

Sample Small Business, Small Disadvantaged Business and Women-Owned Business Subcontracting Plan Format.

(Note to offerors: The contract will include options, the information requested in Item 1 must be provided separately for the base period and for each option period).

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.

1. (a) The following goals (expressed as percentage of total planned subcontract dollars) will be applicable to any contract awarded as a result of this solicitation.

(i) Total dollars planned to be subcontracted to both large and small business under this contract: \$ _____

Goal Description	Offeror Proposed Percentage	Dollars
(ii) Small Business (SB): Percent of total planned Subcontracting dollars, which will go to subcontractors which are small business concerns. Total dollars planned to be subcontracted to small business.	_____%	\$ _____

(iii) Small Disadvantaged Business (SDB) Concerns: Percent of total planned subcontracting dollars under this contract which will go to subcontractors which are small business concerns owned and controlled by socially and economically disadvantaged individuals. Total dollars planned to be subcontracted to SDB's.	_____%	\$ _____
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Goal Description	Offeror Proposed Percentage	Dollars
(iv) Women-Owned Small Business (WOSB): Percent of total planned subcontracting dollars which will go to subcontractors which are women-owned small business concerns. Total dollars planned to be subcontracted to WOSB.	_____ %	\$ _____
(v) HUBZone Small Business (Hub): Percent of total planned subcontracting dollars which will go to subcontractors which are located in a designated Hub. Total dollars planned to be subcontracted in Hub areas.	_____ %	\$ _____

(b) All principal products and or services expected to be subcontracted under this contract are listed below. Those items planned or with potential for award to small disadvantaged businesses are so indicated

Subcontracted products and services : Type of Business to Utilized, Check Block

	SB	SDB	WOSB	Hub	Other
_____ :	[]	[]	[]	[]	[]
_____ :	[]	[]	[]	[]	[]
_____ :	[]	[]	[]	[]	[]
_____ :	[]	[]	[]	[]	[]

(c) The following method was used in developing subcontract goals (e.g. what source lists were used and what organizations were or will be contacted to obtain SB, SDB, WOSB, or Hub sources).

(d) Indirect and overhead costs (check one): [] have been, [] have not been, included in the goals specified in 1(a)(ii) through (v) above. If, "have been" is checked, explain the method used in determining the proportionate share of indirect and overhead costs to be incurred with SB, SDB, WOSB, and Hub subcontractors. If "have not been" is checked, explain why products or services included in the overhead and indirect cost base cannot be subcontracted to SB or SDB.

2. The following individual will administer the subcontracting program:

Name: _____

Title: _____

Address: _____

Telephone: _____

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

General overall responsibilities for review, monitoring, and execution of the plan including, but not limited to:

- (a) Obtaining SB and SDB sources from all applicable agencies such as SBA.
- (b) Assuring inclusion of SB, SDB, WOSB, and Hub firms in all solicitation where appropriate.
- (c) Attending or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of Public Law 95-507.
- (d) Monitoring attainment of proposed goals.
- (e) Reviewing solicitations to remove statements, clauses, etc., which may tend to prohibit SB, SDB, WOSB, and Hub participation.
- (f) Additions to (or deletions from) the duties specified above are as follows:

3. The following efforts will be taken to assure that SB and SDB, WOSB and Hub concerns will have an equitable opportunity to compete for subcontracts:

- (a) Outreach efforts will be made as follows:

(i) Contact with minority and small business trade associations. Name at least Three:

(ii) Contact with business development organizations. Name at least two:

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

(b) The following internal efforts will make a 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) SB, SDB, WOSB, and Hub business source lists, guides and other data identifying small and disadvantaged business vendors 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 agrees that the FAR Clause 52.219-08 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns, will be included in all subcontracts which offer further subcontracting opportunities, and that all subcontractors, except small business concerns, who receive subcontracts in

excess of \$500,000 (or \$1,000,000 in the case of a contract for the construction of any public facility) will be required to adopt and comply with a subcontracting plan similar to this one.

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, small disadvantaged, woman-owned and HUBZone 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 of subcontractors facilities or review applicable records and subcontracting program progress.

5. The offeror agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the offeror with the subcontracting plan.
6. The offeror agrees to maintain at least the following types of records to document compliance with this subcontracting plan:
 - (a) SB, SDB, WOSB, and Hub business source lists, guides and other data identifying SB/SDB vendors.
 - (b) Organizations contracted for SB, SDB, WOSB and Hub business sources.
 - (c) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 indicating on each solicitation (1) whether small business was solicited, and if not, why not; (2) whether small disadvantaged business was solicited, and if not, why not; (3) whether HUBZone business was solicited, and if not, why not; and (4) reasons for the failure of solicited SB, SDB, WOSB or Hub business to received the subcontract award.
 - (d) Records to support other outreach efforts: Contact 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 award data submitted to the Government to include name and address of subcontractor.

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

Signed: _____

Typed Name: _____

Title: _____

Date: _____