

## **SAMPLE SUBCONTRACTING PLAN**

SMALL BUSINESS, VETERAN-OWNED SMALL BUSINESS, SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS, HUBZONE SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOLICITATION OR CONTRACT NUMBER: \_\_\_\_\_

ITEM/SERVICE: \_\_\_\_\_

The following, together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507 as implemented by OFPP Policy Letter 80-2 and detailed in current version of FAR 52.219-9.

1. (a) The following percentage goals (expressed in terms of a percentage of total planned subcontracting dollars) are applicable to the contract cited above or to the contract awarded under the solicitation cited.

NOTE: If the solicitation contains options, the contractor must provide separate statements and goals for all option quantities and or years to comply with FAR 19.704(c).

(i) Small Business concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns.

(ii) Veteran-Owned small business: : \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are veteran-owned small business concerns. This percentage is included in the percentage shown under 1.(a)(i) above, as a subset.

(iii) Service-Disabled Veteran-Owned small business: : \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are service-disabled veteran-owned small business concerns. This percentage is included in the percentage shown under 1.(a)(i) above, as a subset.

(iv) HUBZone small business concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are HUBZone small business concerns. This percentage is included in the percentage shown under 1.(a)(i) above, as a subset.

(v) Small Disadvantaged Business Concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals. This percentage is included in the percentage shown under 1.(a)(i), above, as a subset.

(vi) Women-owned small Business Concerns: \_\_\_\_\_% of total planned subcontracting dollars under this contract will go to subcontractors who are women-owned small business concerns. This percentage is included in the percentage shown under 1.(a)(i) above, as a subset.

(b) The following dollar values correspond to the percentage goals shown in (a) above.

(i) Total dollars planned to be subcontracted to small business concerns: \$\_\_\_\_\_.

(ii) Total dollars planned to be subcontracted to veteran-owned small business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1.(b)(i), above, as a subset.

(iii) Total dollars planned to be subcontracted to service-disabled veteran-owned small business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1.(b)(i), above, as a subset.

(iv) Total dollars planned to be subcontracted to HUBZone small business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1.(b)(i), above, as a subset.

(iv) Total dollars planned to be subcontracted to small disadvantaged business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1. (b)(i), above, as a subset.

(iv) Total dollars planned to be subcontracted to women-owned small business concerns: \$\_\_\_\_\_. This dollar amount is included in the amount shown under 1.(b)(i) above as a subset.

(c) The total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract is \$\_\_\_\_\_.

(d) The following principal products and/or services will be subcontracted under this contract, and the distribution among small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business and women-owned small business concerns is as follows: (Ref. FAR Clause 52.219-9(3)). Products/services planned to be subcontracted to small business concerns are identified by;\* To small disadvantaged business concerns, by \*\*; To HUBZone small business, by ###; and to women-owned business concerns by XXXX.

PRODUCT/SERVICE SOURCE VALUE

---

---

---

---

(ATTACHMENT MAY BE USED IF ADDITIONAL SPACE IS REQUIRED)

(e) The following method was used in developing subcontract goals

(i.e.: Statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns were determined, and, how small business, veteran-owned small business, service-disabled small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns' capabilities were determined, to include identification of source lists utilized in making those determinations).

---

---

---

---

(f) Indirect and overhead costs (check one below):

\_\_\_\_\_ have been \_\_\_\_\_ have not been included in the goals specified in 1(a) and 1(b).

(g) If "have been" is checked, explain the method used in determining the proportionate share of indirect and overhead cost to be allocated as subcontracts to small business concerns and small disadvantaged business concerns.

---

---

---

---

2. The following individual will administer the subcontracting program:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

This individual's specific duties, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for this company's Small Business Program, the development, preparation and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including but not limited to:

(a) Developing and maintaining offerors lists of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns from all possible sources.

- 
- (b) Ensuring that procurement packages are structured to permit small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns to participate to maximum extent possible.
  - (c) Assuring inclusion of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all solicitations for products or services, which they are capable of providing.
  - (d) Reviewing solicitations to remove statements, clauses, etc, which may tend to restrict or prohibit small business, veteran-owned small business, service-disabled small business, HUBZone small business, small disadvantaged business, and women-owned small business participation.
  - (e) Ensuring periodic rotation of potential subcontractors on bidders lists.
  - (f) Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small business, veteran-owned small business, service-disabled small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.
  - (g) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
  - (h) Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
  - (i) Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of Public Law. 95-507.
  - (j) Monitoring attainment of proposed goals.
  - (k) Preparing and submitting periodic subcontracting reports required.
  - (l) Coordinating contractor's activities during the conduct of compliance reviews by Federal Agencies.
  - (m) Coordinating the conduct of contractor's activities involving its small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business, subcontracting program.

(n) Additions to (or deletions from) the duties specified above are as follows:

---

---

---

---

---

3. The following efforts will be taken to assure that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns will have an equitable opportunity to compete for subcontracts:

(a) Outreach efforts will be made as follows:

(i) Contacts with minority and small business trade associations

(ii) Contacts with business development organizations

(iii) Attendance at small and minority business procurement conferences and trade fairs.

(iv) Sources will be requested from SBA's PRO-Net system ([www.sba.gov](http://www.sba.gov)).

(b) The following internal efforts will be made to guide and encourage buyers:

(i) Workshops, seminars and training programs will be conducted

(ii) Activities will be monitored to evaluate compliance with this subcontracting plan.

(c) Small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concern source lists, guides and other data identifying these categories of small businesses will be maintained and utilized by buyers in soliciting subcontracts.

(d) Additions to (or deletions from) the above listed efforts are as follows:

---

---

---

---

---

4. The offeror (subcontractor) agrees that the clause at 52.219-8, entitled Utilization of Small Business Concerns and Small Business Concerns, will be included in all subcontracts which offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns), that receive subcontracts in excess of \$550,000, (\$1,000,000 for construction) to adopt a plan that complies with the requirements of the clause at 52.219-9 entitled Small Business Subcontracting Plan. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged, and women-owned small business subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or as time and availability of funds permit, periodic visits to subcontractors facilities to review applicable records and subcontracting program progress.

5. The offeror (subcontractor) agrees to cooperate in any studies or surveys as may be required and to submit the Individual Subcontract Report (ISR) and Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>) following the instructions in the eSRS. The offeror (subcontractor) agrees to ensure that its lower-tier subcontractors that are required to submit the ISR and/or the SSR using the eSRS do so.. The Subcontractor agrees to provide its prime contract number, its DUNS number, and the e-mail address of the Contractor official responsible for acknowledging or rejecting reports to all its lower-tier Subcontractors that are required to have a Small Business Plan.

6. The offeror (subcontractor) agrees to maintain at least the following types of records to document compliance with the subcontracting plan::

(a) Small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concern source lists, guides and other data identifying SB/HUB Zone/SDB/WOSB concern vendors.

(b) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women owned small business concerns.

(c) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether veteran-owned small business and service-disabled 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) reasons for the failure of solicited small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns to receive the subcontract award.

(d) Records to support other outreach efforts: Contacts with Minority and Small Business Trade Associations, etc. Attendance at small and minority business procurement conferences and trade fairs.

(e) Records to support internal activities to guide and encourage buyers: Workshops, Seminars, training programs, etc. Monitoring activities to evaluate compliance.

(f) On a contract-by-contract basis, records to support subcontract award data to include name and address and business size of subcontractor.

Nothing follows on this page

(g) Records to be maintained in addition to the above are as follows:

---

---

---

---

---

SIGNED: \_\_\_\_\_

TYPE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

\_\_\_\_\_ Date

PRINCETON UNIVERSITY  
PLASMA PHYSICS LABORATORY  
DIRECTOR OF PROCUREMENT

NOTE TO DIRECTOR: Upon incorporation of a plan into the Subcontract indicate herein the estimated dollar value of Subcontract

\$\_\_\_\_\_.

Revised: May 2011