

SUBCONTRACTING PLAN

SOLICITATION or CONTRACT NUMBER: _____

This plan follows the format for addressing the fifteen elements as shown at Federal Acquisition Regulation (FAR) 52.219-9(d). If any of the information below is not consistent with FAR 52.219-9(d), the requirement at FAR 52.219-9(d) will supersede this document. Please be sure to address all fifteen elements at FAR 52.219-9(d).

Contractor: _____

Address: _____

Approximate Value of Contract: _____

() Individual Plan () Master Plan () Commercial Plan

(1) – GOALS

State the percentage of total planned subcontracting dollars that will go to all Small Business (SB) concerns, Historically Underutilized Business Zone (HUBZone) SB concerns, Small Disadvantaged Business (SDB) concerns, Woman-Owned SB (WOSB) concerns, Veteran-Owned SB (VOSB) concerns, and Service-Disabled Veteran-Owned SB (SDVOSB) concerns.

NOTE: For contracts containing options, the percentage goals and dollars must be shown separately for the basic contract period and for EACH option period.

All subcontracts that contribute to contract performance must be included, and a proportionate share of products and services that are normally allocated as indirect costs may be included.

Subcontracts awarded to an Alaska Native Corporation (ANC) or Indian tribe must be counted towards the subcontracting goals for SB and SDB concerns, regardless of the size or Small Business Administration (SBA) certification status of the ANC or Indian tribe.

Basic Contract – Year 1:

- | | | |
|----------------|---------|---|
| a. SB: | _____ % | (Includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB when applicable.) |
| b. HUBZone SB: | _____ % | |
| c. SDB: | _____ % | (Includes ANCs and Indian tribes) |

- d. WOSB: _____ %
- e. VOSB: _____ %
- f. SDVOSB: _____ %

Option – Year 2:

- a. SB: _____ % (Includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB when applicable.)
- b. HUBZone SB: _____ %
- c. SDB: _____ % (Includes ANCs and Indian tribes)
- d. WOSB: _____ %
- e. VOSB: _____ %
- f. SDVOSB: _____ %

Option – Year 3:

- a. SB: _____ % (Includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB when applicable.)
- b. HUBZone SB: _____ %
- c. SDB: _____ % (Includes ANCs and Indian tribes)
- d. WOSB: _____ %
- e. VOSB: _____ %
- f. SDVOSB: _____ %

Option - Year 4:

- a. SB: _____ % (Includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB when applicable.)
- b. HUBZone SB: _____ %
- c. SDB: _____ % (Includes ANCs and Indian tribes)
- d. WOSB: _____ %
- e. VOSB: _____ %
- f. SDVOSB: _____ %

Option - Year 5:

- a. SB: _____ % (Includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB when applicable.)
- b. HUBZone SB: _____ %
- c. SDB: _____ % (Includes ANCs and Indian tribes)
- d. WOSB: _____ %
- e. VOSB: _____ %
- f. SDVOSB: _____ %

(2) – STATEMENT OF DOLLARS

The following dollar values correspond to the percentage goals in (1).

Base Contract – Year 1 (Total contract value of \$_____):

- a. Total planned subcontracting dollars: \$ _____
- b. Dollars planned to be subcontracted to SB (includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB): \$ _____
- c. Dollars planned to be subcontracted to HUBZone SB: \$ _____
- d. Dollars planned to be subcontracted to SDB (includes ANCs and Indian tribes): \$ _____
- e. Dollars planned to be subcontracted to WOSB: \$ _____
- f. Dollars planned to be subcontracted to VOSB: \$ _____
- g. Dollars planned to be subcontracted to SDVOSB: \$ _____

Option – Year 2 (Total contract value of \$_____):

- a. Total planned subcontracting dollars: \$ _____
- b. Dollars planned to be subcontracted to SB (includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB): \$ _____
- c. Dollars planned to be subcontracted to HUBZone SB: \$ _____
- d. Dollars planned to be subcontracted to SDB (includes ANCs and Indian tribes): \$ _____
- e. Dollars planned to be subcontracted to WOSB: \$ _____
- f. Dollars planned to be subcontracted to VOSB: \$ _____
- g. Dollars planned to be subcontracted to SDVOSB: \$ _____

Option – Year 3 (Total contract value of \$_____):

