ATTACHMENT E
HISTORICAL SMALL BUSINESS UTILIZATION
N40085-26-R-0161

This form is to be completed by **ALL** offerors (both large **AND** small businesses) in order to provide supporting information for the evaluation of Factor 5, Small Business Utilization and Participation. **Attachment E** documents the offeror's historical small business utilization and achievements for each project submitted under Factor 1, Corporate Experience. **Round all percentages to the nearest tenth of a percent (i.e., include only 1 number after the decimal point)**.

Information provided in a different format and/or on a form created by the offeror will not be evaluated. Attachments or addendums to **Attachment E** will not be evaluated. Only complete **Attachment E**. Offerors are permitted to expand portions of the form, as needed, to provide sufficient response.

INSTRUCTIONS FOR COMPLETING ATTACHMENT E:

- Complete the "PROJECT DETAILS" section for each Project submitted under Factor 1, Corporate Experience.
  - Include contract or task order number; project title; the offeror's business size; whether the contract was performed as a prime, subcontractor, or JV member; and whether a subcontracting plan was required.
- Complete the "ACTUAL" column (required for all projects regardless of whether goals were established)
  - Enter dollar values actually subcontracted for each of the categories listed.
  - Provide actual percentages calculated as a percentage of total subcontract value, unless goals were calculated as a percentage of total contract value.
- Complete the "GOAL" column - Enter goals, if applicable.
  - If the project was a task order and no goals were established at the task order level, only complete the "ACTUAL" column. Goals for the overarching IDIQ contract should not be included in the "GOAL" column for task orders.
  - Goals shall be included for standalone contracts when established.
  - Goals can be entered as a percentage of total subcontract value or total contract value based on how the goals were established in the contract award.
- If goals were not established for the project submitted, or if goals were not established for a specific socioeconomic category, check N/A where applicable. The N/A block does not apply to the "ACTUAL" column, as actual subcontracted values are required for **ALL** projects, regardless of whether goals were established.
- If a goal was unmet for a Project, complete the section below titled "TO BE COMPLETED AS REQUIRED" under item #1.
  - Explanation is required for each unmet goal.
  - Item #1 is to be completed for each Project with unmet goal(s).
- If a Project has no small business subcontracting achievement (i.e.: $0 subcontracting in (d)), complete the "TO BE COMPLETED AS REQUIRED" under item #2.
  - Item #2 is to be addressed for each Project with no small business subcontracting achievement.
- Enter zeroes (0) where applicable.

DEFINITION OF TERMS IN ATTACHMENT E:

- Total Project Dollar Value: the total contract or task order value; this is the actual value of the contract or task order, rather than a "Not To Exceed" dollar value on an IDIQ type contract.
- Total Self-Performed Value: the contract or task order dollar amount performed by the prime contractor, subcontractor or JV.
- Total Subcontract Value: the dollar amount of the contract or task order performed by subcontractors.

PROJECT DETAILS: Project #1 Contract/Project Number/Task Order Number:_____ Project Title: _____ Offeror Size: Large Business ☐ Small Business ☐ Performed as: Prime Contractor ☐ Subcontractor ☐ JV Member ☐ Subcontracting Plan Required: ☐ Yes ☐ No	**ACTUAL**		**GOAL** (if applicable)		
(a) Total Project Dollar Value: $_____ (b) Total Self-Performed Value: $_____ (c) Total Subcontracted Value: $_____	Whole Dollars	Percent of line (a) or (c)	Whole Dollars	Percent of line (a) or (c)	N/A
SUBCONTRACTING BREAKDOWN:					
(d) Small Business Concerns (Includes overall SB subcontracting and subcontracting values from f-j below)	$	%	$	%	☐
(e) Large Business Concerns	$	%	$	%	☐
(f) Small Disadvantaged Business Concerns (SDB)	$	%	$	%	☐
(g) Women-Owned Small Business Concerns (WOSB)	$	%	$	%	☐
(h) HUBZone Small Business Concerns	$	%	$	%	☐
(i) Veteran-Owned Small Business Concerns (VOSB)	$	%	$	%	☐

(j) Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)	$ _____	_____ %	$ _____	_____ %	☐

TO BE COMPLETED AS REQUIRED:

1. Provide an explanation for each unmet goal. Simply acknowledging that a goal was missed is not considered an adequate explanation: _____

2. Provide an explanation for no small business subcontracting achievement (i.e.: $0 subcontracting in (d)) (if applicable): _____

PROJECT DETAILS: Project #2 Contract/Project Number/Task Order Number:_____ Project Title: _____ Offeror Size: Large Business ☐ Small Business ☐ Performed as: Prime Contractor ☐ Subcontractor ☐ JV Member ☐ Subcontracting Plan Required: ☐ Yes ☐ No	**ACTUAL**		**GOAL** (if applicable)		
(a) Total Project Dollar Value: $_____ (b) Total Self-Performed Value: $_____ (c) Total Subcontracted Value: $_____	Whole Dollars	Percent of line (a) or (c)	Whole Dollars	Percent of line (a) or (c)	N/A
SUBCONTRACTING BREAKDOWN:					
(d) Small Business Concerns (Includes overall SB subcontracting and subcontracting values from f-j below)	$	%	$	%	☐
(e) Large Business Concerns	$	%	$	%	☐
(f) Small Disadvantaged Business Concerns (SDB)	$	%	$	%	☐
(g) Women-Owned Small Business Concerns (WOSB)	$	%	$	%	☐
(h) HUBZone Small Business Concerns	$	%	$	%	☐
(i) Veteran-Owned Small Business Concerns (VOSB)	$	%	$	%	☐
(j) Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)	$	%	$	%	☐

TO BE COMPLETED AS REQUIRED:

1. Provide an explanation for each unmet goal. Simply acknowledging that a goal was missed is not considered an adequate explanation: _____

2. Provide an explanation for no small business subcontracting achievement (i.e.: $0 subcontracting in (d)) (if applicable): _____

PROJECT DETAILS: Project #3 Contract/Project Number/Task Order Number:_____ Project Title: _____ Offeror Size: Large Business ☐ Small Business ☐ Performed as: Prime Contractor ☐ Subcontractor ☐ JV Member ☐ Subcontracting Plan Required: ☐ Yes ☐ No	**ACTUAL**		**GOAL** (if applicable)		
(a) Total Project Dollar Value: $_____ (b) Total Self-Performed Value: $_____ (c) Total Subcontracted Value: $_____	Whole Dollars	Percent of line (a) or (c)	Whole Dollars	Percent of line (a) or (c)	N/A
SUBCONTRACTING BREAKDOWN:					
(d) Small Business Concerns (Includes overall SB subcontracting and subcontracting values from f-j below)	$	%	$	%	☐
(e) Large Business Concerns	$	%	$	%	☐
(f) Small Disadvantaged Business Concerns (SDB)	$	%	$	%	☐
(g) Women-Owned Small Business Concerns (WOSB)	$	%	$	%	☐
(h) HUBZone Small Business Concerns	$	%	$	%	☐
(i) Veteran-Owned Small Business Concerns (VOSB)	$	%	$	%	☐
(j) Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)	$	%	$	%	☐

TO BE COMPLETED AS REQUIRED:

1. Provide an explanation for each unmet goal. Simply acknowledging that a goal was missed is not considered an adequate explanation: _____

2. Provide an explanation for no small business subcontracting achievement (i.e.: $0 subcontracting in (d)) (if applicable): _____

PROJECT DETAILS: Project #4 Contract/Project Number/Task Order Number:_____ Project Title: _____ Offeror Size: Large Business ☐ Small Business ☐ Performed as: Prime Contractor ☐ Subcontractor ☐ JV Member ☐ Subcontracting Plan Required: ☐ Yes ☐ No	**ACTUAL**		**GOAL** (if applicable)		
(a) Total Project Dollar Value: $_____ (b) Total Self-Performed Value: $_____ (c) Total Subcontracted Value: $_____	Whole Dollars	Percent of line (a) or (c)	Whole Dollars	Percent of line (a) or (c)	N/A
SUBCONTRACTING BREAKDOWN:					
(d) Small Business Concerns (Includes overall SB subcontracting and subcontracting values from f-j below)	$	%	$	%	☐
(e) Large Business Concerns	$	%	$	%	☐
(f) Small Disadvantaged Business Concerns (SDB)	$	%	$	%	☐
(g) Women-Owned Small Business Concerns (WOSB)	$	%	$	%	☐
(h) HUBZone Small Business Concerns	$	%	$	%	☐
(i) Veteran-Owned Small Business Concerns (VOSB)	$	%	$	%	☐
(j) Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)	$	%	$	%	☐

TO BE COMPLETED AS REQUIRED:

1. Provide an explanation for each unmet goal. Simply acknowledging that a goal was missed is not considered an adequate explanation: _____

2. Provide an explanation for no small business subcontracting achievement (i.e.: $0 subcontracting in (d)) (if applicable): _____

PROJECT DETAILS: Project #5 Contract/Project Number/Task Order Number:_____ Project Title: _____ Offeror Size: Large Business ☐ Small Business ☐ Performed as: Prime Contractor ☐ Subcontractor ☐ JV Member ☐ Subcontracting Plan Required: ☐ Yes ☐ No	**ACTUAL**		**GOAL** (if applicable)		
(a) Total Project Dollar Value: $_____ (b) Total Self-Performed Value: $_____ (c) Total Subcontracted Value: $_____	Whole Dollars	Percent of line (a) or (c)	Whole Dollars	Percent of line (a) or (c)	N/A
SUBCONTRACTING BREAKDOWN:					
(d) Small Business Concerns (Includes overall SB subcontracting and subcontracting values from f-j below)	$	%	$	%	☐
(e) Large Business Concerns	$	%	$	%	☐
(f) Small Disadvantaged Business Concerns (SDB)	$	%	$	%	☐
(g) Women-Owned Small Business Concerns (WOSB)	$	%	$	%	☐
(h) HUBZone Small Business Concerns	$	%	$	%	☐
(i) Veteran-Owned Small Business Concerns (VOSB)	$	%	$	%	☐
(j) Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)	$	%	$	%	☐

TO BE COMPLETED AS REQUIRED:

1. Provide an explanation for each unmet goal. Simply acknowledging that a goal was missed is not considered an adequate explanation: _____

2. Provide an explanation for no small business subcontracting achievement (i.e.: $0 subcontracting in (d)) (if applicable): _____