

SUBCONTRACTING PLAN

Company Name:

DUNS #:

Cage Code

Tax ID#

Address:

Date Prepared:

Solicitation #:

Period of

Performance:

TYPE OF PLAN:

Contract #:

**INDIVIDUAL
PLAN**

means a subcontracting plan that 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**

means a subcontracting plan that contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved.

**COMMERCIAL
PLAN**

means 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 entire company or a portion thereof (e.g. division, plant, or product line).

1. ACQUISITION:

Total dollar value of contract proposal including all options: \$

Total estimated dollar value of subcontract possibilities: \$

Total Small Business Subcontracted dollars: \$

Total Large Business Subcontracted dollars: \$

2. GOALS:

Total dollars planned to be subcontracted to the following:

Small Business (SB): \$

Veteran Owned Small Business (VOSB): \$

Service Disabled Veteran Owned Small Business (SDVOSB): \$

HUBzone Small Business: \$

Small Disadvantage Business (SDB): \$

Women Owned Small Business (WOSB) \$

Historically Black College & Minority Owned Small Business \$

(HBCU & MI)

The percentage of the TOTAL SUBCONTRACT VALUE that the above dollar value represents:

Small Business (SB): %
 Veteran Owned Small Business (VOSB): %
 Service Disabled Veteran Owned Small Business (SDVOSB): %
 HUBzone Small Business: %
 Small Disadvantage Business (SDB): %
 Women Owned Small Business (WOSB) %
 Historically Black College & Minority Owned Small Business (HBCU & MI) %

Small Business/ Small Business Concern Representation:

What percent of the total contract value was recommended in the solicitation %

Yes No
 X Does the TOTAL Small Business Subcontracting Percentage meet the requirements of the solicitation? If no please provide an explanation.

Type Explanation,

3. DESCRIPTION OF PRODUCTS/SERVICES:

A description of ALL Supplies/Services to be subcontracted under this contract are as follows:

Supplies/Service Description	Business Name	Business Size		Estimated Dollar amount
		Small	Large	

If none provide explanation below:

Type here

4. DESCRIPTION OF THE METHOD USED TO DEVELOP SUBCONTRACTING GOALS FOR SB AND SB CONCERNS:

If none provide explanation below:

Type here

5. POTENTIAL SOURCES FOR SOLICITATION:

The method used to identify potential sources for solicitation is as follows:

Type here

If none provide explanation below:

Type here

6. INDIRECT COST:

Indirect and overhead costs ____HAVE / ____HAVE NOT been included in the subcontracting goals.

*If, **HAVE been** is selected provide a description of the method used to determine the proportionate share of indirect costs to be incurred with the Small Business Concern*

Type here

7. PROGRAM ADMINISTRATOR:

This individual is employed by our company and will be the administrator of our Subcontracting Program:

- Name:
- Title:
- Address:
- Telephone Number:
- E-Mail Address:

The Program Administrator's duties are as follows:

Type here

8. OPPURTUNITIES FOR SUBCONTRACTING:

The efforts that will be made to ensure that Small Businesses and Small Business Concerns have an equitable opportunity to compete for subcontracts are as follows:

The overall responsibility for the company's subcontracting program, i.e., developing, preparing, and executing subcontracting plans and monitoring performance relative to the requirements of those subcontracting plans and perform the following duties The Program Administrator's duties are as follows:

Yes	No*	Description
		(a) Develop and promote company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns; and assures that these concerns are included on the source lists for solicitations for products and services they are capable of providing
		(b) Develop and maintain bidder source lists of SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns from all possible sources
		(c) Ensures periodic rotation of potential subcontractors on bidder's lists
		(f) Ensures that SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB businesses are included on the bidders' list for every subcontract solicitation for products and services that they are capable of providing.
		(g) Ensures that Requests for Proposals (RFPs) are designed to permit the maximum practicable Participation of SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns
		(h) Reviews subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB participation
		(i) Accesses various sources for the identification of SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns to include the SBA's PRO-Net and SUB-Net Systems, (http://www.sba.gov), the National Minority Purchasing Council Vendor Information Service, the Office of Minority Business Data Center in the Department of Commerce, local small business and minority associations, contact with local chambers of commerce and Federal agencies' Small Business Offices
		(j) Establishes and maintains contract and subcontract award records
		(k) Participates in Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc
		(l) Ensures that SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns are made aware of Subcontracting opportunities and assisting concerns in preparing responsive bids to the Company
		(m) Conducts or arranges for the conduct of training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act, as amended.
		(n) Monitors the company's subcontracting program performance and makes any adjustments necessary to achieve the subcontract plan goals

- (o) Prepares and submits timely, required subcontract reports
- (p) Coordinates the company's activities during the conduct of compliance reviews by Federal agencies

Additional efforts are as follows:

Type here

**If no is selected please provide alpha-number and explanation below:*

Type here

9. STATEMENT OF FLOW DOWN:

Yes	No	Assertion:
		(a) Clause 52.219-8 Utilization of Small Business Concerns will be included in all subcontracts that offer further subcontracting opportunities.
		(b) All subcontractors (except small businesses) that receive subcontracts in excess of \$650,000 (\$1.5 Million for Construction) will be required to adopt a plan that complies with the requirements of the clause at 52.219-9 Small Business Subcontracting Plan.

If no is selected please provide alpha-number and explanation below:

Type here

10. ADDITIONAL COMPLIANCES:

Yes	No	Assertion:
		(a) Cooperate in any studies or surveys as may be required
		(b) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan
		(c) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (http://www.esrs.gov), following the instructions in the eSRS
		(d) The ISR shall be submitted semi-annually during contract performance for the periods ending March 31 and September 30. A report is also required for each contract within 30 days of contract completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the contracting officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period
		(e) The SSR shall be submitted as follows: For DoD and NASA, the report shall

be submitted semi-annually for the six months ending March 31 and the twelve months ending September 30. For civilian agencies, except NASA, it shall be submitted annually for the twelve-month period ending September 30. Reports are due 30 days after the close of each reporting period.

(f) Ensure that subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS

(g) Provide prime contract number and DUNS number, and the e-mail address of the offeror’s official responsible for acknowledging receipt of or rejecting the ISRs to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs

(h) Require that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, and the e-mail address of the subcontractor’s official responsible for acknowledging receipt of or rejecting the ISRs, to subcontractors with subcontracting plans

If no is selected please provide alpha-number and explanation below:

Type here

11. TYPES OF RECORDS THAT WILL BE MAINTAINED:

A description of the types of records that will be maintained concerning the procedures adopted to comply with the requirements and goals in the this plan, including establishing source lists; and a description of the our efforts to locate small businesses, and small business concerns and to award subcontracts to them are as follows:

Yes	No	Description
		(a). Establishing source lists; and a description of the offeror’s efforts to locate SB and SB Concerns and to award subcontracts to them
		(b). Establish, on a plant or division-wide basis, a master plan (see 19.701) that contains all the elements required by the clause at 52.219-9 , Small Business Subcontracting Plan, except goals. Master plans shall be effective for a 3-year period after approval by the contracting officer; however, it is incumbent upon contractors to maintain and update master plans. Changes required to update master plans are not effective until approved by the contracting officer. A master plan, when incorporated in an individual plan, shall apply to that contract throughout the life of the contract.
		(c)For multiyear contracts or contracts containing options, the cumulative value of the basic contract and all options is considered in determining whether a subcontracting plan is necessary (see 19.705-2(a)). If a plan is necessary and the offeror is submitting an individual contract plan, the plan shall contain all the elements required by paragraph (a) of this section and shall contain separate statements and goals for the basic contract and for each option
		(d) A commercial plan (as defined in 19.701) is the preferred type of subcontracting plan for contractors furnishing commercial items. Once a

contractor's commercial plan has been approved, the Government shall not require another subcontracting plan from the same contractor while the plan remains in effect, as long as the product or service being provided by the contractor continues to meet the definition of a commercial item.

(e) Submit the commercial plan to either the first contracting officer awarding a contract subject to the plan during the contractor's fiscal year, or, if the contractor has ongoing contracts with commercial plans, to the contracting officer responsible for the contract with the latest completion date. The contracting officer shall negotiate the commercial plan for the Government. The approved commercial plan shall remain in effect during the contractor's fiscal year for all Government contracts in effect during that period

(f) Submit a new commercial plan, 30 working days before the end of the Contractor's fiscal year, to the contracting officer responsible for the uncompleted Government contract with the latest completion date. The contractor must provide to each contracting officer responsible for an ongoing contract subject to the plan, the identity of the contracting officer that will be negotiating the new plan

(g) When the new commercial plan is approved, provide a copy of the approved plan to each contracting officer responsible for an ongoing contract that is subject to the plan

(h) Comply with the reporting requirements stated in paragraph (a) (10) of this section by submitting one SSR in eSRS, for all contracts covered by its commercial plan. This report will be acknowledged or rejected in eSRS by the contracting officer who approved the plan. The report shall be submitted within 30 days after the end of the Government's fiscal year

If no is selected please provide alpha-number and explanation below:

Type here

Preparer of the Subcontracting Plan	
Signature: _____	Date: (type here)
Name: (type here)	
Title: (type here)	
Telephone# (type here)	
Email Address: (type here)	