- a. Total planned subcontracting dollars: \$ _____
- b. Dollars planned to be subcontracted to SB (includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB): \$ _____
- c. Dollars planned to be subcontracted to HUBZone SB: \$ _____
- d. Dollars planned to be subcontracted to SDB (includes ANCs and Indian tribes): \$ _____
- e. Dollars planned to be subcontracted to WOSB: \$ _____
- f. Dollars planned to be subcontracted to VOSB: \$ _____
- g. Dollars planned to be subcontracted to SDVOSB: \$ _____

Option – Year 4 (Total contract value of \$_____):

- a. Total planned subcontracting dollars: \$ _____
- b. Dollars planned to be subcontracted to SB (includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB): \$ _____
- c. Dollars planned to be subcontracted to HUBZone SB: \$ _____
- d. Dollars planned to be subcontracted to SD (includes ANCs and Indian tribes): \$ _____
- e. Dollars planned to be subcontracted to WOSB: \$ _____
- f. Dollars planned to be subcontracted to VOSB: \$ _____

g. Dollars planned to be subcontracted to SDVOSB: \$ _____

Option – Year 5 (Total contract value of \$ _____):

a. Total planned subcontracting dollars: \$ _____

b. Dollars planned to be subcontracted to SB (includes HUBZone SB, SDB, WOSB, VOSB, and SDVOSB): \$ _____

c. Dollars planned to be subcontracted to HUBZone SB: \$ _____

d. Dollars planned to be subcontracted to SDB (includes ANCs and Indian tribes): \$ _____

e. Dollars planned to be subcontracted to WOSB: \$ _____

f. Dollars planned to be subcontracted to VOSB: \$ _____

g. Dollars planned to be subcontracted to SDVOSB: \$ _____

(3) – DESCRIPTION OF PRINCIPAL TYPES OF SUPPLIES AND SERVICES TO BE SUBCONTRACTED AND TYPES OF BUSINESSES SUPPLYING THEM (Check all that apply)

<u>PRINCIPAL SUPPLY/SERVICE</u>	<u>SB</u>	<u>HUBZone SB</u>	<u>SDB</u>	<u>WOSB</u>	<u>VOSB</u>	<u>SDVOSB</u>

(4) – METHOD USED TO DEVELOP GOALS

Explain how you arrived at your percentage goals and dollars for subcontracting to SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB.

(5) – METHOD USED TO IDENTIFY POTENTIAL SUBCONTRACTING SOURCES
(Check all that apply)

- ____ System for Award Management (SAM) database
- ____ Company Source Lists.
- ____ Veteran Service Organizations
- ____ National Minority Purchasing Council Vendor Information Service.
- ____ U.S. Department of Commerce Minority Business Development Agency's Research and Information Service.
- ____ SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB Service/Trade Associations.
- ____ SBA's Lists of Certified SDB and HSB Concerns.
- ____ SB and Minority Business trade fairs or conferences
- ____ Other: Explain –

(6) – INDIRECT COSTS (Check which applies.)

____ Indirect costs **have not** been included in establishing subcontracting goals.

____ Indirect costs **have** been included in establishing subcontracting goals.

If included, describe how you determine the proportionate share of indirect costs incurred with:

SB (Including ANCs and Indian tribes): _____

HUBZone SB: _____

SDB (Including ANCs and Indian tribes): _____

WOSB: _____

VOSB: _____

SDVOSB: _____

(7) – ADMINISTRATION OF SUBCONTRACTING PROGRAM

The following individual employed by the offeror will administer this subcontracting plan:

Name: _____

Address: _____

Telephone: _____

Title: _____

Description of Duties: _____

(8) – EQUITABLE OPPORTUNITY TO COMPETE (Check which apply.)

Describe your efforts to ensure that SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB will have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

Outreach Efforts to Obtain Sources:

- _____ Contacting minority and small business service and trade associations
- _____ Contacting business development organizations
- _____ Attending small and minority business procurement conferences and trade fairs
- _____ Using SAM database to research sources
- _____ Other: Explain -

Internal Efforts to Guide and Encourage Purchasing Personnel:

- _____ Presenting workshops, seminars, and training programs
- _____ Establishing, maintaining, and using SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB source lists, guides, and other data for soliciting subcontracts
- _____ Other: Explain -

(9) – INCLUSION OF FAR CLAUSE 52.219-8, “UTILIZATION OF SMALL BUSINESS CONCERNS,” IN SUBCONTRACTS

Place a check by each statement as assurance that the following will be done:

- _____ I agree to include FAR Clause 52.219-8, "Utilization of Small Business Concerns," in all subcontracts that offer further subcontracting opportunities.
- _____ I will require all subcontractors (except SB concerns) that receive subcontracts in excess of \$550,000 to adopt a subcontracting plan similar to this one that complies with the eleven elements in FAR 52.219-9.

(10) – REQUIREMENT TO COOPERATE IN STUDIES AND SUBMISSION OF REPORTS

Place a check by each statement as assurance that the following will be done:

- _____ I agree to cooperate in any studies or surveys as may be required.
- _____ I agree to submit periodic reports so the government can determine the extent of compliance with the subcontracting plan.
- _____ I agree to submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with paragraph 1 of the clause at FAR 52.219-9 using the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>. The reports will provide information on subcontract awards to SB concerns (including ANCs and Indian tribes that are not SBs), VOSB concerns, SDVOSB concerns, HUBZone SB concerns, SDB concerns (including ANCs and Indian tribes that have not been certified by SBA as SDBs), WOSB concerns, and HICUs and MIs. Reporting will be in accordance with the clause at FAR 52.219-9, or as provided in agency regulations.
- _____ I agree to ensure that my subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS.
- _____ I will provide this prime contract number, its DUNS number, and the e-mail address of our company official responsible for acknowledging receipt of or rejecting the ISRs, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs.
- _____ I will require that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, and the e-mail address of the subcontractor's official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans.

(11) – DESCRIPTION OF TYPES OF RECORDS TO BE MAINTAINED (Check if in agreement)

- _____ I agree to maintain the following records to show compliance with this subcontracting plan:
 - a. Source lists, guides, and other data that identify SB, HUBZone SB, SDB, WOSB, VOSB and SDVOSB concerns.
 - b. Records on organizations contacted to locate SB, HUBZone SB, SDB, WOSB, VOSB and SDVOSB sources.

c. 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 HUBZone SB concerns were solicited and, if not, why not.
- (3) Whether SDB concerns were solicited and, if not, why not.
- (4) Whether WOSB 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.
- (7) If applicable, the reason award was not made to a SB, HUBZone SB, SDB, WOSB, VOSB, or SDVOSB concern.

d. Records of outreach efforts to contact:

- (1) Trade/service associations.
- (2) Business development organizations.
- (3) Conferences and trade fairs to locate SB, HUBZone SB, SDB, WOSB, VOSB, and SDVOSB sources.

e. Records of internal guidance and encouragement provided to buyers through:

- (1) Workshops, seminars, training, etc.
- (2) Monitoring performance to evaluate compliance with the program's requirements.

f. On a contract-by-contract basis, records to support award data submitted to the government, including the name, address, and business size of each subcontractor.

(12) – Good Faith Effort

Place a check by each statement as assurance that the following will be done:

_____ The offeror identifies the small business concern as a subcontractor in the bid or proposal or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the contract; or

_____ The offeror used the small business concern's pricing or cost information or technical expertise in preparing the bid or proposal, where there is written evidence of an intent or understanding that the small business concern will be awarded a subcontract for the related work if the offeror is awarded the contract

(13) – Acquisition of articles, equipment, supplies, services or materials

Place a check by each statement as assurance that the following will be done:

_____ Contractor will provide the contracting officer with a written explanation if the contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in (a)(12) of this section. This written explanation will be submitted to the contracting officer within 30 days of

contract completion.

(14) – Discussion with Contracting Officer

Place a check by each statement as assurance that the following will be done:

_____ Contractor will not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor

(15) – Payment to small business subcontractors

Place a check by each statement as assurance that the following will be done:

_____ Offeror will pay its small business subcontractors on time and in accordance with the terms and conditions of the subcontract, and notify the contracting officer if the offeror pays a reduced or an untimely payment to a small business subcontractor (see [52.242-5](#))

This subcontracting plan was prepared by:

Signature: _____

Printed name: _____

Title: _____

Phone number: _____

Date prepared: _____