## ATTACHMENT 4 - SMALL BUSINESS PARTICIAPTION PLAN

SMALL BUSINESS PARTICIAPTION PLAN PROPOSAL FORMAT: The Small Business Participation Plan (SBPP) proposal format is designed to streamline and bring uniformity to responses and evaluations for Small Business Participation (FAR 15.304 and DFARS PGI 215.304). The format provides clarity in that it is distinctly different than the Small Business Subcontracting Plan required for large businesses only (FAR 52.219-9 and AFARS Appendix DD). Do not submit a hybrid plan that includes a combination of elements from a SBPP (IAW DFARS PGI 215.304) and elements of a Subcontracting Plan (IAW FAR 52.219-9/AFARS Appendix DD).

All Offerors (**both large and small businesses**) are required to complete a Small Business Participation Plan proposal. Offerors should propose the level of participation of small businesses (as a small business prime, joint venture, teaming arrangement, and/or small business subcontractors) in the performance of the acquisition relative to the objectives/goals set forth in the evaluation of this area.

**The format below is to be utilized for the SBPP Proposal, but does not preclude Offerors from providing additional information that further demonstrates their extent of commitments to small businesses presently and in the past. Offerors must comply with all elements spelled out with Submission Requirements listed above and information requested within the SBPP Proposal Format.**

**(a)** Check the applicable size and categories for the **PRIME** Offeror only -- Check all applicable boxes:

{ } Large Prime
{ } Historically Black Colleges or Universities and Minority Institutions (HBCU/MI) or
{ } Small Business Prime; also categorized as a
{ } Small Disadvantaged Business (SDB)
{ } Woman-Owned Small Business (WOSB)
{ } Historically Underutilized Business Zone (HUBZone)
{ } Veteran-Owned Small Business (VOSB)
{ } Service-Disabled Veteran-Owned Small Business (SDVOSB)

**(b)** Submit the total combined dollar value and percentage of work to be performed by both large and small businesses (include the percentage of work to be performed both by Prime, joint venture, teaming arrangement, and subcontractors):

**Example:** If Prime proposes a price of $1,000,000 (including all options), and small business(es) will provide $250,000 in services/supplies as a prime or subcontractor, the % planned for small businesses is 25%; and 75% for large business equaling 100%.

The SBEB will use the information provided within this section to assess an Offerors compliance of item (d) as described under how the government will evaluate, SBPP Submission Requirements and respond accordingly.

Total Percentage Planned for Large Business(es)_____% = $ _____

Total Percentage Planned for Small Business(es)_____% = $ _____

**When combined, Large and Small Business totals must equal 100%.**

100% = $_____

**(c)** Please indicate the total percentage (%) and dollar value of participation to be performed by each type of subcategory small business. Not doing so will result in a weakness. The percentage of work performed by small businesses that qualify in multiple small business categories may be counted in each category:

**Example:** Victory Prop Mgt (WOSB and SDVOSB) performing 2%; and Williams Group (SDB, HUBZone and WOSB) performing 3%. Results equate to: SDB 3%; HUBZone 3%; WOSB 5%; SDVOSB 2%; VOSB 2%;). SDVOSBs are also VOSBs automatically; however VOSBs are not automatically SDVOSBs.

Provide both the percentage and total dollars to be performed by small businesses to ensure consistency for evaluation purposes. Not doing so will result in a weakness.

| **Small Businesses** | **% of Total Acquisition Value (TAV)** | **Corresponding Dollars** |
|---|---|---|
| Small Disadvantaged Business | _____% | $ |
| Woman Owned Small Business | _____% | $ |
| HUBZone Small Business | _____% | $ |
| Veteran-Owned Small Business | _____% | $ |
| Service-Disabled Veteran-Owned Small Business | _____% | $ |
| HBCU/Minority Institutions* (Aspirational goal) | _____% | $ |

**(d)** Identify the Prime Offeror and type of service/supply that the Prime Offeror will provide. Then list each of the intended subcontractors and principal supplies/services to be provided by that subcontractor. Provide the Commercial and Government Entity (CAGE) code for the Prime and each intended subcontractor. Also, provide the anticipated NAICS codes(s) that the Prime Offeror believes best describes the product or services being acquired by its subcontracts with each intended subcontractor. Small business Primes and small business subcontractors that qualify as small businesses in multiple small business categories should be listed in each applicable small business category.
The SBEB will use the information provided under this section to assess (1) the extent to which such firms are specifically identified in proposals as referenced within item (a) and (2) complexity and variety of the work small firms are to perform as described within item (c) of how the government will evaluate, SBPP Submission Criteria.

**Example:** If a Small Business qualifies also as a WOSB and a SDVOSB, and you can add them to each category below in which they qualify.

Offerors are not limited to the space provided below.

| | Name of Company (Include CAGE Code) | Anticipated NAICS Code for Each Subcontractor (1) | Type of Service/Service |
|---|---|---|---|
| Prime Offeror: | _____ | _____ | |
| Large Business: | _____ | _____ | |
| Small Business: | _____ | _____ | _____ |
| SDB: | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| WOSB: | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | |

| | | | |
|---|---|---|---|
| HUBZone Small: | | | |
| | | | |
| | | | |
| VOSB: | | | |
| | | | |
| | | | |
| SDVOSB: | | | |
| | | | |
| | | | |
| HBCU/MI: | | | |
| | | | |
| | | | |

Notes:
(1) 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.

**(e)** Describe the extent of commitment to use small businesses (for example, what types of commitments if any are in place for this specific acquisition either – small business prime, written contract, verbal, enforceable, non-enforceable, joint venture, mentor-protégé, etc.) Provide documentation regarding commitments to small business for this effort. Copies of such agreements should be provided as part of your small business participation plan and will not count against the page limitation for this binder. See item (b) under how the government will evaluate, SBPP Submission Requirements and respond accordingly.
**(f)** Utilization of Small Business: Extent of small business subcontracting compliance/business relations –e.g. record of complying with requirements of FAR Clauses 52.219-8 and 52.219-9. See item (e) under how the government will evaluate, SBPP Submission Requirements and respond accordingly.