

Sample Small Business Subcontracting Plan

This sample subcontracting plan has been adapted from material in Appendix 9 of the Small Business Administrations' Standard Operating Procedure 60 03 5, "Subcontracting Assistance Program" (<http://www.sba.gov/library/soprooom.html>). It is furnished as an example only.

SMALL BUSINESS SUBCONTRACTING PLAN

Offeror: _____

Address: _____

Solicitation Number: _____

Supplies or Services Offered: _____

Estimated cost or price of contract (including options): _____

Period of Performance: From: _____ To: _____

1. Type of Plan (see definitions in paragraph (a) of the Small Business Subcontracting Plan clause.)
____ Individual Plan
____ Master Plan
____ Commercial Plan

2. Goals

State separate dollar and percentage subcontracting goals in the following format. For an offer with options, provide separate statements for the basic quantity or period and for each option.

- a. Total planned subcontracting dollars: \$_____. (For commercial plans, paragraph A should instead show the dollar amount of total projected sales and the total dollar amount of projected subcontracts to support the sales.)
- b. Total estimated dollar value and percent of planned subcontracting with all small business concerns the figures include HUBZone small business concerns (HSB), small disadvantaged business concerns (SDB), and women-owned small business concerns (WOSB):
\$_____ and _____% of A.
- c. Total estimated dollar value and percent of planned subcontracting with HSB:
\$_____ and _____% of A.
- d. Total estimated dollar value and percent of planned subcontracting with SDB:
\$_____ and _____% of A.
- e. Total estimated dollar value and percent of planned subcontracting with WOSB:
\$_____ and _____% of A.

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3. We plan to subcontract the following principal types of supplies and services to SB, HSB, SDB, and WOSB as indicated:

<u>Types of Supplies and Services</u>	<u>SB</u>	<u>HSB</u>	<u>SDB</u>	<u>WOSB</u>

4. We developed the subcontracting goals in 2B, 2C, 2D, and 2E above by the following methods:

(Explain how (i) the capabilities of SB, HSB, SDB, and WOSB and (ii) the types of supplies and services to be subcontracted to them, were determined. Identify any source lists used.)

5. We identified potential sources for solicitation purposed by the following methods:

(Explain the use made of: your existing source lists; PRO-Net; 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 SB, HSB, and WOSB trade associations).

6. Indirect costs [were] [were not] included in the subcontracting goals.

If indirect costs were included, describe the method used to determine the proportionate share of indirect costs to be incurred with SB, HSB, SDB, and WOSB.

7. The employee who will administer our subcontracting program is:

Name: _____

Title: _____

Address: _____

Telephone: _____

The administrator's duties include:

- a. Preparing subcontracting plans;
- b. Assisting in developing SB, HSB, SDB, and WOSB source lists;
- c. Attending or arranging for the attendance of company counselors at business opportunity workshops, Minority Business Enterprise seminars, trade fairs, procurement conferences, etc.;

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- d. Ensuring that SB, HSB, SDB, and WOSB are made aware of subcontracting opportunities and how to prepare acceptable offers;
- e. Conducting or arranging training for purchasing personnel on small business matters;
- f. Monitoring our performance under subcontracting plan and assisting in making any adjustments necessary to achieve goals;
- g. Preparing and submitting required subcontract reports;
- h. Coordinating our activities during compliance reviews by Federal agencies;
- i. Other duties:

8. We will make the following efforts to ensure that SB, HSB, SDB, and WOSB have an equitable opportunity to compete for subcontracts;

- a. Outreach efforts to obtain sources:
 1. Contacting minority and small business trade associations;
 2. Contacting business development organizations;
 3. Attending small and minority business procurement conferences and trade fairs; and
 4. Using PRO-Net.
- b. Internal efforts to guide and encourage purchasing personnel:
 1. Presenting workshops, seminars, and training programs;
 2. Establishing, maintaining, SB, HSB, SDB, and WOSB source lists, guides, and other data for soliciting subcontracts; and
 3. Monitoring compliance with the subcontracting plan.

- c. Additional efforts:

9. We will include the "Utilization of Small Business Concerns" clause in all subcontracts that offer further subcontracting opportunities. We will also require subcontractors (other than small business concerns) that receive subcontracts in excess of \$500,000 (\$1 million for construction of a public facility) to adopt a subcontracting plan that complies with the requirements of the Small Business Subcontracting Plan clause.

10. We will:

- a. Cooperate in any studies or surveys that may be required;
- b. Submit periodic reports that show compliance with the subcontracting plan;
- c. Submit Standard Forms (SF) 294 and 295 in accordance with the instructions on the forms and paragraph (j) of the Small Business Subcontracting Program clause; and
- d. Ensure that subcontractors with subcontracting plans agree to submit Standard Forms 294 and 295.

11. We will maintain the following types of records on a [company-wide] [division-wide] basis:

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- a. Source lists, guides, and other data that identify SB, HSB, SDB, and WOSB;
- b. Records that identify organizations contacted in an attempt to locate SB, HSB, SDB, and WOSB sources;
- c. Records on each subcontract solicitation resulting in an award of more than \$100,000 indicating: (1) whether SB were solicited, and if not, why not; (2) whether HSB were solicited, and if not, why not; (3) whether SDB were solicited, and if not, why not; (4) whether WOSB were solicited, and if not, why not; and (5) if applicable, the reason that the award was not made to a small business concern;
- d. Records of outreach efforts, e.g., contacts with trade associations and business development organizations, attendance at conferences and trade fairs to locate SB, HSB, SDB, and WOSB sources;
- e. Records of internal guidance and encouragement provided to buyers through: (1) workshops, seminars, training, etc.; and (2) monitoring performance to evaluate compliance with the program's requirements;

Include the following paragraph unless you have a commercial plan.

- f. On a contract-by-contract basis, records to support subcontract award data including the name, address, and business size of each subcontractor.

This subcontracting plan was submitted by:

Signature: _____

Typed Name: _____

Title: _____

Date Prepared: _____

Phone Number: _____