INDIVIDUAL SMALL BUSINESS SUBCONTRACTING PLAN

OFFEROR: (* Continue on separate sheets if necessary.)	Solicitation No: SP0600- NOTE: If a plant or division-wide Master Plan is being incorporated by reference, place 'X' in box and complete Part I (A thru I) and Part IV only. Date of Plan: (Copy of Master Plan and evidence of approval by the Government Contract Administration Office are required.)

PART I - SUBCONTRACTING GOALS:

A. Total dollars planned to be subcontracted: $

B. Total dollars planned to be subcontracted to small business concerns: $

C. Total dollars planned to be subcontracted to veteran-owned small business concerns: $

D. Total dollars planned to be subcontracted to HUBZone small business concerns: $

E. Total dollars planned to be subcontracted to small disadvantaged business concerns: $

F. Total dollars planned to be subcontracted to women-owned small business concerns: $

G. Percentage of total subcontracting dollars for the use of small businesses: %

H. Percentage of total subcontracting dollars for the use of veteran-owned small businesses: %

I. Percentage of total subcontracting dollars for the use of HUBZone small businesses: %

J. Percentage of total subcontracting dollars for the use of small disadvantaged businesses: %

K. Percentage of total subcontracting dollars for the use of women-owned small businesses: %

L Principle types of supplies and services to be subcontracted
(Indicate types of supplies & services planned for subcontracting to each subcategory of small business
(1) Small business (2) Veteran-owned small business (3) HUBZone small business (4) Small disadvantaged business and (5) Women-owned small business concerns.) (*):

M. Describe method used to develop these goals: (e.g. based on procurement history, available resources, etc.) (*)

N. Were indirect costs included in establishing these goals? Yes ☐ No ☐
If Yes, describe the method used to determine proportionate share of indirect costs to be incurred with (1) small business concerns, (2) veteran-owned small business concerns, (3) HUBZone small business concerns, (4) small disadvantaged business concerns, and (5) women-owned small business concerns: (*):

PART II – SUBCONTRACTING PROCEDURES:

A. Name of the individual who will administer the offeror's subcontracting program:
Include a brief description of this individual's duties:

INDIVIDUAL SMALL BUSINESS SUBCONTRACTING PLAN (CONTINUED)

B. Describe methods used to identify potential sources for solicitation purposes (indicate with an "X" those that apply):

- ☐ Existing company source lists
- ☐ SBA Procurement Marketing & Access Network (PRO-Net)
- ☐ SBA list of certified Small Disadvantaged Business Concerns
- ☐ National Minority Purchasing Council Vendor Information Service
- ☐ Dept. of Commerce Research and Information Division of the Minority Business Development Agency
- ☐ Small, veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business associations
- ☐ OTHER

C. Describe methods used to assure that small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns have an equitable opportunity to compete for subcontracts:(*)

PART III SUBCONTRACTING PLAN MANAGEMENT:

Offeror certifies that the following procedures regarding management of this Subcontracting Plan will be enacted: (Indicate acknowledgment of compliance by annotating "X" in appropriate blocks.)

☐ A. Contractor will assist small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate participation by such concerns.

☐ B. Where lists of potential subcontractors are excessively long, Contractor will make a reasonable effort to give all small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns an opportunity to compete over a period of time.

☐ C. Contractor will provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all "make or buy" decisions.

☐ D. Contractor will counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms.

☐ E. Contractor will provide notice to subcontractors concerning penalties and remedies for misrepresentation of of business status as small business, veteran-owned small business, HUBZone small business, small disadvantaged business, or women-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.

☐ F. Contractor will ensure that the clause entitled "Utilization of Small Business Concerns" (Latest Revision), contained in referenced solicitation, will be included in all subcontracts that offer further subcontracting opportunities, and that all large business subcontractors receiving a subcontract in excess of $500,000

☐ G. Contractor will cooperate in any studies or surveys as may be required.

☐ H. Contractor will submit periodic reports in order to allow the Government to determine the extent of compliance by the offeror with this Subcontracting Plan.

☐ I. Contractor will submit Standard Form 294, Subcontracting Report for Individual Contracts and/or Standard Form 295, Summary Subcontract Report, in accordance with the instructions on the forms, or as provided in agency regulations.

☐ J. Contractor will ensure that subcontractors agree to submit Standard Form 294 and 295, as appropriate.

INDIVIDUAL SMALL BUSINESS SUBCONTRACTING PLAN (CONT'D)

PART III .SUBCONTRACTING PLAN MANAGEMENT CONTINUED:

K. Contractor will maintain the following types of records to demonstrate procedures that 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:

☐ 1. Source lists (e.g., PRO-Net), guides, and other data that identify small, veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business concerns;

☐ 2. Organizations contacted in an attempt to locate sources that are small, veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business concerns;

☐ 3. Records of each subcontract solicitation resulting in an award of more than $100,000; indicate--
   a. Whether small business concerns were solicited, and if not, why not;
   b. Whether veteran-owned small business concerns were solicited, and if not, why not;
   c. Whether HUBZone small business concerns were solicited, and if not, why not;
   d. Whether small disadvantaged business concerns were solicited, and if not, why not;
   e. Whether women-owned small business concerns were solicited, and if not why not; and
   f. If applicable, the reason why award was not made to a small business concern;

☐ 4. Records of outreach efforts to contact (a) trade associations, (b) business development organizations, and (c) conferences and trade fairs to locate small, veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business sources;

☐ 5. Records of internal guidance and encouragement provided to buyers through (a) workshops, seminars, training, etc., and (b) monitoring performance to evaluate compliance with the program's requirements; and

☐ 6. On a contract-by-contract basis, supporting information for award data submitted by the Contractor to the Government, including the name, address, and business size of each subcontractor.

PART IV _____

OFFEROR'S SIGNATURE TYPED Name and Title Date

PART V DETERMINATION OF ADEQUACY AND REQUEST FOR SMALL BUSINESS SPECIALIST'S REVIEW

☐ The plan has been reviewed and determined adequate by the Contracting Officer. Request SBS.

_____

CONTRACTING OFFICER'S SIGNATURE TYPED Name and Title Date

☐ Approval 2 levels above CO if SDB Goal is less than 5%:

TYPED Name and Title Date

PART VI SMALL BUSINESS SPECIALIST CONCURRENCE (If nonconcurrence, see attached rationale.)

DESC-DU SMALL BUSINESS SPECIALIST Date

PART VII CONTRACTING OFFICER'S APPROVAL BASED ON THE CONTRACTING OFFICER'S DETERMINATION OF ADEQUACY AND THE SMALL BUSINESS SPECIALIST'S CONCURRENCE, THE PLAN IS ACCEPTED.

_____

CONTRACTING OFFICER'S SIGNATURE Date

SMALL BUSINESS, VETERAN-OWNED SMALL BUSINESS, HUBZONE SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS AND WOMEN-OWNED SMALL BUSINESS COMMERCIAL SUBCONTRACTING PLAN

DATE:

CONTRACTOR:

ADDRESS:

EFFECTIVE PERIOD OF COMMERCIAL PLAN:

The following, along with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507, Public Law 99-661, and paragraph (d) of FAR Clause 52.219-9, Small Business Subcontracting Plan. Commercial Plan is defined as a subcontracting plan (including goals) that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the company or a portion thereof (e.g. division, plant, or product line).

Part I Subcontracting Goals (Subcontracting goals should be identified in both dollars subcontracted and percentage of subcontracted dollars):

(1) Total projected sales:

(2) Total dollars planned to be subcontracted:

(3) Total dollars planned to be subcontracted to each of the categories:

(i) Small Business (SB) concerns: planned subcontracting dollars targeted to subcontractors who are SB concerns.

(ii) Veteran-Owned SB concerns: planned subcontracting dollars targeted to subcontractors who are Veteran-Owned SB concerns.

(iii) HUBZone SB concerns: planned subcontracting dollars targeted to subcontractors who are HUBZone SB concerns.

(iv) Small Disadvantaged Business (SDB) concerns: planned subcontracting dollars targeted to subcontractors who are SDB concerns.

(v) Women-Owned SB concerns: planned subcontracting dollars targeted to subcontractors who are Women-Owned SB concerns.

(4) Percentage of total dollars planned to be subcontracted *(The following percentage goals expressed in terms of the percentage of total planned subcontracting dollars are applicable to this commercial subcontracting plan. Included are all subcontracts that contribute to contract performance and may include a proportionate share of products and services that are normally allocated as indirect costs).*

(i) Small Business (SB) concerns: % of total planned subcontracting dollars targeted to subcontractors who are SB concerns.

(ii) Veteran-Owned SB concerns: % of total planned subcontracting dollars targeted to subcontractors who are Veteran-Owned SB concerns.

(iii) HUBZone SB concerns: % of total planned subcontracting dollars targeted to subcontractors who are HUBZone SB concerns.

(iv) Small Disadvantaged Business (SDB) concerns: % of total planned subcontracting dollars targeted to subcontractors who are SDB concerns.

(v) Women-Owned SB concerns: % of total planned subcontracting dollars targeted to subcontractors who are Women-Owned SB concerns.

(5) Description of Principal Types of Supplies and/or Services to be subcontracted (indicate types planned for each category of small business):

(i) Small Business concerns:

(ii) Veteran-Owned Small Business concerns:

(iii) HUBZone Small Business concerns:

(iv) Small Disadvantaged Business concerns:

(v) Women-Owned Small Business concerns:

(6) Describe the method used to develop these goals *(for example based on procurement history, available resources, etc).*

(7) Indirect Costs

(i) Were indirect costs included in establishing these goals? ☐ Yes ☐ No
(ii) If Yes, describe the method used to determine the proportionate share of indirect costs to be incurred with –

(A) Small Business concerns:

(B) Veteran-Owned Small Business concerns:

(C) HUBZone Small Business Concerns:

(D) Small Disadvantaged Business concerns:

(E) Women-Owned Small Business concerns:

Part II Subcontracting Procedures:

(1) Program Administration

(i) **Individual**. The individual who will administer the offeror's subcontracting program:

NAME:

ADDRESS:

PHONE NUMBER:

TITLE:

(ii) **Duties**. The individual's specific duties, as they relate to the firm's subcontracting program, are listed below. The individual is generally responsible for this company's Small Business program, for the development, preparation, and execution of subcontracting plans, and for monitoring performance relative to contractual requirements contained in this plan, including but not limited to *(Include additional duties the company has designated)*

(A) Assuring inclusion of Small Business, Veteran-Owned Small Business, HUBZone Small Business, Small Disadvantaged Business, and Women-Owned Small Business concerns in all solicitations for products or services that they are capable of providing.

(B) Reviewing solicitations to remove statements, clauses, etc., that may tend to restrict or prohibit Small Business, Veteran-Owned Small Business, HUBZone Small Business, Small Disadvantaged Business, and Women-Owned Small Business concerns' participation.

(C) Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by Small Business, Veteran-Owned Small Business, HUBZone Small Business, Small Disadvantaged Business, and Women-Owned Small Business concerns.

(D) Monitoring attainment of proposed goals.

(E) Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.

(F) Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of Public Law 95-507.

(G) Identify additional duties:

(2) Describe methods used to identify potential sources for solicitation purposes:

(i) Existing company source list:

(ii) SBA Procurement Marketing & Access Network (PRO-Net): :

(iii) National Minority Purchasing Council Vendor Information Service:

(iv) Trade Associations:

(v) Federal Government Development Centers such as the DoD Procurement Technical Assistance Centers (PTAC), the Small Business Administration's Small Business Development Centers (SBDC) and the Department of Commerce's Minority Business Development Centers (MBDC):

(vi) Other:

(3) Describe the methods used to assure Small Business, Veteran-Owned Small Business, HUBZone Small Business, Small Disadvantaged Business, and Women-Owned Small Business concerns are provided an equitable opportunity to compete. (e.g., developing and maintaining bidders' lists of Small Business, Veteran-Owned Small Business, HUBZone Small Business, Small Disadvantaged Business, and Women-Owned Small Business concerns from all possible sources; ensuring that procurement packages are structured to permit Small Business, Veteran-Owned Small Business, HUBZone Small Business, Small Disadvantaged Business, and Women-Owned Small Business concerns to participate to the maximum extent possible, etc.)

