

FY 2005
SMALL BUSINESS
SUBCONTRACTING PLAN
Period of October 1, 2004 through April 30, 2005

CONTRACTOR: **Bechtel BWXT Idaho, LLC**
 P.O. Box 1625
 Idaho Falls, ID 83415

PRIME CONTRACT: DE-AC07-99ID13727

The Bechtel BWXT Idaho, LLC (BBWI) FY 2005 Small Business Subcontracting Plan is submitted in accordance with FAR 52.219-8 and 52.219-9 and Prime Contract Clause H.04, *Small Business Subcontracting Plan*.

This plan describes the BBWI approach to maximizing opportunities for small, small disadvantaged, 8(a), small women-owned, small Native American, service disabled veteran, and HUBZone small businesses, while also maintaining an Idaho preference program.

BBWI supports the U. S. Department of Energy (DOE) ongoing commitment to small business utilization and supplier diversity. The Idaho National Engineering and Environmental Laboratory (INEEL) has a significant economic impact on small business concerns and the State of Idaho based on the high volume of taxpayer dollars spent to obtain goods and services for the management and operation of the INEEL. BBWI is committed to ensure a significant percentage of those dollars is retained within the Idaho economy as reflected by its aggressive socioeconomic subcontracting goals. Small business participation and development are integral to BBWI project execution and meeting the mission of the INEEL. BBWI actively promotes its small business program and vigorously pursues the participation of small business concerns.

1. Subcontract Goals

Subcontract goals are expressed in terms of an established percentage of estimated material and service dollars derived from projected expenditures. Subcontract dollars have been calculated using an estimated acquisition expenditure of \$73,000,000. As in previous years, BBWI will continue to exclude memorandum purchase order, affiliate agreement, state and federal government, non-profit, sheltered workshop, foreign, educational, benefit program, and non-SysCat system purchase card awards from the base when calculating achievement against established small business goals. Idaho activity achievement calculations exclude memorandum purchase orders and non-educational affiliate agreements. Goals may be changed with the approval of the Contracting Officer if there is a cancellation or an addition of programs or projects. FY 2005 subcontracting goals are presented in the following table (Table 1).

Table 1 – Percentage Goals

FY 2005 PERCENTAGE SUBCONTRACTING GOALS <i>Based on total estimated acquisition dollars of \$73,000,000</i>		
Category	Goal Percent (%)	Estimated Dollars
Small Business (SB) Total	60.0%	\$43,800,000
Historically Underutilized Business (HUB)	3.5%	\$2,555,000
Small Disadvantaged Business (SDB)	15.0%	\$10,950,000
8(a) Business	4.0%	\$2,920,000
Woman-Owned Business (WOB)	10.0%	\$7,300,000
Native American-Owned Business (NAB)	3.0%	\$2,190,000
Service Disabled Veteran-Owned Business (SDVO)	1.5%	\$1,095,000
Idaho Dollars (large and small businesses)	50.0%	\$36,500,000
Total Idaho Activity (large and small businesses)	80.0%	N/A

Principal categories of potential and anticipated subcontracting opportunities available for small business concerns are provided in Table 2 below. The categories shown are for general work groupings only.

Table 2 - Potential Subcontract Opportunities For Small Business

Subcontracting Potential	Small Business	HUB	SDB	WOSB	SDVO
Fuel and petroleum products	X		X	X	
Safety equipment and supplies	X	X		X	
Construction equipment/vehicle rental	X		X	X	
Building materials	X		X		
General construction	X		X	X	
Facilities maintenance and repair	X	X	X		
Road maintenance and repair	X	X	X	X	
Environmental support services	X	X	X	X	X
Technical and personnel services	X		X	X	X
Computer service/maintenance	X	X	X		

2. Method Used to Develop Subcontracting Goals

Subcontracting goals for FY 2005 are based on historical performance, upcoming programmatic requirements, cost-cutting initiatives, and analysis of available supplier base within each of the respective goal categories.

3. Methods Used to Identify Potential Sources for Solicitation

Methods used to identify potential sources for solicitation include the following:

- 3.1 U.S. Small Business Administration Central Contractor Registration (CCR) database
- 3.2 BBWI Supplier Performance Evaluation System
- 3.3 State and Regional SBA resources
- 3.4 Idaho Department of Commerce
- 3.5 Idaho Business Network
- 3.6 Buy Idaho, published by Buy Idaho, Inc.
- 3.7 National Minority Purchasing Council Vendor Information Services
- 3.8 Veterans Business Resource Center
- 3.9 Association for Service Disabled Veterans
- 3.10 Various directories and source lists such as the following:
 - 3.10.1 Minority Supplier Development Council
 - 3.10.2 Local SBA listings
 - 3.10.3 National Association of Minority Contractors
 - 3.10.4 Thomas Register of American Manufacturers
 - 3.10.5 Conduct and/or participate in various local, regional, and national minority and small business trade fairs and conferences.
 - 3.10.6 Coordination, cooperation, and membership with small business organizations, economic development organizations and commercial and government organizations at local, state, and national levels.

4. Indirect Costs

Indirect costs are not included in the goals under this plan.

5. Administrator of Subcontracting Plan

The following individual is designated to manage and administer this subcontracting plan. Any change shall be communicated in writing to the Contracting Officer:

Catherine L. Salazar, Small Business Officer
Supply Chain Management
Bechtel BWXT Idaho, LLC
Idaho National Engineering & Environmental Laboratory
P. O. Box 1625

Idaho Falls, ID 83415-1303
(208) 526-3072 or salac1@inel.gov

- 5.1 The Small Business Officer shall implement, manage and administer this subcontracting plan including, but not limited to, the following:
 - 5.1.1 Review, revise, amend, and/or supplement applicable procedures and instructions to assure that their timeliness, scope, and depth are in keeping with changing requirements and conditions, in order to retain continuous and affirmative implementation of the program.
 - 5.1.2 Provide appropriate hearings for small businesses and their representatives who seek direction on how to do business with BBWI. Describe BBWI policies and practices, provide marketing assistance and offer recommendations to enhance and expand capabilities.
 - 5.1.3 Facilitate contact between small business suppliers and respective procurement agents and technical/program personnel.
 - 5.1.4 Devise and maintain suitable statistical data to delineate the nature and extent of SB sources available to procurement personnel in order to promote their use, where none were previously known, or to enhance competition by providing additional sources.
 - 5.1.5 Employ optimum data processing capabilities to obtain subcontracting data for preparation of inclusive and accurate reports as required or as may be considered valuable to monitor or demonstrate the value and/or effectiveness of the program.
 - 5.1.6 Establish and maintain contacts and communication with Bechtel National Headquarters and network with other small business program managers across the Bechtel group where opportunities to support, implement, or enhance program activities exist or may be developed.
 - 5.1.7 Attend small business training and monitor prime contract requirements to ensure continual compliance.
 - 5.1.8 Review and approve Small Business/Small Disadvantaged Business Subcontracting Plans submitted by large business subcontractors.
 - 5.1.9 Submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and SF 295, Summary Subcontract Report, in accordance with the prime contract and instructions provided by the Contracting Officer.
 - 5.1.10 Verify that subcontracts contain the flow-down clauses pertaining to small business concerns as required.
 - 5.1.11 Ensure small businesses have maximum opportunity to compete for subcontracts.
 - 5.1.12 Seek new small business concerns.
 - 5.1.13 Offer assistance to existing small business concerns currently under subcontract, enhancing their ability to provide timely, cost-effective and quality services.
 - 5.1.14 Advise and train BBWI personnel on the purposes of this plan and foster continued support.

- 5.1.15 Act as primary liaison and maintain good working relationships with SBA representatives to obtain assistance and coordination in finding capable small businesses.
- 5.1.16 Act as primary liaison and maintain a close working relationship with DOE to ensure that BBWI project objectives and activities are consistent with the DOE mission.
- 5.1.17 Ensure that lower-tier subcontractors submit subcontracting plans and 294 reports, and verify compliance.
- 5.1.18 Provide periodic reports to the BBWI President and General Manager regarding progress made toward achievement of goals under this program.

6. Implementation

The following additional functions will be performed to effectively implement this plan:

- 6.1 Ensure solicitations are packaged to facilitate participation by small businesses in subcontracting opportunities (allowing sufficient proposal preparation time to evaluate scope of work, quantities, specifications, and delivery schedules).
- 6.2 Establish and maintain contacts with small business trade associations and business development organizations.
- 6.3 Conduct internal workshops, seminars, and training programs to ensure BBWI requesters are acquainted with BBWI policy and prime contract requirements, and to ensure that, externally, small businesses are familiar with requirements for doing business with BBWI.
- 6.4 Maintain an effective outreach program by sponsoring and attending regional procurement conferences, trade fairs, and other functions, to identify qualified sources and promote the BBWI small business program.
- 6.5 Select and qualify small business concerns to perform specific scopes of work.
- 6.6 Structure the program to help develop the capabilities and quality of services provided by small business suppliers and subcontractors currently performing work for BBWI.
- 6.7 Maintain effective business assistance and technical assistance programs which are designed to broaden the available competitive base of suppliers and subcontractors and to help small business concerns develop and expand their business, technical expertise, and ability to provide quality services to government and commercial sectors.
 - 6.7.1 Business Assistance Program: BBWI will make available its Chief Financial Officer and selected members of Financial Operations, Supply Chain Management, Program Controls and other BBWI organizations to provide counseling to small business representatives. Counseling will be available for areas such as:

- Business and management techniques
- Cost control and monitoring systems
- Scheduling techniques
- Finance and accounting
- Resource identification
- Business development practices
- Marketing and proposal services

6.7.2 Technical Assistance Program: BBWI will provide technical personnel and resources to guide and train small business contractors. BBWI experience in implementing efficient, cost-effective, safe, and environmentally sound techniques and work methodologies will enable participants in the technical assistance program to provide high quality services at lower cost and within schedule requirements. Technical assistance will be provided in, but not limited to:

- Industrial safety and health
- Quality Assurance
- Training for specialized equipment, operations, and techniques
- Pre-qualification of subcontractor-owned equipment for use at BBWI controlled facilities
- Overviews of federal, state, and local regulations or DOE Orders that regulate a contractor's performance while working at BBWI controlled facilities

6.7.3 Mentor Protégé Program: BBWI entered into a Mentor Protégé agreement with North Wind, Inc. (North Wind) in FY 2003. BBWI will be aggressively pursuing establishment of discrete tasks for North Wind to perform in FY 2005 in those areas identified as developmental.

7. Subcontract Flowdown

BBWI incorporates the flowdown clause requirements of FAR 52.219 as applicable and will ensure that subcontractors with awards at or above \$500,000 for non-construction, or \$1,000,000 for construction subcontracts, adopt a plan similar to this one. The BBWI Small Business Officer will be responsible for implementing and monitoring lower-tier subcontracting plans through submission of periodic reports, supplier meetings, and/or facility visits.

8. Reports, Studies, and Surveys

BBWI will (i) cooperate in any studies or surveys as may be required, (ii) submit periodic reports to allow the government to determine the extent of compliance with this subcontracting plan, (iii) submit SF 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Subcontract Report, in accordance with the instructions on the forms as provided in agency regulations, and (iv) ensure that subcontractors also submit SF 294 and SF 295.

9. Records

BBWI agrees to maintain records to document compliance with the goals and requirements of this subcontracting plan, including but not limited to:

- 9.1 Solicitation source lists, market surveys, and other data that identify small business, HUBZone small business, small disadvantaged and 8(a) business, women-owned small business, service disabled veteran small business, and Native-American small business concerns.
- 9.2 Organizations contacted in an attempt to locate new qualified sources.
- 9.3 Outreach efforts, i.e., contact with business development associations, SBA offices, government agencies, attendance at conferences and business/trade fairs, Chamber of Commerce meetings, cooperative efforts with the Office of Economic Development and Office of Diversity and Compliance.
- 9.4 Records of internal guidance and encouragement provided to BBWI procurement personnel and managers, such as bulletins, memos, training presentations and workshops.
- 9.5 Records supporting solicitation and award data including market surveys, when applicable, to seek new small business concerns, and/or provide justification why small business concerns were not solicited.