

**SUBCONTRACTING PLAN**  
**FOR**  
**SMALL BUSINESS**  
**SMALL DISADVANTAGED BUSINESS**

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOLICITATION NO.: \_\_\_\_\_

TITLE/LOCATION: \_\_\_\_\_

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the requirements of Federal Acquisition Regulations SUBPART 19.7. The following goals are proposed for the total contract including all option periods. This contract  does  does not contain option periods. Percentages may be rounded to nearest tenth of a percent.

- 1. a. Total Contract Value \$ \_\_\_\_\_
- b. Total Subcontracted \$ \_\_\_\_\_ % of 1.a.
- c. SDB Participation Target \$ \_\_\_\_\_

**(Applicable only in contracts subject to the SDB Participation Program.)** The target includes total planned dollars under this contract that will go to Small Disadvantaged Business concerns for work that is performed in the SIC/NAICS Major Groups as determined by the Department of Commerce. A listing of the applicable SIC/NAICS Major Groups can be found at <http://www.arnet.gov/References/sdbadjustments.htm>. Participation in performance of the contract includes joint ventures, teaming arrangements, and subcontracts. If firm commitments exist with SDB firms, attach a list of those firms along with the designated SIC/NAICS Major Group.

2. The following dollars and percentage goals are applicable to the contract cited above.

a. LB \$ \_\_\_\_\_ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are large business concerns.

b. SB \$ \_\_\_\_\_ % of 1.b. (2a. + 2b.=100% of 1.b.)

Total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns and contracts awarded under the Javits Wagner O'Day Act Contracts (JWOD) to National Industries for the Severely Handicapped (NISH) and to National Industries for the Blind (NIB). This number includes all small businesses, including HUBZone, WOSB and SDB (2c., 2d., and 2e below).

c. HUBZone \$ \_\_\_\_\_ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are qualified HUBZone (historically underutilized business zone) small business concerns. (Included in 2b., above, as a subset.)

d. WOSB \$ \_\_\_\_\_ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are women owned small business concerns. (Included in 2b., above, as a subset.)

e. SDB \$ \_\_\_\_\_ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are SB concerns owned and controlled by socially and economically disadvantaged individuals. (Included in 2b., above, as a subset.)

f. VOSB \$ \_\_\_\_\_ % of 1.b.

Total planned subcontracting dollars under this contract will go to subcontractors who are SB concerns owned and controlled by veterans or service-disabled veterans. (Included in 2b., above, as a subset.)

g. HBCU/MI \$ \_\_\_\_\_ % of 1.b.

Total planned subcontracting dollars under this contract will go to Historically Black Colleges and Universities or Minority Institutions as identified in FAR 26. (Included in 2b. and 2e., above, as a subset.)

3. The following principal products and/or services will be subcontracted under this contract:

a. Products/services planned for subcontracting to LB concerns:

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b. Products/services planned to be subcontracted to SB concerns:

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c. Products/services planned to be subcontracted to HUBZone SB concerns:

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d. Products/services planned to be subcontracted to WOSB concerns:

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e. Products/services planned for subcontracting to SDB concerns:

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f. Products/services planned for subcontracting to VOSB concerns:

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g. Products/services planned for subcontracting to HBCU/MI concerns:

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(ATTACHMENT MAY BE USED IF ADDITIONAL SPACE IS REQUIRED)

4. The following method was used to develop the above subcontracting goals (i.e., statement explaining how the products and services areas to be subcontracted were established, how the areas to be subcontracted to SB, HUBZone, WOSB, SDB and VOSB concerns were determined, and how SB, HUBZone, WOSB, SDB and VOSB concerns' capabilities were determined).

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5. Source lists utilized in making the determinations in 4, above are as follows:

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6. Indirect and overhead costs  have  have not been included in the goals specified in 1 and 2 above. If "have" been is checked, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB, HUBZone, WOSB, SDB and VOSB concerns and the products and services planned:

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7. The following employee will administer the subcontracting program:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

TITLE: \_\_\_\_\_

This individual's specific duties, as they relate to the firm's subcontracting program, are general overall responsibility for this company's Small Business Program. The administrator is responsible for the development, preparation and execution of individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including, but not limited to:

- a. Developing and maintaining bidders lists of SB, HUBZone, WOSB, SDB and VOSB concerns from all possible sources.

- b. Ensuring that procurement packages are structured to permit SB, HUBZone, WOSB, SDB and VOSB concerns to participate to the maximum extent possible.
- c. Assuring inclusion of SB, HUBZone, WOSB, SDB and VOSB concerns in all solicitations for products or services which they are capable of providing.
- d. Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB, HUBZone, WOSB, SDB and VOSB participation.
- e. Ensuring periodic rotation of potential subcontractors on bidders lists.
- f. Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by SB, HUBZone, WOSB, SDB and VOSB concerns.
- g. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- h. Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- i. Conducting or arranging for the motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- j. Monitoring attainment of proposed goals.
- k. Preparing and submitting required periodic subcontracting reports.
- l. Coordinating contractor's activities during the conducting of compliance reviews by Federal agencies.
- m. Coordinating the conduct of contractor's activities involving its small and small disadvantaged business subcontracting program.
- n. Additions to (or deletions from) the duties specified above are as follows:

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8. The following efforts will be taken to assure that SB, HUBZone SB, SDB, NISH/NIB, WOSB, VOSB and HBCU/MI concerns will have an equitable opportunity to compete for subcontracts.

a. Outreach efforts will be made by identifying:

- Contacts with minority and small business trade associations.
- Contacts with business development organizations.
- Attendance at small and minority business procurement conference and trade fairs.

b. Sources will be requested from SBA's PRO-Net System available at <http://pro-net.sba.gov/pro-net/search.html> on the internet. Status as a certified HUBZone small business concern or certified small disadvantaged business (SDB) concern are determined by the Small Business Administration (SBA). The PRO-NET system contains list of all categories of small businesses cited under this subcontracting plan. State certifications of small businesses are not applicable for this contract.

List other automated systems to be used.

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c. The following internal efforts will be made to guide and encourage buyers:

- (i) Workshops, seminars and training programs will be conducted.
- (ii) Activities will be monitored to evaluate compliance with this subcontracting plan.
- (iii) Arrange interviews with SDB/WOSB contractors, NISH/NIB workshops and HBCU/MI.

d. Small and SDB concern source lists, guides and other data identifying SB, HUBZone SB, SDB, WOSB and VOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.

e. Additions to (or deletions from) the above listed efforts are as follows:

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9. The offeror (contractor) agrees that the clause entitled "Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Business Concerns" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of \$500,000 (\$1,000,000 for Construction) will be required to adopt and comply with subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of P.L. 95-507 and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and small disadvantaged subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to review subcontracting program progress.
  
10. The offeror (contractor) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the bidder (contractor) with the subcontracting plan and with clause entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" contained in the contract. As required by P.L. 95-507, Section 211, the contractor shall submit the original and copy of "Subcontracting Report for Individual Contracts", SF 294, and "Summary Subcontract Report", SF 295, in accordance with the SF294/SF295 Distribution List provided by awarding contract agency. Regardless of the effective date of this contract, the reports shall be submitted for the entire life of the contract on the following dates:

<u>Information as of:</u>	<u>Mail by:</u>	<u>Due:</u>
March 31	April 25	April 30
September 30	October 25	October 30

The Report shall be sent to the address indicated on Attachment (1), SF294/SF295 Distribution List.

11. The offeror (contractor) agrees to maintain at least the following types of records to document compliance with this subcontracting plan:
  - a. Source lists, guides and other data identifying SB, HUBZone SB, SDB, WOSB and VOSB concerns.
  - b. Organizations contacted to locate SB, HUBZone SB, SDB, WOSB and VOSB concerns.
  - c. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating for each solicitation (1) whether SB concerns were solicited, and if not, why not; (2) whether HUBZone SB concerns were solicited, and if not, why not; (3) whether SDB concerns were solicited, and if not, why not; and (4) whether WOSB concerns were solicited, and if not, why not; (5) whether VOSB concerns were solicited, and if not, why not; and (6) reasons for the failure of solicited SB, HUBZone SB, SDB, WOSB and VOSB concerns to receive the subcontract award.

- d. Records to support other outreach efforts, e.g., contacts with Minority and Small Business Trade Associations, business development organizations, and attendance at small and small disadvantaged business procurement conferences and trade fairs.

12. Plan Submitted by:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

13. Plan reviewed by:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Small Business Specialist

14. Plan approved by:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Procuring Contracting Officer

Copy to (As part of the entire contract):

Small Business Specialist (EFA Northeast Code 09W, Small Business Office)

# SF294/SF295 DISTRIBUTION

Agency	SF294	SF295
Procuring Contracting Officer (PCO) Reports are to be submitted to the PCO that signed the contract.	<b>Copy</b>	<b>Copy</b>
Associate Director for Small Business Code 00J Washington Navy Yard Naval Facilities Engineering Command 1322 Patterson Avenue SE Suite 1000 Washington, Navy Yard, DC 20374-5065	<b>None</b>	<b>Copy</b>
Commanding Officer Attn: Code 09J, Small Business Office NORTHNAVFACENGCOM 10 Industrial Hwy., M. S. 82 Lester, PA 19113 FAX: 610 595 0644 or 610 595 0671	<b>Copy</b>	<b>Original</b>
Administrative Contracting Office (ACO)/ Resident Officer in Charge of Construction (ROICC) that is administering the contract. For example, the ACO and ROICC for a construction contract at Lakehurst, NJ will be OIC Lakehurst, NJ. Go to Northern Division website at <a href="http://www.eftdnorth.navyfac.navy.mil">www.eftdnorth.navyfac.navy.mil</a> for names and addresses under Addresses for Field Offices.	( ) Original	( ) Copy
Small Business Administration Commercial Market Representative	None	Copy
(NOTE: Call local office or SBA Headquarters, Washington, DC at (202) 205-6475 for correct address if unknown.)		

Information as of:                      Mail by:                      Due:  
 March 31                                      April 25                                      April 30  
 September 30                                      October 25                                      October 30