If Yes, describe the method(s) used to determine the proportionate share of indirect costs to be allocated to SB concerns**

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

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

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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.
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**11. The following is a description of the efforts the Subcontractor will make to ensure that all SB concerns will have an equitable opportunity compete for subcontracts: Outreach efforts will be made as follows:**

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- 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 veterans 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 which offer further subcontracting opportunities, and to require all subcontractors (except SB concerns) that receive subcontracts in excess of \$700,000 (\$1,500,000 for construction) to adopt a Subcontracting Plan similar to this one.**

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**13. The Offeror/Subcontractor will (i) cooperate in any studies or surveys as may be required; (ii) submit data electronically into the Electronic Subcontracting Reporting System at [www.esrs.gov](http://www.esrs.gov) in order to allow the government to determine the extent of compliance by the Subcontractor with this Subcontracting Plan; (iii) submit the Individual Subcontract Reports (ISRs) (formerly SF 294), and/or the Summary Subcontract Reports (SSRs) (formerly SF 295), in accordance with the instructions or as provided in agency regulations and in the Subcontract; and (iv) ensure its subcontractors agree to submit the ISRs and SSRs.**

**14. The Offeror/Subcontractor will maintain records demonstrating procedures 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., CCR), guides, and other data identifying SB concerns.
- b. Organizations contacted in an attempt to locate sources that are identifying SB concerns  
Records on each subcontract solicitation resulting in an award of more than \$100,000 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.
- c. Records of any outreach efforts to contact: (1) trade associations; (2) business development organizations; and (3) conferences and trade fairs to locate SB concerns sources.
- d. 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.
- e. 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. (Note: Not applicable to Offerors/Subcontractors with commercial Small Business Subcontracting Plans).
- f.

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

**15. The Offeror/Subcontractor will make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the SB concerns that were used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal. The SB concerns used preparing the bid or proposal include:**

- a. Any **SB** concerns identified as a subcontractor in the bid or proposal or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the subcontract; or
- b. Any **SB** concerns whose pricing or cost information or technical expertise were used in preparing the bid or proposal, where there is written evidence of an intent or understanding that the SB concern will be awarded a subcontract for the related work if the Offeror/Subcontractor is awarded the subcontract.

**16. The Offeror/Subcontractor will provide a written explanation if the fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in the preceding section. The Offeror/Subcontractor will submit this explanation to the Company's Procurement Representative within 30 days of the subcontract completion.**

**17. The Offeror/Subcontractor will not prohibit a lower-tiered subcontractor from discussing with the Company's Procurement Representative any material matter pertaining to payment to or utilization of a lower-tiered subcontractor.**

**18. The Offeror/Subcontractor will pay its lower-tier small business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract. The Offeror/Subcontractor will notify the Company's Procurement Representative if it pays a reduced amount or makes an untimely payment to a lower-tiered small business subcontractor.**

