

ATTACHMENT IV

**SMALL, SMALL DISADVANTAGED,
HUBZONE SMALL 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 concerns:** _____ planned subcontracting dollars targeted to subcontractors who are Small Business concerns.

(ii) **Veteran-Owned Small Business concerns:** _____ planned subcontracting dollars targeted to subcontractors who are Veteran-Owned Small Business concerns.

(iii) **HUBZone Small Business concerns:** _____ planned subcontracting dollars targeted to subcontractors who are HUBZone Small Business concerns.

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

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

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

(iii) **HUBZone Small Business concerns:** _____% of total planned subcontracting dollars targeted to subcontractors who are HUBZone Small Business concerns.

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

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

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

(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 offerors' 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 (PRONET) _____

(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 bidder's 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:

- (1) Assistance will be given to Small, Veteran-Owned Small Business, 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 Business, HUBZone Small, Small Disadvantaged and Women-Owned Small Business concerns in all "make or buy" decisions.
- (3) Counsel and discuss subcontracting opportunities with representatives of Small, Veteran-Owned Small Business, HUBZone Small, Small Disadvantaged and Women-Owned Small Business concerns.
- (4) Emphasize and provide notice to subcontractors 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
- (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) Prepare and submit 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, FAC 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) Will establish and maintain records of solicitations and subcontract activity which includes 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 Business, 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 Business, 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 Business, 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 Business, HUBZone Small, Small Disadvantaged and Women-Owned Small Business sources.
- (e) Records of internal guidances 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. Offerors Agreement:

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

B. Contracting Officers 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 Signature	Date

Nonconcur: _____	_____
Small Business Specialist Signature	Date

Rationale for noncurrence: