

**Contract No. DE-AC07-97ID13481**

**SECTION J**

**APPENDIX E - SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL  
BUSINESS SUBCONTRACTING PLAN**

**SUBCONTRACT PLAN FOR SMALL BUSINESS  
AND SMALL DISADVANTAGED BUSINESS CONCERNS  
Advanced Mixed Waste Treatment Project**

**BNFL Inc.  
November 19, 1996**

**SUBCONTRACT PLAN FOR SMALL BUSINESS  
AND SMALL DISADVANTAGED BUSINESS CONCERNS**

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**BNFL INC.  
SUBCONTRACT PLAN FOR SMALL BUSINESS  
AND SMALL DISADVANTAGED BUSINESS CONCERNS**

**Introduction**

It is the policy of BNFL Inc. to support the U.S. Government and the Department of Energy's efforts to improve the utilization of small business and small disadvantaged business concerns in purchasing goods and subcontracting for services under government funded contracts, insofar as it is consistent with the efficient performance of contract activities.

**I. Goals**

BNFL's proposed Small Business (SB), Small Disadvantaged Business (SDB), and Woman Owned Business (WOB) goals will be submitted in writing by September 1 of each year during the term of this contract or by such later dates as the Contracting Officer may authorize in writing.

- A. Goals may be changed with the approval of the Contracting Officer, if deemed necessary as the work elements of the Advanced Mixed Waste Treatment Project (AMWTP) are further refined. Goals for the utilization of SB, SDB, and WOB are submitted as follows:

Total Estimated Contract Value of Phase I: \$16,272,998

- Total estimated dollar value of all planned subcontracting (to all types of business concerns) under this contract for Phase I is approximately \$925,000.
- Total dollars planned to be subcontracted to SB is estimated at \$142,875 (15% of total planned subcontracting dollars.)
- Total dollars planned to be subcontracted to SDB is estimated at \$5,375 (0.6% of total planned subcontracting dollars.)
- Total dollars planned to be subcontracted to WOB is estimated at \$36,690 (4% of total planned subcontracting dollars.)

As noted above, BNFL Inc and its team members have identified approximately \$925,000 of potential subcontract dollars for Phase 1 of the AMWTP. The subcontract dollars available, consist of materials (\$112K), supplies (\$800K), and

subcontracts (\$13K). A significant portion of these costs are for travel, relocation, per diem and other direct cost elements not feasibly subcontracted to small business directly. In addition, Phase 1 of the AMWTP is focused on permitting and ES&H activities for the privatized waste treatment facility, as well as associated design and engineering efforts required to support permitting milestones. Because of this specific scope of work, a large percentage of the project will remain internal to the teaming partners. We selected our core team because of their expertise and unique abilities in all areas. Therefore, subcontracting significant work during this Phase would result in a decreased level of effectiveness, control, and quality. However, during Phase I, the BNFL Team will put forth every effort to implement a viable Small Business Plan and one which benefits the local area.

In an effort to maximize small business subcontracting, BNFL Inc. reviewed potential indirect G&A and Overhead cost elements that would be incurred by the project, and could possibly provide revenue for small businesses. BNFL determined that the most significant source of additional subcontracting dollars, available through indirect activities, would be the planned establishment of the AMWTP project office in Idaho Falls. BNFL Inc. anticipates that over 50% of the costs associated with this office setup (approximately \$100K) will be directed towards small business entities.

We realistically foresee greater substantial opportunities for small business subcontracting in Phase II and III, when the construction and operation activities are the focus of the project. During Phase I, the ratio of BNFL Inc as prime contractor to first tier subcontractors is approximately 20% BNFL, 80% first tier subcontractors. Of these contractors, MK, who will perform the bulk of the subcontracting in Phase II and III, has historically attained greater than 30% small business subcontracting goals at the INEL.

The goals set forth in this plan are realistic for the scope of Phase I. The BNFL Team is committed to small business subcontracting without compromising performance, and will make every effort to ensure all established goals in Phase I and future phases are met or exceeded.

***1. Basis for Subcontracting Goals***

The proposed goals were determined using the following methods:

- a. Based on historic knowledge of work elements of similar projects, as well as a thorough review of the work scope associated with this contract, the BNFL Team established a listing of potential materials and services which could be

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subcontracted and allocated a total dollar figure for the combined value of the subcontracts.

- b. From the total estimate of potential subcontract value/items, a list of those items which were candidates for small businesses was established and a dollar value computed.
- c. From the total of this estimate a list was developed of those items that could be subcontracted to SB, SDB, and WOBs and a percentage of the total subcontract value and dollar value was calculated for each.

**2. *Supplier Identification***

In order to comprehensively identify SB, SDB, and WOB suppliers, with a conscience effort towards supporting Southeastern Idaho entities, BNFL Inc. will develop its bidders lists and subcontracting goals using the following resources:

- Small Business Administration's computer-based Procurement Automated Source System (PASS) and regional SBA references.
- Historical data; i.e. what products and services have been procured by BNFL and teaming partners from SB, SDB, and WOB in the past.
- Directories, source lists, and approved supplier lists published by other companies, M&O contractors and Government agencies such as:
  - Try Us, published by the National Minority Business Campaign
  - National Directory of Minority-Owned Business Firms, published by Business Research Services
  - Disadvantaged Business Enterprise Directory, published by the Idaho Transportation Department
  - INEL's vendor data base
  - Idaho Supplier's Directory, published by SD Publishing
  - The Promethean, published by the Minority-Owned Business Technology Transfer Consortium
  - National Indian Business Directory, published by the United Indian Development Association
  - Buy Idaho, published by Buy Idaho, Inc.
  - Membership Directory, published by the American Indian Council of Architects and Engineers
  - The National Center Procurement Directory, published by the National Center for American Indian Enterprise Development
- Regional purchasing councils of the National Minority Purchasing Council
- Chamber of Commerce
- INEL's Outplacement Center

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- The cognizant Federal government office through which the prime contract was placed to identify additional sources
- Participation in various, local, regional, and national minority and small business trade fairs and conferences (as noted in section III Outreach efforts)
- Coordination, cooperation, and membership with small business and small disadvantaged business development organizations and associations on local, state, and national levels.

BNFL Inc. fully endorses and currently has small and disadvantaged business concerns as subcontractors.

**3. *Achieving Our Goals***

The goals will be reached by:

- Where the size of the procurement permits, direct subcontracts utilizing "set aside" procedures to ensure small business award.
- Where the size of the procurement is too large for a "set aside," requiring the inclusion of appropriate small business participation as a proposal/bid requirement.

It is recognized that the substantial differences in both type and volume of work may well result in varying levels of small business participation being achievable. It is expected that the goals will be achieved in an "across-the-board" effort.

In order to assure that small business and small disadvantaged business concerns will have an equitable opportunity to compete for subcontracts, the following steps will be taken:

- a. Identify known potential sources as large concerns, small concerns, or small disadvantaged concerns.
- b. Include small business concerns and small disadvantaged business concerns in Requests for Quotes where such concerns are known to exist and are qualified to supply the item or service being procured.
- c. Assist small concerns and small disadvantaged concerns providing management counseling on request.
- d. Arrange bid solicitation, time for preparation of proposals, quantities, specifications and delivery schedules to facilitate participation.

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- e. Record progress of the program and submit all required reports.
- f. Implement an effective outreach strategy
- g. Endeavor to develop a comprehensive data base of known SB, SDB, and WOB entities which can provide the products/services identified in the table below.  
(MK has a data base containing over 3,000 minority and female-owned businesses, which is also maintained by their headquarters office).

**4. Indirect or overhead**

No indirect or overhead costs are included as part of this subcontract plan.

- B. With the approval of the Contracting Officer, goals may be changed within the first six months of each project phase to better reflect the improved definition of work elements.
- C. Goals, approved in writing by the Contracting Officer, shall be deemed a part of this appendix E.
- D. The table below identifies both principal products and/or services which will be subcontracted under this contract, and highlights how the subcontracts may be distributed among SB, SDB, and WOB concerns:

<b>Anticipated Project Products/Services</b>	<b>Small Business</b>	<b>Small Disadvantaged Business</b>	<b>Woman Owned Business</b>
Office Equipment/Supplies	X	X	X
Computer Equipment/Software/Support	X		
Electrical & Electronic Supplies	X	X	
Lab Equipment/Instrumentation	X	X	X
Maintenance Services		X	X
Technical & Personnel Services	X	X	X
Material Testing	X	X	
Moving Companies		X	

Anticipated Project Products/Services	Small Business	Small Disadvantaged Business	Woman Owned Business
Safety Supplies	X		X
Temporary Administrative Services	X		X
Publishing/Printing Services	X		X
Trucking/Hauling Services	X	X	
Certified Industrial Hygiene		X	X
Vehicle Leasing/Purchasing	X		X
Miscellaneous Commodities			X

**II. Administrator**

A. The following individual has been designated as BNFL Inc.'s representative to administer this subcontract plan:

Michael J. Sherbin  
 Senior Contracts Administrator  
 9320 Lee Highway, Suite 950  
 Fairfax, Virginia 22031-1207

B. Mr. Sherbin will, in the performance of his responsibilities, under this plan:

1. Ensure that source lists of potential subcontracts for which goals are established herein are maintained.
2. Seek out other sources when the number of prospective sources is not adequate.
3. Ensure that small business and small disadvantaged business concerns are given adequate consideration in any make-or-buy decisions.

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4. Advise other BNFL Inc. personnel of the purposes of this program and insure adequate support by all concerned.
5. Keep records showing BNFL Inc.'s performance compared with the goals established herein.
6. Make monthly reports to senior management concerning awards under this plan.
7. Maintain records and submit information on the forms specified in the contract in a timely manner.
8. Establish liaison with Small Business Administration representatives to obtain assistance in finding competent small and small disadvantaged business concerns for this and future work.

### **III. Outreach Effort**

- A. BNFL's outreach effort will be conducted in good faith to ensure 1) qualified SB, SDB, and WOBs are identified and utilized, and 2) the continual development of our SB, SDB, and WOB resource network. The following activities will be included in BNFL's outreach effort:
  1. Participate in appropriate procurement conferences and trade fairs. These efforts include but are not limited to:
    - Idaho Governor's Business Opportunity Conference
    - Utah Governor's Business Opportunity Conference
    - Small Business Administration National Conference
    - DOE Small and Small Disadvantaged Business Utilization National Conference
  2. Attend locally sponsored procurement conferences and trade fairs, such as the INEL Business Forums
  3. Become a member of local entities that provide an introduction to regional SB, SDB, and WOBs, such as the Idaho Falls Chamber of Commerce and the Eastern Idaho Economic Development Council.

### **IV. Subcontracting Plan Flowdown**

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BNFL Inc. will include the clause required by Title II, Chapter 2, Sec. 211, Section 8(d) Paragraphs (2), (4), and (5) of Public Law 95-507 entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" in all subcontracts which offer further subcontracting opportunities for SB, SDB, and WOB entities. BNFL Inc. will require all subcontractors (except small business concerns) who receive subcontracts exceeding \$1,000,000 in the case of subcontracts for construction of public facilities, or exceeding \$500,000 in the case of all other subcontracts, to adopt a plan similar to this one. The acceptability of percentage and dollar goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential SB, SDB, and WOB subcontractors, and prior experience applicable to the AMWTP project.

### **V. Reports and Surveys**

BNFL will submit semi-annual reports on Standard Form 294 and annual reports on Standard Form 295 to DOE-ID within 30 days after the end of the reporting period. BNFL will cooperate in any studies or surveys as may be required by the U.S. Department of Energy or the Small Business Administration in order to determine the extent of compliance with this plan.

### **VI. Records and Procedures**

- A. Records will be maintained to show on a quarterly basis the following subcontract information:
- Commitments to large concerns, small concerns, small concerns owned and controlled by socially and economically disadvantaged individuals.
  - Awards to small concerns of less than \$10,000 and awards to small concerns of \$10,000 or more.
  - Awards to large concerns of less than \$10,000 and awards to small concerns of \$10,000 or more broken down into various analytical groupings.
- B. Records on all subcontract solicitations over \$100,000 indicating on each solicitation (a) whether small business was solicited, and if not, why not; (b) whether small disadvantaged business was solicited, and if not, why not; (c) reasons for the failure of solicited small business or small disadvantaged business to receive the subcontract award.

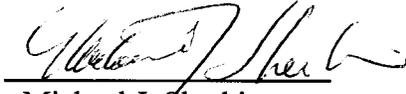
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- C. All supplier and potential supplier records will indicate the concern's status as large, small or small concern owned and controlled by socially and economically disadvantaged individual(s) and labor surplus area.

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**Submitted By:**

Signed:



Typed Name:

Michael J. Sherbin

Title:

BNFL Subcontracts Administrator

Date:

November 19, 1996

**Plan Accepted By:**

Contracting Officer:

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Date:

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