SMALL BUSINESS SUBCONTRACTING PLAN

(Solicitation or Contract Number)

(Title of the Project and Location)

(Date Prepared)

PLAN SUBMITTED BY:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

ACCEPTED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

 **SUBCONTRACTING PLAN**

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the requirements of Federal Acquisition Regulations 19.704. The following goals are established. Percentages may be rounded to nearest tenth of a percent.

1. a. Total Contract Value $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (including options)

 b. Total Subcontracted $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_% of 1.a

 (all planned subcontracting to all businesses, regardless of size)

2. The following dollars and percentage goals are applicable to the contract cited above. (See FAR 19.704(a)(1) and (2))

 a. Large Business (LB) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are large business concerns.

 b. Small Business (SB) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns\*\*; including contracts awarded under the AbilityOne Program (formerly Javits Wagner O'Day Act Contracts (JWOD)) to NISH and NIB; and awards to Alaskan Native Corporations (ANCs) and Indian Tribes as prescribed in FAR 19.703(c) & FAR 52.219-9.

*(\*\*includes all small businesses, including Small, Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Underutilized Business Zone (HUBZone), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns, and Historically Black Colleges, Universities and Minority Institutions (HBCU/MI))*

 c. HUBZone SB $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are qualified HUBZone small business concerns certified by SBA.

 d. Woman-Owned SB $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ % of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are WOSB.

 e. Small Disadvantaged

 Business $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ % of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by Socially and Economically Disadvantaged individuals (include in this category the planned subcontracting dollars to HBCU/MIs, and ANCs and Indian Tribes).

 f. Veteran-Owned SB $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by VOSB.

 g. Service-Disabled

 Veteran-Owned SB $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by SDVOSB.

 h. Historically Black Colleges

& Universities/Minority Institutions $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_% of 1.b.

This number represents total planned subcontracting dollars under this contract that will go to HBCU/MIs as identified in FAR 26.

 i. AbilityOne

 (Formerly JWOD) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_% of l.b.

This number represents total planned subcontracting dollars under this contract that will go to AbilityOne participating Nonprofit Agencies (sometimes referred to community rehabilitation programs, work centers, industries, or rehabilitation facilities). Per DFARS 219.703, subcontracts awarded to qualified non-profit agencies for the blind or severely disabled may be counted toward the small business subcontracting goal. (Included in 2.b, above, as a subset.)

 j. Alaskan Native

 Corporations &

 Indian Tribes $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_% of l.b.

This number represents total planned subcontracting dollars under this contract that will go to ANCs and Indian Tribes that are not SDBs where you are either subcontracting directly to the ANC or Indian Tribe or where you have been designated to receive their SDB credit. (See FAR 19.703 & FAR 52.219-9) (Included in 2.b and 2.e, above, as a subset.)

 k. Alaskan Native

 Corporations &

 Indian Tribes $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_% of l.b.

This number represents total planned subcontracting dollars under this contract that will go to ANCs and Indian Tribes that are not small businesses where you are either subcontracting directly to the ANC or Indian Tribe or where you have been designated to receive their SB credit. (See FAR 19.703 & FAR 52.219-9) (Included in 2.b, above, as a subset.)

3.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subcontractor Name** | **Product or Services** | **LB** | **SB** | **SDB** | **WOSB** | **HUBZ** | **VOSB** | **SDVOSB** |
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4. Include a statement explaining how the products and services to be subcontracted were established, how the areas to be subcontracted to SB, SDB, WOSB, HUBZone, VOSB, SDVOSB concerns, HBCU/MIs, AbilityOne program participants, ANCs and Indian Tribes were determined, and how their capabilities were determined. (See FAR 19.704(a)(4))

5. Source lists utilized in making the determinations in #3 above are as follows: (See FAR 19.704(a)(5))

6. Indirect and overhead costs have  have not been included in the goals specified

7. The following employee will administer the subcontracting program: (See FAR 19.704(a)(7))

 **NAME:**

 **ADDRESS:**

 **TELEPHONE NO.: FAX NO.:**

 **EMAIL:**

 **TITLE:**

 This individual's specific duties are:

8. The following efforts will be taken to assure that the small business community will have an equitable opportunity to compete for subcontracts. (See FAR 19.704(a)(8))

 a. Outreach efforts will be made by identifying:

* Contacts with minority and small business trade associations.
* Contacts with business development organizations.
* Attendance at small and minority business procurement conference and trade fairs.

 b. Sources will be obtained from databases including: (Please List)

 c. 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.
* Interviews with the small business community will be arranged.

 d. Describe how your small business data base, source lists, guides, and other data will be maintained and utilized by buyers in soliciting subcontracts; e.g., rotation of firms in the data base, keeping data base current and useful, etc.

9. 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, who receive subcontracts in excess of $700,000 ($1,500,000 for Construction) will be required to adopt and comply with subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of P.L. 95-507 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 small and small disadvantaged 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 review subcontracting program progress. (See FAR 19.704(a)(9))

10. 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 Offeror (contractor) with the subcontracting plan and with FAR clause 52.219-8. (See FAR 19.704(a)(10)(i) and (ii))

1. Require that each large business subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its large business subcontractors with subcontracting plans.

 b. Ensure that the identified Contracting Officer and Small Business Specialist assigned to the contract are included on the SF294 & SF295 email notification distribution upon submission of each report.

11. agrees to maintain at least the following types of records to document compliance with this subcontracting plan: (See FAR 19.704(a)(11))

1. Source lists, guides, and other data identifying concerns in the small business community.
2. Organizations contacted to locate firms in the small business community.

 c. On a contract-by-contract basis, records on all subcontract solicitations over $150,000 and indicating for each solicitation;

 (i) whether concerns in the small business community were solicited, and if not, why not; and

 (ii) reasons for the failure of the solicited concerns in the small business community to receive the subcontract award.

 (iii) written designations from ANCs or Indian Tribes, in accordance with FAR 19.703, if applicable.

 d. Records to support other outreach efforts, e.g., contacts with small business trade associations, business development organizations, and attendance at small business procurement conferences and trade fairs

 \*\*\*\*\*END OF PLAN\*\*\*\*\*

The original copy of this plan is included in the file and made a material part of the contract.