Small Business Participation Commitment Document (SBPCD)

All Offerors (both other than small businesses and small businesses) shall submit a Small Business Participation Commitment Document (SBPCD) as outlined below and provide substantiating documentation to demonstrate how the Offeror will meet the objective for the Government to use Small Business Concerns to the maximum extent practicable. The information that you provide will be used to evaluate your proposed participation/commitment to use U.S. small businesses in the performance of this acquisition (as a small business prime, joint venture, teaming arrangement, and/or small business subcontractors) relative to the objectives set forth in the solicitation and this SBPCD. The SBPCD requirements will be incorporated into the base contract vehicle as binding commitments and are considered enforceable contractual requirements.

1. **Prime Offeror's Size**: Identify the applicable size and applicable socioeconomic categories for the PRIME offeror only when submitting your proposed SBPCD. Include this information within the initial section of the proposed SBPCD and check all applicable boxes:

   <u>Prime Offeror's Size</u>:
   { } Other than Small Business
   or
   { } Small Business also categorized as a
   - { } Small Disadvantaged Business (SDB)
   - { } Woman-Owned Small Business (WOSB)
   - { } Historically Underutilized Business Zone (HUBZone) Small Business
   - { } Veteran Owned Small Business (VOSB)
   - { } Service Disabled Veteran Owned Small Business (SDVOSB)

2. Pursuant to FAR Part 19, the Government's objective is that Small Business Concerns (SBC) are used to the maximum extent practicable in your proposed approach to satisfy the requirements of this solicitation for the entire performance period. The Offeror shall identify SBCs that are to be used in their proposed approach to satisfy the requirements.

   a) Identify in the below chart the SBCs by company name and CAGE code, business category(ies), description of products or services, specific SOW/PWS reference number, NAICS code to be provided by each SBC and the nature of the commitment with the SBC (i.e., letter of commitment, joint ventures, mentor protégé agreements, others). Small business Primes and small business subcontractors that qualify as small businesses in multiple small business categories shall be listed in each applicable small business category. Offerors may add additional rows to this table to provide a complete listing of companies. All Small Businesses submitted as part of the Small Business Concerns will be verified to ensure they are a small business. The Government will use websites or

databases such as, the Dynamic Small Business Search (DSBS) or Sam.gov to verify small business status.

Small Business Concerns Table

Company Name *(including CAGE code)*	**Small Business Category(ies)** *(SB, SDB, WOSB, Hubzone, VOSB, SDVOSB)*	**Product(s)/Service(s) to be Provided, including type & variety of work**	**SOW/PWS Reference Number**	**NAICS Code** (NAICS code assigned to subcontractor)	**Nature of Commitment**

Note: Pursuant to Sections 8(d) of the Small Business Act, a business is considered small for Government procurements if it does not exceed the size standard for the NAICS code that the prime contractor believes best describes the product or services being acquired. In other words, the size of the prime's suppliers is determined by the applicable NAICS code of their joint venture, teaming partner, or subcontract, which may or may not be the same NAICS code as the one for your prime contract with the Government.

b) Describe and explain the substantive commitment to use small businesses firms as described above in 2(a) (e.g., what types of commitments, if any, are in place for this specific acquisition – such as small business prime, teaming agreements, written contract, verbal, enforceable, non-enforceable, joint venturing, mentor protégé, etc). Offerors that have enforceable agreements between the prime and small businesses shall provide fully executed copies of the agreements (i.e. the entire agreement and not just first and last pages). An enforceable (binding) commitment is defined as a written and signed agreement (by both parties) that details that all parties have agreed to a business relationship for this procurement. This document shall be clear that both parties have defined and agreed to the extent of the relationship to include the type or types of work the subcontractors/partners shall perform. The agreement shall be specific in nature. Binding commitments will become enforceable/contractual requirements. Copies of such agreements will not count against your page limitation for this volume.

3. <u>Participation percentage of small businesses</u>:

a) Using the Small Business Participation table/format below, the Offeror shall fill in the Offeror's proposed participation total dollar value and percentage of participation of the total contract ceiling to be performed by each type of business category listed in the table.

Note: The Offeror shall provide an explanation and documentation to support small business participation percentages. Binding commitments shall become enforceable, contractual requirements.

b) The percentage of work performed by small businesses that qualify in multiple small business categories may be counted in each category.

Total Contract Ceiling ***$Fill in total***

Small Business Participation Table
(*Including Small Business prime offeror's participation)*

Business Category	Dollar Value	% of Total Contract Value
Total Contract Ceiling	$	100 %
Total Contract Ceiling -- Prime Offeror (If you are a small business Offeror, you receive credit for participation as a prime contractor.)	$	%
Total Contract Ceiling -- Other than Small Business	$	%
Total Contract Ceiling -- Small Business	$	%
Small Disadvantaged Business	$	%
Woman-Owned Small Business	$	%
HUBZone Small Business	$	%
Veteran-Owned Small Business	$	%
Service-Disabled Veteran-Owned Small Business	$	%

All supporting documentation is excluded from the page count. Supporting documents will not be incorporated into any resulting contract.

4. The Offeror shall submit past performance information to demonstrate that it complied with the requirements of FAR 52.219-8, Utilization of Small Business Concerns, for relevant contracts within the past five years. If the past performance provided required submission of a Small Business Participation Plan or other small business participation/utilization document, then the Offeror shall include the extent to which small business performance objectives/requirements were met for those contracts. Copies of contractual reports may be submitted to validate compliance with requirements of FAR 52.219-8. Copies of contractual reports may include, but are not limited to, data from the Electronic Subcontracting Reporting System such as Summary Subcontracting Reports (SSR)/ Individual Subcontracting Report (ISR), Electronic Data Access (EDA) vouchers, Wide Area Workflow (WAWF) reports etc. If minimum quantitative requirements and/or goals were not met in the past, then an explanation shall be provided. Small Business Offerors without past performance contracts that utilized small businesses shall explain why small businesses were not used in past contracts. All supporting documentation is excluded from the page count.

5. Small Business Subcontracting Plan: Only Other Than Small Businesses (OTSB) shall provide a separate Small Business Subcontracting Plan that contains all of the elements required by FAR 52.219-9. The Small Business Subcontracting Plan shall be submitted separately from the information above that both OTSB and small businesses are required to submit. The plan, at a minimum shall address the elements set forth in FAR Clause 52.219-

9(d)(1) through (15). Subcontracting Plans shall reflect and be consistent with the commitments offered in the SBPCD. OTSB Firms shall submit acceptable subcontracting plans to be eligible for award. Subcontracting plans will only be reviewed for acceptability for those Offerors deemed to be apparent awardees. The Small Business Subcontracting Plan will be incorporated into any resultant contract and is excluded from the small business page count limit.

6. The work to be performed directly by a small business prime offeror shall be evaluated as Small Business Participation. Small business prime Offerors shall include their information in the above requested paragraphs and in the solicitation Section L - Instructions to Offerors, as required.

7. The SBPCD, which is an enforceable contractual requirement, shall require periodic progress reporting to facilitate government monitoring in the event of an award. The Offeror shall propose annual reporting of the requirements in paragraphs 1-3 above (contractor format acceptable) in accordance with Contract Data Requirements List (CDRL) A001, Small Business Utilization Report (DI-MGMT-82041B).