SUBCONTRACTING PLAN

JOINT ADMINISTRATIVE OPERATIONS
Acquisitions Operations

Contract Name:	
Solicitation/Contract No.:	140F0S26Q0046
Contractor:	
Name of Subcontract Administrator:	
Total Proposed Dollar Value of Contract (5 Years):	
Contract Period Covered By Plan:	

The following, together with any attachments, is hereby submitted as a Subcontracting Plan in accordance with FAR Clause 52.219-9 Alternate II "Small Business Subcontracting Plan."

1. The chart on the following page outlines the goals, expressed in terms of total dollars subcontracted and as a percentage of total planned subcontracting dollars, for the use of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns as subcontractors. For individual subcontracting plans, and if required by the Contracting Officer, goals shall also be expressed in terms of percentage of total contract dollars, in addition to the goals expressed as a percentage of total subcontract dollars. The offeror 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. The chart will include the goals for the contract base period and four option years.

2. The chart on the following page outlines the total dollars to be subcontracted each year to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. The listed goals and total dollars planned to be subcontracted will be applicable to any contract awarded as a result of this solicitation.
   (Complete the chart on the following page.)

	Base Year		Option Year 1		Option Year 2		Option Year 3		Option Year 4		Total	
	Dollar Amount	%	Dollar Amount	%	Dollar Amount	%	Dollar Amount	%	Dollar Amount	%	Dollar Amount	%
A. Total Contract Value											$ 0.00	
B. Total dollars to be subcontracted: (% of line A)											$ 0.00	
C. Subcontracted to: (% of line B)												
(1) Small Business (SB)											$ 0.00	
(2) Veteran-Owned Small Business (VOSB)											$ 0.00	
(3) Service Disabled Veteran-Owned Small Business (SDVOSB)											$ 0.00	
(4) HUBZone Small Business HUBZONE)											$ 0.00	
(5) Small Disadvantaged Business (SDB)											$ 0.00	
(6) Women-Owned Small Business (WOSB)											$ 0.00	

Item A: Enter the total proposed value of the contract for each year.
Item B: Enter the total amount to be subcontracted for each contract year
Item C: For categories (1) thru (6), enter the dollar amounts to be subcontracted to each category of small business. Small business categories are not mutually exclusive; subcontract dollars may be attributed to as many categories as are applicable. For example, the dollars subcontracted to a self-certified woman-owned and service- disabled veteran-owned small business that is also certified by SBA (on SAM) as a small disadvantaged and HUBZone business should be counted in each of the six categories. Calculate the percentage of line C for each category.

3. All principal supplies and services to be subcontracted under this contract are listed below, with an identification of the types planned for subcontracting to:

Subcontracted Supplies & Services	**Type of Business to be Utilized (Check All That Apply)**					
Description	SB	VOSB	SDVO	HUB Zone	SDB	WOSB
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

4. The following method was used in developing the subcontract goals in the chart on page 2.

5. The following method was used to identify potential sources for solicitation purposes (*e.g.*, existing company source lists, the System for Award Management (SAM), 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, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in SAM as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business source list. Use of SAM as its source list does not relieve a firm of its responsibilities (*e.g.*, outreach, assistance, counseling, or publicizing subcontracting opportunities) in clause 52.219-9.

6. Indirect costs have ☐ have not ☐ been included in the dollar and percentage subcontracting goals stated above. (Check one.)

If indirect costs have been included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small, veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business.

7. Provide the name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

   Name:

   Title:

   Email:

   Telephone:

   Description of Duties:

8. Provide a description of the efforts the offeror will make to assure that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns have an equitable opportunity to compete for subcontracts.

9. The offeror assures that the clause 52.219-8 of this contract entitled “Utilization of Small Business Concerns” will be included in all subcontracts that offer further subcontracting opportunities, and that all subcontractors (except small business concerns) that receive subcontracts in excess of $700,000 (or $1.5 million for construction) will be required to adopt a subcontracting plan that complies with the requirements of the clause 52.219-9, Small Business Subcontracting Plan.

10. The offeror agrees to:

    (i) Cooperate in any studies or surveys as may be required;

    (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;

    (iii) After November 30, 2017, include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts intended for use by multiple agencies;

    (iv) Submit the Individual Subcontracting Report (ISR) and/or the Summary Subcontract Report (SSR), in accordance with the paragraph (l) of the clause 52.219-9 using the Electronic Subcontracting Reporting System (eSRS) at http://www.esrs.gov . The reports shall provide information on subcontract awards to small business concerns (including Alaska Native Corporations (ANCs) and Indian tribes that are not small businesses), veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns (including ANCs and Indian tribes that have not been certified by the Small Business Administration as small disadvantaged businesses), and women-owned small business concerns. Reporting shall be in accordance with this clause, or as provided in agency regulations;

    (v) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using eSRS;

    (vi) Provide its prime contract number, its DUNS number, and the e-mail address of the offeror’s official responsible for acknowledging receipt of or rejecting the ISRs, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs; and

    (vii) Require that each subcontractor with a subcontracting plan provide the prime contract number, its own DUNS number, and the e-mail address of the subcontractor’s official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans.

11. Provide 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 offeror’s efforts to locate small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business 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):

(i) Source lists (*e.g.*, SAM), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than $150,000, indicating --

(A) Whether small business concerns were solicited and if not, why not;

(B) Whether veteran-owned small business concerns were solicited and, if not, why not;

(C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;

(D) Whether HUBZone small business concerns were solicited and, if not, why not;

(E) Whether small disadvantaged business concerns were solicited and if not, why not;

(F) Whether women-owned small business concerns were solicited and if not, why not; and

(G) If applicable, the reason award was not made to a small business concern.

(iv) Records of any outreach efforts to contact --

(A) Trade associations;

(B) Business development organizations;

(C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and

(D) Veterans service organizations.

(v) Records of internal guidance and encouragement provided to buyers through

(A) Workshops, seminars, training, etc., and

(B) Monitoring performance to evaluate compliance with the program’s requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.

12. The Offeror agrees to make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that it used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal. Responding to a request for a quote does not constitute use in preparing a bid or proposal. The Offeror used a small business concern in preparing the bid or proposal if--

    (i) The Offeror identifies the small business concern as a subcontractor in the bid or proposal or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the subcontract; or

    (ii) The Offeror used the small business concern's pricing or cost information or technical expertise in preparing the bid or proposal, where there is written evidence of an intent or understanding that the small business concern will be awarded a subcontract for the related work if the Offeror is awarded the contract.

13. The Offeror agrees to provide the Contracting Officer with a written explanation if the Contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in (d)(12) of this clause. This written explanation must be submitted to the Contracting Officer within 30 days of contract completion.

14. The Offeror agrees to not prohibit a subcontractor from discussing with the Contracting Officer any material matter pertaining to payment to or utilization of a subcontractor.

15. The Offeror will pay its small business subcontractors on time and in accordance with the terms and conditions of the subcontract, and notify the contracting officer if the offeror pays a reduced or an untimely payment to a small business subcontractor (see 52.242-5).

Subcontracting Plan Submitted By:

Signature:

Name:

Title:

Date: