

INSTRUCTIONS FOR SMALL BUSINESS SUBCONTRACTING PLAN

- (1) Goals, expressed in terms of percentages and estimated procurement dollars of total planned subcontracting dollars, for the use of small business, HUBZone small business, small disadvantaged business, 8(a) certified small business, women-owned small business, and Service Disabled Veteran owned small business concerns as subcontractors. 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.

- (2) A statement of:
 - (a) Total dollars planned to be subcontracted;
 - (b) Total dollars planned to be subcontracted to small business concerns;
 - (c) Total dollars planned to be subcontracted to HUBZone small business concerns;
 - (d) Total dollars planned to be subcontracted to small disadvantaged business concerns;
 - (e) Total dollars planned to be subcontracted to 8(a) certified small business concerns;
 - (f) Total dollars planned to be subcontracted to women-owned small business concerns; and
 - (g) Total dollars planned to be subcontracted to Service Disabled Veteran owned business concerns;

- (3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to (i) small business concerns, (ii) HUBZone small business concerns, (iii) small disadvantaged business concerns, (iv) women-owned small business concerns, and (v) service disabled veteran small business concerns.

- (4) A description of the method used to develop the subcontracting goals in paragraph (1) of this Provision.

- (5) A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA), 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 PRO-Net as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, HUBZone, small disadvantaged and women-owned small business source list. Use of PRO-Net as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this Provision.
- (6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with (i) small business concerns, (ii) HUBZone small business concerns, (iii) small disadvantaged business concerns, and (iv) women-owned small business concerns.
- (7) 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.
- (8) A description of the efforts the offeror will make to assure that small business, HUBZone small business, small disadvantaged business, women-owned small business, and service disabled veteran concerns have an equitable opportunity to compete for subcontracts.
- (9) Assurances that the offeror will include the Provision in this contract entitled “Utilization of Small Business Concerns” in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction of any public facility) to adopt a subcontracting plan that complies with the requirements of this Provision.
- (10) Assurances that the offeror will (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) Submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and SF 295, Summary Subcontract Report, in accordance with the instructions on the forms or as provided in agency regulations and in paragraph (j) of this Provision; and (iv) ensure that its subcontractors agree to submit Standard Forms 294 and 295.
- (11) 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, HUBZone small business, small disadvantaged business, a women-owned small business and service disabled veteran 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., PRO-Net), guides, and other data that identify 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, 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 \$100,000, indicating—
 - a. Whether small business concerns were solicited and, if not, why not;
 - b. Whether HUBZone small business concerns were solicited and, if not, why not;
 - c. Whether small disadvantaged business concerns were solicited and, if not, why not;
 - d. Whether women-owned small business concerns were solicited and, if not, why not; and
 - e. 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; and
 - c. Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources.
- (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.

SUBMITTED BY:

Signed:

Typed Name:

Title:

Date:

PLAN ACCEPTED BY:

Signed:

Typed Name:

Contracting Officer

Date: