

Small Business Subcontracting Plan Instructions

- I. Offeror shall refer to the applicable General Provision article entitled, "Small Business Subcontracting Plan". This article applies to all inquiries and resultant purchase orders which offer subcontracting possibilities and exceed \$550,000 (\$1,000,000 for construction), provided the offeror is not a small business concern.
- II. The offeror understands that:
 - a. No order will be awarded unless and until an acceptable plan is negotiated with BMPC which the plan shall be incorporated into the order as a material part thereof.
 - b. An acceptable plan must, in the determination of BMPC, provide the maximum practicable opportunity for small business concerns and small disadvantaged business concerns to participate in the performance of the order.
 - c. If a subcontracting plan acceptable to BMPC is not negotiated within the time limits prescribed by the contracting activity and the failure to reach agreement is the result of a cause or causes that were within the control of or as a result of the fault or negligence of the offeror, the offeror shall be ineligible for an award. BMPC shall notify the offeror in writing of its reasons for determining a subcontracting plan to be unacceptable. Insofar as possible, such notice will be given prior to award to allow the offeror to correct deficiencies in its plan.
 - d. Prior compliance of the **offeror** with other such subcontracting plans under previous orders will be considered by BMPC in determining the responsibility of the offeror for award of the order.
 - e. It is the **offeror's** responsibility to develop a satisfactory subcontracting plan with respect to both Small Business Concerns, Small Disadvantaged Business Concerns, Women-Owned Small Business Concerns, HUBZone Small Business Concerns, Veteran-Owned Small Business Concerns, and Service Disabled Veteran-Owned Small Business Concerns. Each such aspect of the offeror's plan will be judged independently of the other.
 - f. The cooperation in studies or surveys, and the submittal of period reports as prescribed in paragraph (d)(10) of the Small Business Subcontracting Plan article of the General Provisions is a mandatory requirement.

III. A sample of an acceptable Subcontracting Plan is included herein for your guidance and use.

SAMPLE SMALL BUSINESS SUBCONTRACTING PLAN

Contractor: []

Date: []

Address: []

Purchase Order/Solicitation Number: []

Item/Service: []

The following, together with any attachments, is hereby submitted as a Small Business Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507 as implemented by FAR Clause 52.219-9.

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

2. The following goals (expressed in terms of a percentage of total planned subcontracting dollars and associated amount) are applicable to the purchase order/solicitation cited above:
 - a. Total estimated dollar value and percent of planned subcontracting with large businesses (all business concerns classified as "other than small"):
\$ _____ and _____%

 - b. Total estimated dollar value and percent of planned subcontracting with small businesses (include veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business concerns):
\$ _____ and _____%

 - c. Total estimated dollar value and percent of planned subcontracting with veteran-owned small businesses: \$ _____ and _____%

 - d. Total estimated dollar value and percent of planned subcontracting with service-disabled veteran-owned small businesses: \$ _____ and _____%

 - e. Total estimated dollar value and percent of planned subcontracting with small disadvantaged businesses: \$ _____ and _____%

 - f. Total estimated dollar value and percent of planned subcontracting with HUBZone small businesses: \$ _____ and _____%

 - g. Total estimated dollar value and percent of planned subcontracting with women-owned small businesses: \$ _____ and _____%

The following method was used in developing subcontract goals: [The offeror will insert a statement explaining how the products and services to be subcontracted were established, how the products and services to be subcontracted to small, veteran-owned, service-disabled-veteran-owned, HUB Zone, small disadvantaged, and women-owned business concerns were determined, and how capabilities of these firms were substantiated prior to their inclusion in source lists.]

3. Description of Products and/or Services to be Subcontracted: Provide a description of all the products and/or services to be subcontracted under this contract, and indicate the types of businesses supplying them: i.e., Other Than Small Business (OTSB), Small Business (SB), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), HUBZone Small Business (HUB), Small Disadvantaged Business (SDB), And Women-Owned Small Business (WOSB):

Subcontracting potential (illustrative examples)	OTSB	SB	HUB	SDB	WOSB	VOSB	SDVOSB
Computer equipment							
Office furniture/Supplies							
Travel services (ticketing, hotel, etc.)							
Communication equipment							
Electrical and electronic supplies							
Fuel and petroleum products							
Lab equipment and supplies							
Construction equipment/vehicle rental							
Building materials / Small Tools							
General construction							
Facilities maintenance and repair							
Road maintenance and repair							
Maintenance services (janitorial/equip)							
Technical and personal services							
Computer service/maintenance							
Administrative services (printing/copying/advertising)							

4. The following methods were used to identify potential sources for solicitation purposes: [The contractor will insert items such as the government’s Central Contractor Registration (CCR) and the Online Representations and Certifications (ORCA) databases, subcontractor information systems maintained by the contractor, Veteran service organizations, The Minority Business Development Agency in the Department of Commerce, Veteran, Service-Disabled Veteran, Small Disadvantaged, HUBZone, Women-Owned, and other small business trade associations, various directories and source lists such as the Small Business Administration Dynamic Small Business Search and HUBZone Search, local U.S. Small Business Administration listings, the National Association of Minority Contractors, Funded Organizations of the U.S. Minority Business Development Agency, including the Minority Business Opportunity Centers (MBOC), the Minority Business Enterprise Centers (MBEC),

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and Native American Business Enterprise Centers (NABEC), small business fairs and forums and other activities designed to attract small business sources.]

5. Indirect costs (check one below):

[] have been,

[] have not been

included in the goals specified in Item 2. [If so, describe the method used to determine the proportionate share of indirect costs to be incurred with small, veteran-owned, service-disabled-veteran-owned, HUB Zone, small disadvantaged and women-owned business concerns.]

6. The following individual will administer the subcontracting program:

Name: []

Title: []

Address and Telephone: []

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, the development, preparation and execution of individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan. [The contractor will include a specific list of this individual's duties. These duties may include:

- (a) Developing and maintaining source lists of Small Business (SB) Concerns, Small Disadvantaged Business (SDB) Concerns, Women-Owned Small Business (WOSB) Concerns, HUBZone Small Business Concerns (HUB), Veteran-Owned Small Business (VOSB) Concerns, and Service Disabled Veteran-Owned Small Business (SDVOSB) Concerns.
- (b) Ensuring that procurement packages are structured to permit SB Concerns, SDB Concerns, WOSB Concerns, HUB Concerns, VOSB Concerns, and SDVOSB Concerns to participate to the maximum extent possible.
- (c) Assuring inclusion of SB Concerns, SDB Concerns, WOSB Concerns, HUB Concerns, VOSB Concerns, and SDVOSB Concerns in all solicitations for products or services which they are capable of providing.
- (d) Reviewing solicitations to assure that no statements or clauses are included which may tend to restrict or prohibit participation by small business concerns.
- (e) Ensuring that corporate proposal reviewers document reasons for not selecting low bids submitted by SB Concerns, SDB Concerns, WOSB Concerns, HUB Concerns, VOSB Concerns, and SDVOSB Concerns.

- (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) Conducting or arranging for conduct of training for purchasing personnel pursuant to the intent of Public Law 95-507.
 - (i) Monitoring attainment of proposed goals.
 - (j) Preparing and submitting periodic subcontracting reports as required.
7. The following efforts will be taken to assure that SB Concerns, SDB Concerns, WOSB Concerns, HUB Concerns, VOSB Concerns, and SDVOSB Concerns will have an equitable opportunity to compete for subcontracts: [The contractor will include a list of specific efforts to be taken. Such efforts may include:
- (a) Maintenance of SB Concerns, SDB Concerns, WOSB Concerns, HUB Concerns, VOSB Concerns, and SDVOSB Concerns source lists, guides, and other data utilized by buyers in soliciting subcontracts.
 - (b) Internal efforts to guide and encourage buyers:
 - (i) Attendance at small and small disadvantaged workshops, seminars, and training programs.
 - (ii) Monitoring of activities to assure compliance with subcontracting plan.]
8. [Insert Firm's Name] 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 \$550,000 will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of FAR 52.219-9, 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 and the availability of potential small business subcontractors. Once approved and implemented, plans will be monitored through the submission of periodic reports, periodic visits to subcontractors facilities to review applicable records, and subcontracting program progress.
9. [Insert Firm's Name] agrees to submit 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 with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns" contained in the contract. We further agree to submit the Individual Subcontracting Report (ISR) and Summary

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Subcontracting Report (SSR) under the Electronic Subcontracting Reporting System (ESRS) in accordance with ESRS instructions (www.esrs.gov).

Additionally, we will ensure that our subcontractors agree to submit the Individual Subcontracting Report (ISR) and Summary Subcontracting Report (SSR) when applicable.

[Insert Firm's Name] agrees to maintain at least the following types of records to document compliance with this subcontracting plan:

- (a) Source lists, guides, and other data that identify SB Concerns, SDB Concerns, WOSB Concerns, HUB Concerns, VOSB Concerns, and SDVOSB Concerns.
- (b) Organizations contacted in an attempt to locate sources that are SB Concerns, SDB Concerns, WOSB Concerns, HUB Concerns, VOSB Concerns, and SDVOSB Concerns.
- (c) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating on each solicitation:
 - (i) Whether small business concerns were solicited, and if not, why not;
 - (ii) Whether veteran-owned small business concerns were solicited, and if not, why not;
 - (iii) Whether service-disabled-veteran-owned small businesses were solicited, and if not, why not;
 - (iv) Whether HUB Zone small business concerns were solicited, and if not, why not;
 - (v) Whether small disadvantaged business concerns were solicited, and if not, why not;
 - (vi) Whether women-owned small business concerns were solicited, and if not, why not; and
 - (vii) If applicable, the reason award was not made to a small or small disadvantaged business concern.
- (d) Records of any outreach efforts to contact trade associations, business development organizations, and conferences and trade fairs to locate SB Concerns, SDB Concerns, WOSB Concerns, HUB Concerns, VOSB Concerns, and SDVOSB Concerns.
- (e) Records of internal guidance and encouragement provided to buyers through workshops, seminars, and training programs; and monitoring of performance to evaluate compliance with program requirements.
- (f) On a contract-by-contract basis, records to support award data including the name, address and business size of each subcontractor. [Contractors having commercial plans need not comply with this requirement.]