

**SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, HUB-ZONE
SMALL BUSINESS AND WOMEN-OWNED SMALL BUSINESS
SUBCONTRACTING PLAN**

Identification Data

Contractor:

Address:

Solicitation or Contract Number:

Item/Commodity:

Total Amount of Contract:

Period of Contract Performance (To be Determined - Day, Mo. & Yr.):

1. Type of Plan (check one):

_____ Individual Contract Plan. Covers the entire contract period (including option periods) applies to a specific contract, and has goals that are based on the offeror's planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

_____ Master Plan. Contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided that master plan has been approved.

_____ Commercial Plan. Covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof.

2. Goals:

State separate dollar and percentage goals for small business, small disadvantaged business, hub-zone small business and women-owned small business in the following format. (For a contract with option, provide a separate statement for the basic contact and individual statements for each option year).

A. Total estimated dollar value and percent of planned subcontracting with small businesses (include small disadvantaged and women-owned small business): (% of "C")

\$ _____ and ____ %

B. Total estimated dollar value and percent of planned subcontracting with large businesses (all business concerns classified as "other than small": (% of "C"))

\$ _____ and ____ %

C. Total estimated dollar value and percent of all planned subcontracting: i.e., the sum of A and B above:

\$ _____ and _____ % (of the estimated total amount of contract)

D. Total estimated dollar value and percent of all planned subcontracting with small disadvantaged businesses: (% of "C")

\$ _____ and 0 %

E. Total estimated dollar value and percent of all planned subcontracting with women-owned small businesses: (% of "C")

\$ _____ and ____ %

F. Total estimated dollar value and percent of all planned subcontracting with HUB-zone small businesses: (% of "C")

\$ _____ and ____ %

G. Provide a description of all the products and/or services to be subcontracted under this contract, and indicated the types of businesses supplying them: i.e., OTHER THAN SMALL BUSINESS (OTHER), SMALL BUSINESS (SB), SMALL DISADVANTAGED BUSINESS (SDB); HUB-ZONE SMALL BUSINESS (HUB) AND WOMEN-OWNED SMALL BUSINESS (WOSB).

(Check all that apply)

<u>Subcontracted Product/Service</u>	<u>OTHER</u> <u>SB</u> <u>SDB</u> <u>HUB</u> <u>WOSB</u>
Survey Services	
Market Research	

H. A description of the method used to develop the subcontracting goal for small, small disadvantaged, hub-zone small business and women-owned small business concerns:

Our subcontractor was chosen for past experience from teaming together and because it is a women-owned business.

I. Indirect costs have ____ have not ____ been included in the dollar and percentage subcontracting goals stated above. (Check one)

- J. If indirect costs have been included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small, small disadvantaged, hub-zone small business and women-owned small business concerns.

3. Program Administrator:

Name, title, position within the corporate structure, and duties and responsibilities of the employee who will administer the contractor's subcontracting program.

Name:

Title:

Address:

Telephone:

Facsimile:

Duties: Has general overall responsibility for the contractor's subcontracting program, i.e., developing, preparing, and executing individual subcontracting plans and monitoring performance relative to the requirements of this particular plan. These duties include, but are not limited to, the following activities:

- A. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to small, small disadvantaged, hub-zone small businesses and women-owned small business concerns; and assure that small, small disadvantaged, and women-owned small businesses are included on the source lists for solicitations for products and services they are capable of providing;
- B. Developing and maintaining bidder's lists of small, small disadvantaged, hub-zone small business and women-owned small business concerns from all possible sources;
- C. Ensuring periodic rotation of potential subcontractors on bidders' lists;
- D. Ensuring the procurement "packages" are designed to permit the maximum possible participation of small, small disadvantaged, hub-zone small businesses and women-owned small businesses;
- E. Make arrangements for the utilization of various sources for the identification of small, small disadvantaged, hub-zone small businesses and women-owned small businesses such as the SBA's Procurement Automated Source System (PASS),

the National Minority Purchasing Council Vendor Information Service, the Office of Minority Business Data Center in the Department of Commerce, and the facilities of local small business and minority associations, and contact with Federal agencies' Small and Small Disadvantaged business Utilization Specialists (SADBUS);

- F. Overseeing the establishment and maintenance of contract and subcontract award records;
- G. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc.;
- H. Ensure small, small disadvantaged, hub-zone small businesses and women-owned small business concerns are made aware of subcontracting opportunities, given adequate and timely consideration of the potentialities and how to prepare responsive bids to the company;
- I. Conducting or arranging for the conduct of training for purchasing personnel regarding the intent and impact of Section 8(a) of the Small Business Act on purchasing procedures;
- J. Monitoring the company's performance and making any adjustment necessary to achieve the subcontract plan goals;
- K. Preparing and submitting timely, required subcontract reports;
- L. Coordinating the company's activities during the conduct of compliance reviews by Federal agencies;
- M. Providing technical assistance; e.g., engineering, quality control, and managerial assistance to small, small disadvantaged, hub-zone small business and women-owned small businesses;
- N. For contractors of the Department of Defense, NASA and the U.S. Coast Guard: Ensuring that Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIS) shall be afforded maximum practicable opportunity.

4. Equitable Opportunity

GovC will make the following efforts to ensure that small, small disadvantaged, hub-zone small businesses and women-owned small business concerns will have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

A. Outreach efforts to obtain sources:

1. Contacting minority and small business trade associations;
2. Contacting business development organizations;
3. Attending small and minority business procurement conferences and trade fairs;
4. Requesting sources from the Small Business Administration's PASS; and
5. Utilizing newspaper and magazine ads to encourage new sources.

B. Internal efforts to guide and encourage purchasing personnel:

1. Presenting workshops, seminars, and training programs;
2. Establishing, maintaining, and using small, small disadvantaged, hub-zone small business and women-owned small business source lists, guides, and other data for soliciting subcontracts; and
3. Monitoring activities to evaluate compliance with the subcontracting plan.

5. Flow-Down Clause:

The contractor agrees to include the provisions under FAR 52.219-8, "Utilization of Small Business concerns," in all subcontracts that offer further subcontracting opportunities. All subcontractors, except small business concerns, that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) must adopt and comply with a plan required by FAR 52.219-9, of "Small Business Subcontracting Plan" (FAR 19.704(a)(4)).

6. Reporting and Cooperation:

The contractor gives assurance of (1) cooperation in any studies or surveys that may be required; (2) submission of periodic reports which show compliance with the subcontracting plan; (3) submission of Standard Form (SF) 294, "Subcontracting Reports for Individual Contracts," and SF-295, "Summary Subcontract Report," in accordance with the instructions on the forms; and (4) ensuring that large business subcontractors with subcontracting plans agree to submit Standard Form 294 and 295.

<u>Reporting Period</u>	<u>Report Due</u>	<u>Due Date</u>
Oct. 1 – March 31	SF-294	04/30
Apr. 1 – Sept. 30	SF-294	10/30
Oct. 1 – Sept. 30	SF-295*	10/30

* Beginning in fiscal year 1996, contractors of the Department of Defense will be required to submit the SF-295 semiannually, except the contractors with *Commercial Plans* and contractors in the DoD *Test Program for Negotiation of Comprehensive Subcontracting Plans* may continue to submit the SF-295 annually. All contractors of civilian agencies will be required to submit the SF-295 annually as shown in this chart.

ADDRESSES

- (a) SF-294 to be submitted to the cognizant contracting officer or as otherwise specified in the contract; and
- (b) SF-295 to be submitted to the Office of Small and Disadvantaged Business Utilization of the procuring agency, or as otherwise specified in the contract, and to the cognizant SBA Commercial Market Representative.

7. Recordkeeping:

The following is a list of the types of records GovC will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records will include, but not be limited to, the following:

- A. If the prime contractor is not using PASS as its source for small, small disadvantaged, hub-zone small business and women-owned small business concerns, list the name of guides and other data identifying such vendors;
- B. Organizations contacted in an attempt to locate small, small disadvantaged, hub-zone small business and women-owned small business concerns;
- C. On a contract-by-contract basis records to 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 small disadvantaged business concerns were solicited, and if not, why not; (3) whether women-owned

small business concerns were solicited and if not, why not; (4) whether hub-zone small businesses were solicited and (5) if applicable, the reason that the award was not made to a small business concern;

- D. Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small and minority business procurement conferences and trade fairs;
- E. Records to support internal guidance and encouragement provided to buyers through (1) workshops, seminars, training programs, incentive awards; and (2) monitoring of activities to evaluate compliance; and
- F. On a contract-by-contract basis, records to support subcontract award data including the name, address, and business size of each subcontractor. (This item is not required on a contract-by-contract basis for company or division-wide commercial plans.)

This subcontracting plan was submitted by:

Typed Name:

Signature: _____

Title:

Date Prepared:

Phone No.:

Fax No.:

Approval:

Agency: _____

Typed Name: _____

Signature: _____

Title: _____

Date Approved: _____

Phone No.: _____

Fax No.: _____