DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

SEP 17 2002

IN REPLY REFER TO DESC-DU

CONTRACTING INSTRUCTIONS (CI): 02-14

MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: DESC Small Business Subcontracting Plan

1. Effective immediately, DESC Form 19.1, Commercial Subcontracting Plan and 19.2, Individual Small Business Subcontracting are obsolete.

2. DESC Form 19.3, Small Business Subcontracting Plan replaces DESC Form 19.1 and DESC Form 19.2. DESC Form 19.3 is available on the DESC Home Page under the Forms and Publication option and is a fillable PDF file.

3. This CI is informational only and expires upon dissemination. Point of contact is Ms. Nadine Sellers, DESC-DU, (703) 767-9681.

KEVIN M. AHERN
Center Senior Procurement Official

Attachment:
DESC Form 19.3, Small Business Subcontracting Plan

Federal Recycling Program Printed on Recycled Paper

SMALL BUSINESS SUBCONTRACTING PLAN

Offeror name and address:	Date:
	Type of plan (check one): If Individual, supply solicitation number; if Commercial, supply effective period. ☐ Individual _____ Solicitation number ☐ Commercial _____ Effective begin date _____ Effective end date

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.

TERMS AND DEFINITIONS

The following terms and acronyms are used throughout this form:

- **Commercial Plan** – 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 production line).
- **Individual Plan** – a subcontracting plan that covers the entire contract period.
- **SB** – Small Business concern
- **VOSB** – Veteran Owned Small Business concern
- **SD-VOSB** – Service-Disabled Veteran Owned Small Business concern
- **HUBZone** – Historically Underutilized Business Zone
- **SDB** – Small Disadvantaged Business concern
- **WOSB** – Women-Owned Small Business concern
- **Direct and Indirect Cost** – Overhead activities may be used to supplement direct charge activities. Contractors are encouraged to use indirect costs to meet goals when direct costs subcontracting opportunities are restrictive toward meeting established goals.

PART 1 – SUBCONTRACTING GOALS

A. Total dollars planned to be subcontracted: $_____

B. Dollars and percentages planned to be subcontracted to each of the SB concerns. Percentages should be expressed as a percentage of the total dollars planned to be subcontracted. The offeror shall include all subcontracts that contribute to contract performance.

	Dollars	Percentage
SB	$	%
VOSB	$	%
SD-VOSB	$	%
HUBZone	$	%
SDB	$	%
WOSB	$	%

C. Description of principal types of supplies and services to be subcontracted to each of the SB concerns:

SB	
VOSB	
SD-VOSB	
HUBZone	
SDB	
WOSB	

SMALL BUSINESS SUBCONTRACTING PLAN

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

E. 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 each of the SB concerns:		
	SB	
	VOSB	
	SD-VOSB	
	HUBZone	
	SDB	
	WOSB	

PART 2 – SUBCONTRACTING PROCEDURES

A. Individual who will administer the offeror's subcontracting program

(Reference FAR Part 52.219-9, Small Business Subcontracting Plan, (Para 9-11) for specific duties as they relate to the firm's subcontracting program and include additional duties the company has designated).

Name:	
Title:	
Phone:	

Description of duties:

B. Indicate methods used to identify potential sources for solicitation purposes:

☐ Existing company source lists
☐ SBA Procurement and Marketing Access Network (PRO-Net)
☐ National Minority Purchasing Council Vendor Information Service
☐ Trade associations
☐ Federal government development centers such as DoD's Procurement Technical Assistance Center (PTAC), SBA's Small Business Development Center (SBDC) and Department of Commerce's Minority Business Development Center (MBDC)
☐ Other: _____

SMALL BUSINESS SUBCONTRACTING PLAN

C. Describe methods used to assure that SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns are provided an equitable opportunity to compete for subcontracts.

PART 3 – 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 SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB 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 SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns in all "make or buy" decisions.
(3) Counseling and discussion of subcontracting opportunities with representatives of SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB 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 to adopt a subcontracting plan that complies with the requirements of this clause.
(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 SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB 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 SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns.
   (b) Organizations contacted in an attempt to locate sources that are SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns.
   (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 VOSB concerns were solicited, and if not, why not;
      (3) Whether SD-VOSB concerns were solicited, and if not why not;
      (4) Whether HUBZone concerns were solicited, and if not, why not;
      (5) Whether SDB concerns were solicited, and if not, why not;
      (6) Whether WOSB concerns were solicited, and if not, why not; and
      (7) If applicable, the reason award was not made to a SB concern.

(d) Records of outreach efforts to contact—
  (1) Trade associations;
  (2) Business development organizations; and
  (3) Conferences and trade fairs to locate SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB 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 4 – AGREEMENT AND APPROVAL SIGNATURES

A. Offeror's agreement

Offeror's signature	Typed name and title	Date

B. Contracting Officer's determination of acceptance

Contracting Officer's signature	Typed name and title	Date

C. Deputy or Director's approval

Is SDB goal less than 5%? ☐ Yes ☐ No

If yes, a Deputy or Director's signature two levels above Contracting Officer is required:

Deputy's/Director's signature	Typed name and title	Date

D. Small Business Office ☐ Concur ☐ Non-concur

Small Business Specialist's signature	Typed name and title	Date

Rationale:

E. Contracting Officer's approval

Contracting Officer's signature	Typed name and title	Date