SAMPLE
Small Business Subcontracting Plan

ALL of the following information, submitted in a similar format, shall constitute an acceptable subcontracting plan.

A. CONTRACTOR: _____

Type of Plan: Individual ___ Master ___ Commercial ____
RFQ #: _____
Period of Performance: _____
Total Contract Amount: $_____
Total Subcontract Amount: $_____ %____ of Total Contract Amount

B. GOALS

Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of:

- Small Business;
- Veteran-Owned Small Business (VOSB);
- Service-Disabled Veteran-Owned Small Business (SDVOSB);
- HUBZone small business;
- Small Disadvantaged Business (SDB); and
- Women-Owned Small Business (WOSB) concerns as subcontractors.

The Contractor shall include all subcontracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs. See example below of how this information should be presented.

A statement of total dollars planned to be subcontracted:

- for an individual contract plan; or the Contractor's total projected sales, expressed in dollars; and the total value of projected subcontracts to support the sales for a commercial plan;
- to SB concerns;
- to VOSB concerns;
- to SDVOSB;
- HUBZone small business concerns;
- to SDB concerns; and
- to WOSB concerns.

A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting:

- SB concerns;
- VOSB concerns;
- SDVOSB concerns;
- HUBZone small business concerns: and
    - SDB concerns, and
    - WOSB concerns.

A description of the method used to develop the subcontracting goals in Paragraph D of the FAR 52.219-8 clause.

A description of the method used to identify potential sources for solicitation purposes (*e.g.*, existing company source lists, the Central Contractor Registration (CCR), formerly known as the Pro-Net of the Small Business Administration (SBA); veterans service organizations; the National Minority Purchasing Council Vendor Information Service; the Research and Information Division of the Minority Business Development Agency in the Department of Commerce; or small, HUBZone; SDB and WOSB trade associations). A firm may rely on the information contained in PRO-Net as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, VOSB; small, SDVOSB; small, HUBZone; small, SDB; and WOSB source list. Use of CCR (PRO-Net) as its source list does not relieve a firm of its responsibilities (*e.g.*, outreach, assistance, counseling, or publicizing subcontracting opportunities) of the FAR clause.

A statement as to whether or not the Contractor included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with:

- SB concerns;
- VOSB concerns;
- SDVOSB concerns;
- HUBZone small business concerns;
    - SDB concerns; and
    - WOSB concerns.

PROPOSED GOALS:

TOTAL SUBCONTRACT AMOUNT	$ _____	

AWARDS TO:

SMALL BUSINESSES	$ _____	%
SMALL DISADVANTAGED BUSINESS	$ _____	%
WOMAN-OWNED SMALL BUSINESS	$ _____	%
HUB-ZONE SMALL BUSINESS	$ _____	%
VETERAN-OWNED SMALL BUSINESS	$ _____	%
SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS	$ _____	%

C. SUBCONTRACTING PROGRAM ADMINISTRATOR

The name of the individual employed by the Contractor who will administer the Contractor's subcontracting program, address, phone number, and a description of the duties of the individual. See below for an example of how this information should be presented.

A description of the efforts the Contractor will make to assure that SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns have an equitable opportunity to compete for subcontracts.

NAME OF INDIVIDUAL TO ADMINISTER PLAN:
ADDRESS:
CITY, STATE, ZIP:
PHONE:
DESCRIPTION OF DUTIES:

D. FLOWDOWN CLAUSES

Assurances that the Contractor will include the FAR 52.219-8 clause entitled "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the Contractor will require all subcontractors (except SB concerns) that receive subcontracts in excess of $500K ($1 million for construction of any public facility) to adopt a plan similar to the plan that complies with the requirements of the FAR clause.

E. REPORTS

Assurances that the Contractor will:

- cooperate in any studies or surveys as may be required;
- submit periodic reports so that the government can determine the extent of compliance by the Contractor with the subcontracting plan;
- submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Subcontract Report, in accordance with the paragraph (j) of the FAR 52.219-8 clause. The reports shall provide information on subcontract awards to SB concerns, VOSB concerns, SDVOSB concerns, HUBZone small business concerns, SDB concerns, WOSB concerns, and *Historically Black Colleges and* Universities and Minority Institutions. Reporting shall be in accordance with the instructions on the forms or as provided in agency regulations; and
- ensure that its subcontractors agree to submit SF 294 and SF 295.

F. MAINTAIN RECORDS

A description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the Contractor's efforts to locate SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

- Source lists (e.g., CCR), guides, and other data that identify SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns.

- Organizations contacted in an attempt to locate sources that are SB, VOSB, SDVOSB, HUBZone small business, SDB, or WOSB concerns.

- Records on each subcontract solicitation resulting in an award of more than $100K indicating:

  - whether SB concerns were solicited and if not, why not;
  - whether VOSB concerns were solicited and, if not, why not;
  - whether SDVOSB concerns were solicited and, if not, why not;
  - whether HUBZone small business concerns were solicited and, if not, why not;
  - whether SDB concerns were solicited and if not, why not;
  - whether WOSB concerns were solicited and if not, why not; and
  - if applicable, the reason award was not made to a SB concern.

- Records of any outreach efforts to contact:

  - trade associations;
  - business development organizations;
  - conferences and trade fairs to locate small, HUBZone small, SD, and WOSB sources; and
  - veterans service organizations.

- Records of internal guidance and encouragement provided to Sandia Contracting Representatives (SCRs) through:

  - workshops, seminars, training, etc., and
  - monitoring performance to evaluate compliance with the program's requirements.

- On a contract-by-contract basis, records to support award data submitted by the Contractor to the government, including the name, address, and business size of

each subcontractor. Contractors having commercial plans need not comply with this requirement.

G. OUTREACH EFFORTS

In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

- Assist SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

- Provide adequate and timely consideration of the potentialities of SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns in all "make-or-buy" decisions.

- Counsel and discuss subcontracting opportunities with representatives of SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB firms.

- Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, VOSB, HUBZone small, SDB or WOSB for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.

Definitions:

Commercial Item - means a product or service that satisfies the definition of commercial item in section 2.101 of the Federal Acquisition Regulation.

Commercial Plan - means a subcontracting plan (including goals) that covers the Contractor'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). The plan shall be valid for one year from the date of acceptance of the contract.

- A commercial plan is the preferred type of subcontracting plan for Contractors furnishing commercial items. The commercial plan shall relate to the Contractor's planned subcontracting generally, for both commercial and government business, rather than solely to the government contract. Commercial plans are also preferred for subcontractors that provide commercial items under a prime contract, whether or not the prime Contractor is supplying a commercial item.

- Prior compliance of the Contractor with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the Contractor for award of the contract.

- The failure of the Contractor or subcontractor to comply in good faith with the FAR 52.219-8 clause of the contract entitled "Utilization of Small Business Concerns;" or an approved plan required by the FAR clauses, shall be a material breach of the contract.

Individual Contract 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 Contractor'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. The plan shall be valid for one year from the date of acceptance of the contract.

Master Plan -

A master plan on a plant- or division-wide basis that contains all the elements listed above, except goals, may be incorporated by reference as a part of the subcontracting plan required of the Contractor by the FAR clause; provided:

- The master plan has been approved;
- The Contractor ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Contracting Officer; and
- Goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

Subcontract – (in this context) means any agreement entered into by Sandia's subcontractors and their subcontractors calling for supplies or services required for performance of the contract or subcontract.

Standard Form 294 - Subcontracting Report for Individual Contracts. This report shall be submitted to the SCR semiannually and at contract completion. The report covers subcontract award data related to this contract. This report is not required for commercial plans.

The Contractor, upon request by the SCR, shall submit and negotiate a subcontracting plan, where applicable, that separately addresses subcontracting with SB concerns, VOSB, SDVOSB, HUBZone small business concerns, SDB, and with WOSB concerns. If the Contractor is submitting an individual contract plan, the plan must separately address subcontracting with SB, VOSB, SDVOSB, HUBZone small business, SDB, and WOSB concerns with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract.

The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the Contractor ineligible for award of a contract.