

## SUBCONTRACTING PLAN

**DATE:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Broad Agency Announcement Number:** \_\_\_\_\_

**Proposal Title:** \_\_\_\_\_

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The following together with any attachments, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Laws 95-507, 99-661, 103-355, 105-135 and 106-50 as implemented by the Federal Acquisition Regulation (FAR) and the Defense Supplement thereto, as well as Public Laws 100-180 and 103-337. The following goals are required for the basic quantity (base period) and each option quantity (period) of the contract.

*Subcontracts awarded to an Alaskan Native Corporation (ANC) or Indian Tribe shall be counted towards the subcontracting goals for Small Business and Small Disadvantaged Business concerns regardless of the size or Small Business Administration certification status of the ANC or Indian Tribe. Where one or more subcontractors are in the subcontract tier between the prime contractor and the ANC or Indian Tribe, the ANC or Indian Tribe shall designate the appropriate contractor(s) to count the subcontract towards its small business and small disadvantaged business subcontracting goals.*

1. The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is \$ \_\_\_\_\_. *If the contract is expected to include options, the goals shall be established separately for the base period and each option year.*
  
2. The following percentage goals (expressed in terms of total subcontracting dollars) are applicable to the solicitation (contract) cited above. The offeror shall include all subcontracts that contribute to contract performance and may include a proportionate share of products and services that are normally allocated as indirect costs. *Note that all goals should be to the tenth of a percent.*
  - a. Large business concerns: \_\_\_\_\_%
  
  - b. Small Business (SB) concerns: \_\_\_\_\_% *The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with Small Business (including ANC and Indian Tribes), Small Disadvantaged Business (including HBCU/MI),*

*Women -Owned Small Business, Historically Underutilized Business Zone Small Business, Veteran-Owned Small Business and Service-Disabled Veteran-Owned Small Business.*

- c. Small Disadvantaged Business (SDB) concerns \_\_\_\_\_%
    - i. Historically Black Colleges and Minority Institutions (HBCU/MI): \_\_\_\_\_%. This percentage is included in the percentage shown in 2.c. above as a subset.
  - d. Women-Owned Small Business (WOSB) concerns: \_\_\_\_\_%
  - e. Historically Underutilized Business Zone (HUBZone) small business concerns: \_\_\_\_\_%
  - f. Veteran-Owned Small Business (VOSB) concerns: \_\_\_\_\_%
  - g. Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns: \_\_\_\_\_%
3. The following dollar values correspond to the percentage goals shown in 2 above.
- a. Large business concerns: \$\_\_\_\_\_
  - b. Small Business (SB) concerns (including ANC and Indian Tribes): \$\_\_\_\_\_
  - c. Small Disadvantaged Business (SDB) concerns (including ANC and Indian Tribes) \$\_\_\_\_\_
    - (i) Historically Black Colleges and Minority Institutions (HBCU/MI): \$\_\_\_\_\_. This percentage is included in the percentage shown in 3.c. above as a subset.
  - d. Women-Owned Small Business (WOSB) concerns:\$\_\_\_\_\_
  - e. Historically Underutilized Business Zone (HUBZone) small business concerns: \$\_\_\_\_\_
  - e. Veteran-Owned Small Business (VOSB) concerns: \$\_\_\_\_\_
  - f. Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns: \$\_\_\_\_\_
4. The following principal products and/or services will be subcontracted under



Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

e-Mail Address: \_\_\_\_\_

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 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, SDB (including HBCU/MI), WOSB, HUBZone SB, VOSB and SDVOSB concerns from all possible sources.

\*Ensuring that procurement packages are structured to permit SB, SDB (including HBCU/MI), WOSB, HUBZone SB, VOSB and SDVOSB concerns to participate to the maximum extent possible.

\*Assuring inclusion of SB, SDB (including HBCU/MI), WOSB, HUBZone SB, VOSB and SDVOSB concerns in all solicitations for products or services that they are capable of providing.

\*Reviewing solicitations to remove statements, clauses, etc. which may tend to restrict or prohibit SB, SDB (including HBCU/MI), WOSB, HUBZone SB, VOSB and SDVOSB 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, SDB (including HBCU/MI), WOSB, HUBZone SB, VOSB and SDVOSB concerns.

\*Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.

\*Attending or arranging the 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 periodic subcontracting reports.

\*Coordinating the contractor's activities during the conduct of compliance reviews by Federal agencies.

\*Coordinating the conduct of the contractor's activities involving its small business subcontracting program.

\*Additions to the duties specified above are as follows:

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9. The following efforts will be undertaken to assure that SB, SDB (including HBCU/MI), WOSB, HUBZone SB, VOSB and SDVOSB will have an equitable opportunity to compete for subcontracts (see FAR 52.219-9(e):
  - a. Arrange solicitations, time for preparation of bids, quantities, specifications, and delivery schedules to facilitate participation by all categories of small business.
  - b. Provide adequate and timely consideration of the potentialities of all categories of small firms in all "make-or-buy" decisions.
  - c. Counsel and discuss subcontracting opportunities with representatives of all categories of small firms.
  - d. Confirm that a subcontractor representing itself as a HUBZone SB is identified as a certified HUBZone SB by accessing the Central Contractor Registration (CCR) or by contacting the Small Business Administration.
  - e. Provide notice to subcontractors concerning the penalties and remedies for misrepresentations of business status as small, small disadvantaged, women-owned, HUBZone small, veteran-owned or service-disabled veteran-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.
10. The offeror (contractor) agrees that the FAR 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 that receive subcontracts in excess of \$550,000 will be required to adopt and comply with a subcontracting plan similar to the plan required by FAR 52.219-9, entitled "Small Business Subcontracting Plan". Such plans will be reviewed by comparing them to the provisions of applicable Public Laws 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 SB, SDB (including HBCU/MI), WOSB, HUBZone SB, VOSB and SDVOSB 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.

11. 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 offeror (contractor) agrees to submit the Individual Subcontracting Report (ISR) and/or the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) at <http://esrs.gov>. *Reports are due within 30 days of the end of each reporting period—March 31 and September 30. 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.*

The offeror (contractor) agrees to ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or SSR using eSRS.

The offeror (contractor) agrees to provide its prime contract number, its DUNS number and the email address of the Government or Contractor official responsible for acknowledging or rejecting the reports to all first-tier subcontractors with subcontracting plans so that they can enter this information into the eSRS when submitting their reports.

The offeror (contractor) agrees to require each subcontractor with a subcontracting plan to provide the prime contract number its own DUNS number, and the email address of the Government or Contractor official responsible for acknowledging or rejecting the reports to its subcontractors with subcontracting plans.

12. The offeror (contractor) 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 identifying SB, SDB, WOSB, HUBZone SB, VOSB and SDVOSB concerns.
  - b. Organizations contacted to locate SB, SDB, WOSB, HUBZone SB, VOSB and SDVOSB concerns.

- c. Records on all subcontract solicitations of more than \$100,000, indicating for each solicitation (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 HUBZone SB 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 the award was not made to a small business concern.
- d. Records of any outreach efforts to contact trade associations, business development organizations, conferences and trade fairs to locate small firms, and veterans service organizations.
- e. Records of internal guidance and encouragement provided to buyers through workshops, seminars, training, etc. and 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.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_