Part III Subcontracting Plan Management:

The offeror certifies, by signature on this plan, that the following procedures regarding management of this Subcontracting Plan will be enacted and maintained. The contractor agrees to provide the following:

(1) Assistance to Small, Veteran-Owned Small, HUBZone Small, Small Disadvantaged, and Women-Owned Small Business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate participation by such concerns.
(2) Adequate and timely consideration of the potentialities of Small, Veteran-Owned Small, HUBZone Small, Small Disadvantaged, and Women-Owned Small Business concerns in all "make or buy" decisions.
(3) Counseling and discussion of subcontracting opportunities with representatives of Small, Veteran-Owned Small, HUBZone Small, Small Disadvantaged, and Women-Owned Small Business concerns.
(4) Emphasis on and notice to subcontractors of the penalties and remedies for misrepresentations of business status 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.
(5) Assurance that the clause entitled "Utilization of Small Business Concerns" (latest revision), contained in the referenced solicitation, will be included in all subcontracts that offer subcontracting opportunities and that all large business subcontractors receiving a subcontract in excess of $500,000 will adopt a plan similar to this plan.
(6) Preparation and submission of periodic subcontracting reports required ($1,000,000 for construction of any public facility) to adopt a plan that complies with the requirements of the clause at FAR 52.219-9.
(7) Assurances that the offeror will—
    (a) Cooperate in any studies or surveys as may be required.
    (b) Submit periodic reports in order that the Government can determine the extent of compliance by the offeror with the subcontracting plan.
    (c) Submit the SF 295, Summary Subcontract Report, following the instructions either on the forms or as provided in agency regulations.
    (d) Ensure that its subcontractors agree to submit the SF295.

(8) Establishment and maintenance of records of solicitations and subcontract activity that include the procedures that have been adopted to comply with the requirements and goals in the plan; and a description of the efforts to locate Small, Veteran-Owned Small, HUBZone Small, Small Disadvantaged and Women-Owned Small Business concerns for subcontract awards; and at least the following records/information on a plant-wide or company-wide basis.

(a) Source lists (e.g., PRO-Net), guides, and other data that identify Small, Veteran-Owned Small, HUBZone Small, Small Disadvantaged, and Women-Owned Small Business concerns.

(b) Organizations contacted in an attempt to locate sources that are Small, Veteran-Owned Small, HUBZone Small, Small Disadvantaged, and Women-Owned Small Business concerns.

(c) Records on each subcontract solicitation resulting in an award of more than $100,000, indicating—

(1) Whether Small Business concerns were solicited, and if not, why not;

(2) Whether Veteran-Owned Small Business concerns were solicited, and if not, why not;

(3) Whether HUBZone Small Business concerns were solicited, and if not, why not;

(4) Whether Small Disadvantaged Business concerns were solicited, and if not, why not;

(5) Whether Women Owned Small Business concerns were solicited, and if not, why not; and

(6) If applicable, the reason award was not made to a Small Business concern.

(d) Records of outreach efforts to contact—

(1) Trade associations;

(2) Business development organizations; and

(3) Conferences and trade fairs to locate Small, Veteran-Owned Small, HUBZone Small, Small Disadvantaged, and Women-Owned Small Business sources.

(e) Records of internal guidance and encouragement provided to buyers through—

(1) Workshops, seminars, training, etc., and

(2) Monitoring performance to evaluate compliance with the program's requirements.

(f) On a contract-by-contract basis, supporting information for award data submitted by the contractor to the Government, including the name, address, and business size of each subcontractor.

PART IV Agreement and Approval Signatures:

A. **Offeror's Agreement:**

_____	_____	_____
Offeror's signature	Offeror's Typed Name and Title	Date

B. **Contracting Officer's determination of Acceptance:**

_____	_____	_____
Contracting Officer's signature	Typed Name	Date

C. **Approval of Small Disadvantaged Business Goal of less than 5% (Two levels above Contracting Officer):**

_____	_____	_____
Director's/Deputy's signature	Typed Name	Date

D. **Concurrence/Nonconcurrence of Small Business Office:**

Concur:

_____	_____	_____
Small Business Specialist's signature	Typed Name	Date

Nonconcur:

_____	_____	_____
Small Business Specialist's signature	Typed Name	Date

Rationale for nonconcurrence: