

INDIVIDUAL SMALL BUSINESS SUBCONTRACTING PLAN

COMPANY:

DIVISION:

ADDRESS:

CITY, STATE, ZIP

CAGE CODE:

SOLICITATION NUMBER: _____

ITEM DESCRIPTION: _____

MULTIPLE NSNs: YES NO (If yes provide an attached list of the NSNs)

BASIC QUANTITY _____ OPTION QTY _____

IF LTC: MAXIMUM ESTIMATED ANNUAL DEMAND _____ OPTION YR
MAX _____

PLAN PREPARED BY _____ DATE _____

PHONE _____

This company agrees to meet the principles of Public Law 95-507 and the Federal Procurement Regulations (FPRs) including the Federal Acquisition Regulation and to ensure that business practices conform to these regulations.

Small Business, Small Disadvantaged Business, Woman Owned Small Business, HUBZone Small Business, Veteran Owned Small Business and Service Disabled Veteran Owned Small Business shall have the maximum Practical Opportunity to participate in the subcontracts let by this company. Continual efforts will be made to locate small business sources and to utilize those sources. The company will make every

effort to make its employees aware of the small business program and regulations and to train buyers and provide them with the tools necessary to solicit small businesses.

To the best of my knowledge, the goals presented in this subcontracting plan represent the total subcontract opportunities and are current, complete and accurate. The company agrees to comply with the plan and to make a good faith effort to meet and exceed the specified goals.

Signed _____ Date _____

Title:

This plan has been reviewed and accepted by the Government

Signed _____ Date _____

Title:

I. GOALS AND PERCENTAGES - FAR 52.219-9(d)(1)/(2)

Total dollars to be subcontracted (all years - this contract) \$ _____

_____ % of total subcontract dollars to Small Business (including SB, SDB, WOSB, HUBZ, VOSB, SDVOSB)

BASIC QTY/YR

Total dollars to be subcontracted for the basic year \$ _____

Breakout of the total subcontract cost for this period is:

LARGE BUSINESS _____ % \$ _____

SMALL BUSINESS _____ % \$ _____

SMALL DISADVANTAGED BUSINESS _____ % \$ _____

WOMAN OWNED SMALL BUSINESS _____ % \$ _____

HUBZone SMALL BUSINESS _____ % \$ _____

VETERAN OWNED SMALL BUSINESS _____ % \$ _____

SERVICE DISABLED VET OWNED SB _____ % \$ _____

OPTION QTY/YRS The following applies to ____ all options on a per year basis

____ 1st option only - see attachment for other option years

Total dollars to be subcontracted per option year \$ _____

Breakout of the total subcontract cost for this period is:

LARGE BUSINESS _____ % \$ _____

SMALL BUSINESS _____ % \$ _____

SMALL DISADVANTAGED BUSINESS _____ % \$ _____

WOMAN OWNED SMALL BUSINESS _____ % \$ _____

HUBZone SMALL BUSINESS _____ % \$ _____

VETERAN OWNED SMALL BUSINESS _____ % \$ _____

SERVICE DISABLED VET OWNED SB _____ % \$ _____

II. PRINCIPLE TYPES OF SUPPLIES AND SERVICES TO BE SUBCONTRACTED - FAR 52.219-9(d)(3)

The following types of materials will be procured from

SMALL BUSINESS _____

SMALL DISADVANTAGED BUSINESS

WOMAN OWNED SMALL BUSINESS

HUBZone SMALL BUSINESS

VETERAN OWNED SMALL BUSINESS _____ -

SERVICE DISABLED VETERAN OWNED SMALL
BUSINESS _____

LARGE
BUSINESS _____

III. A DESCRIPTION OF THE METHOD USED TO DEVELOP THE SUBCONTRACTING GOALS - far 52.219-9(d)(4)

IV. A DESCRIPTION OF THE METHOD USED TO IDENTIFY POTENTIAL SOURCES FOR SOLICITATION PURPOSES - FAR 52.219-9(d)(5) The following sources are utilized to identify potential sources:

- a. Prior procurement records/ source lists
- b. Existing company mailing lists
- c. SBA Dynamic Small Business Search
- d. Try Us - National Minority Business Directory
- e. National Directory of Women Owned Businesses
- f. Synopsis of requirements
- g. Outreach programs, trade fairs
- h. _____
- i. _____
- j. _____

V. INDIRECT COSTS ____ ARE / ____ ARE NOT INCLUDED IN THE GOALS. - FAR 52.219-9(d)(6)

(If indirect costs are included in the goals, provide explanation as to how the percentage of indirect costs was determined)

**VI. INDIVIDUAL EMPLOYED BY THE OFFEROR TO ADMINISTER THE
SUBCONTRACTING PROGRAM AND DUTIES - FAR 52.219-9(d)(7)**

Name _____ Phone _____

LOCATION: _____

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Duties of the Administrator include:

- a. Development and Monitoring of the Subcontracting Program
- b. Record-keeping
- c. Submittal of the SF294 and SF295 as required
- d. Issuance of policy memorandums and internal operating instructions relative to subcontracting
- e. Training of employees/buyers
- f. Development and maintenance of source lists
- g. Outreach efforts
- h. Attendance at conferences and business fairs
- i. Provide assistance and counsel to SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns regarding subcontracting opportunities and procurement procedures.
- j. Assurance that SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns are given consideration in make-or-buy decisions.
- k. _____
- l. _____
- m. _____

**VII. A DESCRIPTION OF THE EFFORTS THE OFFEROR WILL MAKE TO ASSURE
EQUITABLE OPPORTUNITY - FAR 52.219-9(d)(8)**

The offeror will make every effort to assure fair and equitable opportunity for SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns by doing the following:

- a. Examine each acquisition to determine the extent of subcontracting opportunities.
- b. Divide proposed acquisition of supplies and services, into quantities not less than economic production runs, so as to permit bidding on economic quantities less than the total requirement.
- c. Provide adequate and timely consideration of the potentialities of SB, SDB, WOSB, HUBZone, SDVOSB and VOSB concerns.
- d. Allow maximum practicable time for bidding.
- e. Establish delivery schedules that will encourage small business participation.
- f. Provide technical assistance as necessary to small business concerns.
- g. Make drawings and specifications available to small business concerns.
- h. Use competition restricted to SB, SDB, WOSB, HUBZone, SDVOSB and VOSB concerns.
- i. _____

- j. _____

- k. _____

VIII. FLOWDOWN - FAR 52.219-9(d)(9)

The company agrees to include the FAR Clause 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities and to require all subcontractors (except small business concerns) who receive subcontracts in excess of \$550,000 to adopt a plan in compliance with FAR clause 52.219-9.

X. SUBMITTAL OF FORMS - 52.219-9(d)(10)

The company agrees to cooperate in any studies or surveys as may be required to assure compliance. The offeror also agrees to submit periodic reports so that the Government can determine the extent of compliance by the offeror, and to submit the Individual Subcontract Report (ISR) and/or the Summary Subcontract Report (SSR) via <http://www.esrs.gov>. The reports shall provide information on subcontract awards to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business concerns, and Historically Black Colleges and Universities and Minority Institutions. Also the company ensures that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS.

XI. RECORDS TO BE MAINTAINED - 52.219-9(d)(11)

The company agrees to maintain the following records:

- a. Procedures that have been adopted to comply with this plan
- b. Records reflecting efforts to locate sources of supply and award to them
- c. Vendor lists indicating vendor size and status
- d. Organizations contacted in an attempt to locate sources
- e. Records on each subcontract solicitation resulting in an award of more than \$100,000 indicating whether SB, SDB, WOSB, HUBZone, SDVOSB and VOSB concerns were solicited and if not, why not.
- f. Records of any outreach efforts such as participation in any trade associations, business development organizations, trade fairs and conferences, workshops, seminars etc.
- g. On a contract by contract basis, records to support award data submitted by the offeror to the Government.

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