

BASE AND OPTION SUBCONTRACTING PLAN

Notice to Offerors: This Individual Subcontract template is a tool. You must adapt this template plan to fit your subcontracting situation. The plan is NOT a fill-in-the-blank form and you must remove instructional language. This template does not establish minimum requirements for an acceptable plan. Offerors are expected to thoroughly review the requirements set forth in FAR 19.704, Subcontracting Plan Requirements and FAR clause 52.219-9, Small Business Subcontracting Plan before submitting their subcontracting plans. This template does not establish minimum requirements for an acceptable plan. Offerors are expected to thoroughly review the requirements set forth in the solicitation, and in FAR 19.704, Subcontracting Plan Requirements and FAR clause 52.219-9, Small Business Subcontracting Plan before submitting their subcontracting plans.

Note: Delete red text prior to submitting. Replace with Offeror's information.

OFFEROR'S NAME
ADDRESS

OFFEROR'S CORPORATE ADDRESS**

[If same as address above, please so indicate].

**FOR SBA REPORTING PURPOSES IN CERTAIN CIRCUMSTANCES; REQUIRED BY FAR 19.705-6

INDIVIDUAL SUBCONTRACT PLAN
FOR
PROJECT TITLE

DATE PREPARED

PLAN SUBMITTED BY:

Typed Name
Title

Date

REVIEWED:

Deputy for Small Business

Small Business Administration
Procurement Center Representative

ACCEPTED:

Procuring Contracting Officer

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the requirements of Federal Acquisition Regulations (FAR) 19.704. The following goals are established for the Base and all options. Percentages may be rounded to nearest tenth of a percent.

1. Offeror Name provides the following separate dollar and percentage goals, which are a percentage of the total subcontracting dollars for each business category:

Base Goals:		Dollars	% of Total Base	% of Base Subcontracted
a.	Small Business (SB)	\$	%	%
b.	Veteran Owned SB (VOSB)	\$	%	%
c.	Service Disabled Veteran Owned SB (SDVOSB)	\$	%	%
d.	Historically Underutilized Business Zone (HUBZone) SB	\$	%	%
e.	Small Disadvantaged Business (SDB)	\$	%	%
f.	Women Owned SB (WOSB)	\$	%	%
g.	American Native Corporation and Indian Tribe (ANC)	\$	%	%
h.	Large Business (LB)	\$	%	%
i.	Prime	\$	%	0%
j.	Total Base	\$	100%	%
Option 1 Goals:		Dollars	% of Total Option 1	% of Option 1 Subcontracted
a.	Small Business (SB)	\$	%	%
b.	Veteran Owned SB (VOSB)	\$	%	%
c.	Service Disabled Veteran Owned SB (SDVOSB)	\$	%	%
d.	Historically Underutilized Business Zone (HUBZone) SB	\$	%	%
e.	Small Disadvantaged Business (SDB)	\$	%	%
f.	Women Owned SB (WOSB)	\$	%	%
g.	American Native Corporation and Indian Tribe (ANC)	\$	%	%
h.	Large Business (LB)	\$	%	%
i.	Prime	\$	%	0%
j.	Total Option 1	\$	100%	%
Option 2 Goals		Dollars	% of Total Option 2	% of Option 2 Subcontracted
a.	Small Business (SB)	\$	%	%
b.	Veteran Owned SB (VOSB)	\$	%	%
c.	Service Disabled Veteran Owned SB (SDVOSB)	\$	%	%
d.	Historically Underutilized Business Zone (HUBZone) SB	\$	%	%
e.	Small Disadvantaged Business (SDB)	\$	%	%
f.	Women Owned SB (WOSB)	\$	%	%
g.	American Native Corporation and Indian Tribe (ANC)	\$	%	%
h.	Large Business (LB)	\$	%	%
i.	Prime	\$	%	0%
j.	Total Option 2	\$	100%	%

2. Total dollars planned to be subcontracted:

Base	Total Dollars	Total Percentage	% of Subcontracted Base Dollars
Subcontracted (Large & Small)	\$	%	%
Prime Performed	\$	%	%
Base Total Value	\$	100%	%
Option 1	Dollars	% of Option 1 Dollars	% of Subcontracted Option 1 Dollars
Subcontracted (Large & Small)	\$	%	%
Prime Performed	\$	%	%
Option 1 Total Value	\$	100%	%
Option 2	Dollars	% of Option 2 Dollars	% of Subcontracted Option 2 Dollars
Subcontracted (Large & Small)	\$	%	%
Prime Performed	\$	%	%
Option 2 Contract Value	\$	100%	%

3. Principal types of supplies and services to be subcontracted to small business concerns:

PRINCIPAL SUPPLY/SERVICE	SB
	\$
	\$
	\$
	\$
PRINCIPAL SUPPLY/SERVICE	VOSB
	\$
	\$
	\$
	\$
PRINCIPAL SUPPLY/SERVICE	SDVOSB
	\$
	\$
	\$
	\$
PRINCIPAL SUPPLY/SERVICE	HUBZone

	\$
	\$
	\$
	\$
PRINCIPAL SUPPLY/SERVICE	SDB
	\$
	\$
	\$
	\$
PRINCIPAL SUPPLY/SERVICE	WOSB
	\$
	\$
	\$
	\$
PRINCIPAL SUPPLY/SERVICE	ANC
	\$
	\$
	\$
	\$

Attach additional sheets if necessary to list a description of supplies and services being subcontracted and to what categories of business concerns

4. Offeror Name used the following method to develop the subcontracting goals:

Explain the method/how you arrived at your percentage goals and dollars for subcontracting to SB, VOSB, SDVOSB, HUBZone, SDB, WOSB, and ANCs.

5. Offeror Name used the following method to identify potential sources for solicitation purposes:

e.g.

- a. Company source lists
- b. System for Award Management database search
- c. Veteran service organization
- d. National Minority Purchasing Council Vendor Information Service
- e. Honolulu Minority Business Center
- f. SB, HUBZone SB, SDB, and WOSB Trade Associations
- g. SBA’s Lists of Certified SDB and HSB Concerns
- h. SB and Minority Business trade fairs or conferences

6. This contract **does / does not** [delete one] include indirect costs in establishing subcontracting goals. If included provide a description of the method used to determine the proportionate share of indirect costs to be incurred with small business (including ANCs and Indian tribes), veteran-owned small business, service-

disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes), and women-owned small business concerns.

7. The following individuals employed by Offeror Name will administer this subcontracting plan:

Primary Point of Contact:

Name:	
Email Address:	
Telephone:	
Title:	
Description of Duties:	

Secondary Point of Contact (Manager/Lead):

Name:	
Email Address:	
Telephone:	
Title:	
Description of Duties:	

8. Offeror Name will make every effort to ensure that SB, SDB, WOSB, HUBZone SB, VOSB, and SDVOSB will have an equitable opportunity to compete for subcontracts. Examples of these efforts include, but are not limited to, the following activities:

e.g.

Outreach Efforts to Obtain Sources:

- Contacting minority and small business service and trade associations
- Contacting business development organizations
- Attending small and minority business procurement conferences and trade fairs
- Using SAM database to research sources
- Other: Explain -

Internal Efforts to Guide and Encourage Purchasing Personnel:

- Presenting workshops, seminars, and training programs

Establishing, maintaining, and using SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB source lists, guides

9. Offeror Name agrees to include the FAR Clause 52.219-8, “Utilization of Small Business Concerns” in all subcontracts that offer further subcontracting opportunities, and will require all subcontractors (*except small business concerns*) that receive subcontracts in excess of \$700,000 (\$1.5M for construction of any public facility with further subcontracting possibilities) to adopt a plan that complies with the requirements of the clause at [52.219-9](#), Small Business Subcontracting Plan.

10. Offeror Name 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 Contractor 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 with Individual Subcontracting Plans intended for use by multiple agencies;
- iv. Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS.
 - a. The ISR shall be submitted semi-annually during contract performance for the periods ending March 31 and September 30. A report is also required for each contract within 30 days of contract completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the contracting officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period. When a contracting officer rejects an ISR, the contractor is required to submit a revised ISR within 30 days of receiving the notice of the ISR rejection.
 - b. The SSR shall be submitted annually by October 30 for the twelve-month period ending September 30. When an SSR is rejected, the contractor is required to submit a revised SSR within 30 days of receiving the notice of SSR rejection;
- v. Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;
- vi. Provide its prime contract number and its unique entity identifier, 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 unique entity identifier, 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. Offeror Name will maintain records concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB 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): **Adapt a list to fit your company's efforts**

e.g.

- Source lists, guides, and other data that identify SB, SDB, WOSB, HUBZone SB, VOSB, and SDVOSB concerns.
- Records on organizations contacted to locate SB, SDB, WOSB, HUBZone SB, VOSB, and SDVOSB sources.
- Records on each subcontract solicitation resulting in an award of more than \$150,000, indicating:
 - Whether SB concerns were solicited and, if not, why not
 - Whether SDB concerns were solicited and, if not, why not
 - Whether WOSB concerns were solicited and, if not, why not
 - Whether HUBZone SB concerns were solicited and, if not, why not
 - Whether VOSB concerns were solicited and, if not, why not

- Whether SDVOSB concerns were solicited and, if not, why not
- If applicable, the reason award was not made to a SB, SDB, WOSB, HUBZone SB, VOSB, and SDVOSB concerns
- Records of outreach efforts to contact:
 - Trade associations
 - Business development organizations
 - Conferences and trade fairs to locate SB, SDB, WOSB, HUBZone SB, VOSB, and SDVOSB sources
- Records of internal guidance and encouragement provided to buyers through:
 - Workshops, seminars, training, etc.
 - Monitoring performance to evaluate compliance with the program's requirements.
- On a subcontract-by-subcontract basis, records to support award data submitted to the government, including the name, address, and business size of each subcontractor (does not apply to commercial plans).
- Describe other types of records that will be maintained as part of the subcontracting program/plan requirements and goals

12. Offeror Name will 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 the offeror 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. An 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 contract; 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. Offeror Name will 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 paragraph 12 above. This written explanation will be submitted to the contracting officer within 30 days of contract completion.

14. Offeror Name will not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor.

15. Offeror Name 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 in accordance with FAR 52.242-5.