**SMALL BUSINESS SUBCONTRACTING PLAN**

*\*\*\*Blue text is offeror instructions and shall be deleted by the offeror prior to Plan submission. \*\*\**

*\*\*\*Red Text is sample and shall be tailored, by the offeror, to the specific acquisition\*\*\**

* *Large business Offerors proposing a total price greater than $750,000 ($1,500,000 for construction) shall complete and submit this Subcontracting Plan with their proposal. Failure to complete and submit this form may result in rejection of an offer.*
* *This form is consistent with contract clause 52.219-9. Refer to clause 52.219-9 for additional guidance.*
* *Use of this form is not intended to waive other solicitation & contract requirements.*
* *The term "Subcontract" within this document means any agreement (other than one involving an employer-employee relationship) entered into by a federal government prime contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.*
* *The National Park Service (NPS) FY21 subcontracting goals are as follows:* 
  + *Small Business Concerns: 44%;*
  + *Veteran Owned Business Concerns: 3.0%,*
  + *Service-Disabled Veteran Owned Concerns: 3.0%,*
  + *HUBZone Small Business Concerns: 3.0%;*
  + *Small Disadvantaged Business Concerns: 5.0%;*
  + *Small Women-Owned Business Concerns: 5.0%.*

*If your firm indicates in Item No. 2 below any percentages less than the above noted NPS goals then specify in an attachment the reason(s) your firm cannot meet the NPS goals.*

**Date of Submission**:

**Contractor:**

Name:

Address:

State / Zip Code:

Contractor’s SAM Unique Entity Identifier (UEI) #:

**Contract Information:**

Contract or Solicitation #:

Contract Scope of Work:

Contract Period of Performance:

Total Proposed Price:

**Type of Plan**

Individual plan. This plan:

Covers the entire contract period of performance,

Applies to the specific contract noted above,

Includes subcontracting goals in support of the contract action referenced above,

1. **Goals** *\*\*\*Response to this section corresponds to contract clause 52.219-9(d)(1) & (2)\*\*\**

Following are the dollar and percentage goals for Small Businesses, Small Disadvantaged Businesses including Alaska Native Corporations and Indian Tribes, Women‑Owned and Economically Disadvantaged Women-Owned Businesses, Historically Underutilized Business Zone concerns, Veteran Owned Small Businesses, and Service-Disabled Veteran-Owned Small Businesses concerns as subcontractors.

\*\*\*Include all subcontracts that contribute to contract performance. If noted in item 1 above you may include a proportionate share of products and services that are normally allocated as indirect costs in the following format.\*\*\*

1. Total estimated dollar value of **ALL** planned subcontracting, with ALL types of concerns (large & small), under this contract:

Dollar Value: $

1. Total estimated dollar value and percent of planned subcontracting:

*\*\*\*Please note: Zero dollars is not an acceptable goal since it does not demonstrate a good faith effort\*\*\**

**SMALL BUSINESSES (SB):**

(Including VOSB, SDVOSB, HUBZone SDB, and WOSB)

Dollar Value: $ % of “a” above: XX.X%

**Veteran-Owned SMALL BUSINESSES (VOSB)**:

Dollar Value: $ % of “a” above: XX.X%

**Service-Disabled Veteran-Owned SMALL BUSINESSES (SDVOSB)**:

Dollar Value: $ % of “a” above: XX.X%

**HUBZone** **SMALL BUSINESSES (HUBZone)**:

Dollar Value: $ % of “a” above: XX.X%

**SMALL DISADVANTAGED BUSINESSES (SDB)**:

Dollar Value: $ % of “a” above: XX.X%

**WOMEN‑OWNED SMALL BUSINESSES (WOSB)**:

Dollar Value: $ % of “a” above: XX.X%

**OTHER THAN SMALL BUSINESSES**

(Defined by the Small Business Administration (SBA) as “any entity that is not classified as a U.S. small business. This includes large businesses, state and local governments, non-profit organizations, public utilities, educational institutions and foreign-owned firms.)

Dollar Value: $ % of “a” above: XX.X%

*(This $ amount + the SB $ amount above must equal the $ amount in 2.a. above)*

1. **Subcontracted Products / Services and Subcontractors**

Following is a listing of 1) products and/or services to be subcontracted, 2) subcontractors that we used in preparing our proposal and 3) the business size and socio-economic status of each listed subcontractor. Refer to sections 12 & 13 for related information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subcontracted Products & Services**  (List even if subcontractors are not yet known) | **Subcontractors**  (Listed below are subcontractors that were used in preparing our proposal. Additional firms may be added during contract performance) | | **Business Size & Socio-Economic Status**  (SB / SDB / WOSB / HUBZone / SDVOSB / Other)\* |
| UEI No. | Company Name |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Attached is SBA confirmation of current certification for each of the above listed HUBZone firms. (SBA confirmation of current certification will also be provided for any HUBZone firms added during contract performance.)

1. **Method for Determining Goals**

Following is a description of the method used to develop the subcontracting goals for SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns.

*\*\*\* Address efforts made to ensure that maximum practicable subcontracting opportunities have been and will be made available for SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns. Explain the method and state the quantitative basis (in dollars) used to establish the percentage goals. Expand this section or attach additional sheets and reference here if needed.\*\*\**

1. **Method for Identifying Potential Subcontractors**

The following sources were used to identify potential subcontractors for solicitation purposes:

*\*\*\*Check each line below as applicable.\*\*\**

Existing company source lists,

System for Award Management (SAM),

Small Business Administration’s (SBA) Dynamic Small Business Search web page,

Veterans service organizations,

National Minority Purchasing Council Vendor Information Service,

The Research & Infor. Div. of the Minority Business Dev. Agency in the Dept of Commerce,

Small business trade associations.

*\*\*\*list other sources used\*\*\**

The following narrative explains how the areas to be subcontracted to SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns were determined, how the capabilities of those concerns were considered contract opportunities and how such data relates to the proposal.

\*\*\*Expand this section or attach additional sheets and reference here if needed.\*\*\*

1. **Indirect Costs**

Indirect costs have / have not been included in the dollar and percentage subcontracting goals above.

*\*\*\*If indirect costs have been included then include the following, otherwise delete. \*\*\**

Following is the method used to determine the proportionate share of such costs to be allocated as subcontracts to *SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB* concerns:

1. **Subcontracting Program Administrator (SPA):**

The following named individual has general overall responsibility for the company’s subcontracting program, i.e., developing, preparing, and executing subcontracting plans and monitoring performance relative to the requirements of this subcontracting plan.

Name:

Title:

Address:

Phone #:

E-mail:

**SPA Authorities and Responsibilities:**

*\*\*\*Confirm the following authorities & responsibilities\*\*\**

1. Develops and promotes company‑wide policy initiatives that demonstrate the company’s support for awarding contracts and subcontracts to SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns; and for assuring that these concerns are included on the source lists for solicitations for products and services they are capable of providing;
2. Develops and maintains bidder source lists of SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns from all possible sources;
3. Ensures periodic rotation of potential subcontractors on bidder’s lists;
4. Assures that SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB businesses are included on the bidders’ list for every subcontract solicitation for products and services that they are capable of providing;
5. Ensures that Requests for Proposals (RFPs) are designed to permit the maximum practicable participation of SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns;
6. Reviews subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB participation;
7. Accesses various sources for the identification of SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns, including 1) SBA’s Dynamic Small Business Search web page (<http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm>), 2) the System for Awards Management ([www.sam.gov](http://www.sam.gov)), 3) local small business and minority associations, 4) local chambers of commerce and 5) Federal agencies’ Small Business Offices;
8. Establishes and maintains contract and subcontract award records;
9. Participates in Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc;
10. Ensures that SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns are made aware of subcontracting opportunities and assists concerns in preparing responsive bids to the company;
11. Monitors the company’s subcontracting program performance and makes any adjustments necessary to achieve the subcontract plan goals;
12. Prepares and submits timely, required subcontract reports;
13. Conducts or arranges training for purchasing personnel regarding the intent and impact of 8(d) of the Small Business Act on purchasing procedures;
14. Coordinates the company’s activities during the conduct of compliance reviews by Federal agencies;
15. Other duties:

1. **Equitable Opportunity**

The following efforts will be undertaken to ensure that SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns will have an equitable opportunity to compete for subcontracts.

1. Outreach efforts to obtain sources:
   1. Contact minority and small business trade associations
   2. Contact business development organizations and local chambers of commerce
   3. Attend SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB procurement conferences and trade fairs
   4. Review sources from the Dynamic Small Business Search web page (<http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm>)
   5. Review sources from the System for Award Management web page ([www.sam.gov](http://www.sam.gov))

*\*\*\*Note additional efforts if any. \*\*\**



1. Internal efforts to guide and encourage purchasing personnel:
   1. Conduct workshops, seminars and training programs;
   2. Establish, maintain, and utilize SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB source lists, guides, and other data for soliciting subcontractors; and
   3. Monitor activities to evaluate compliance with the subcontracting plan.

*\*\*\*Note additional efforts if any.\*\*\**



1. **Flow-Down Clauses**

Clause 52.219‑8, “Utilization of Small Business Concerns,” shall be included in all subcontracts that offer further subcontracting opportunities. All subcontractors (except small business concerns) that receive subcontracts in excess of $750,000 ($1,500,000 for construction) and possess further subcontracting opportunities will be required to adopt and comply with a subcontracting plan that complies with contract clause 52.219‑9, “Small Business Subcontracting Plan.”

1. **Reporting and Cooperation**

As the prime contractor we will:

1. Cooperate in any studies or surveys that may be required;
2. Submit periodic reports which illustrate compliance with the subcontracting plan;
3. Submit Individual Subcontracting Report (ISR) and Summary Subcontract Report (SSR); via the Electronic Subcontracting Reporting System (eSRS) website ([www.esrs.gov](http://www.esrs.gov))

Reports will be submitted, per the schedule below, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period.

|  |  |  |
| --- | --- | --- |
| **Reporting Period** | **Report Due** | **Due Date** |
| Oct 1 - Mar 31 | ISR | 4/30 |
| Apr 1 - Sept 30 | ISR | 10/30 |
| Oct 1 - Sept 30 | SSR | 10/30 |
| Oct 1 – Sep 30 | Year End SDB Report | 90 days after SSR submission |
| Contract Completion | Final ISR | 30 days after completion |

1. Ensure that subcontractors with subcontracting plans agree to submit an ISR and/or a SSR using eSRS.
2. Provide our prime contract number, our UEI number, and the e-mail address of our 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
3. Require that each subcontractor with a subcontracting plan provide the prime contract number, its own UEI number, 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.
4. **Recordkeeping**

The following is 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 this subcontracting plan, including establishing source lists; and a description of our efforts to locate SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB concerns and award subcontracts to them.

*\*\*\*Refer to contract clause 52.219-9(d)(11) for a listing of recordkeeping requirements. Also include a description of your firm’s records maintenance procedures for locating each category of small business for use as a subcontractor. \*\*\**

1. **Acquiring Supplies & Services**

As the prime contractor we 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 we used in preparing our proposal, in the same or greater scope, amount, and quality used in preparing and submitting our proposal.

1. **Contracting Officer Notice Regarding the Acquisition of Supplies & Services**

As the prime contractor we will provide the Contracting Officer with a written explanation if we fail to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in section 12 above. This written explanation will be submitted to the Contracting Officer within 30 days of contract completion.

1. **Prohibition of Subcontractor Discussions**

As the prime contractor we will not prohibit a subcontractor from discussing with the Contracting Officer any material matter pertaining to payment to or utilization of a subcontractor.

1. **Subcontractor Payments**

As the prime contractor we will 1) pay our small business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract, 2) notify the Contracting Officer when we make either a reduced or an untimely payment to a small business subcontractor, 3) accelerate payment to our subcontractors in accordance with contract clause 52.232-40.

*\*\*\*Refer to contract clause 52.242-5 for additional subcontractor payment requirements. \*\*\**

1. **Description of Good Faith Effort**

Maximum practicable utilization of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns as subcontractors in Government contracts is a matter of national interest with both social and economic benefits**.** When a contractor fails to make a good faith effort to comply with a subcontracting plan, these objectives are not achieved and 15 U.S.C. 637(d) (4) (F) directs that liquidated damages shall be paid by the contractor.

Following is a description of our firm’s commitment to making a good faith effort towards the subcontracting goals noted above.

**Required Signatures:**

**Contractor Company Name**

This Subcontracting Plan is submitted by:

Signature:

Print Name: Date:

Title:

**Contracting Officer, National Park Service – Denver Service Center**

As the Contracting Officer I:

* Have confirmed all subcontractors evaluated are included in this Subcontracting Plan, (Because a prime contract has not yet been awarded not all subcontractors have been determined and evaluated.)
* Have confirmed certification for all submitted HUBZone firms are current, (We will also confirm current certification of any HUBZone firms added during contract performance.)
* Will monitor the contractor to ensure subcontractors evaluated are used in performance of the work,
* Am registered in [eSRS](https://www.esrs.gov/) and will monitor the prime contractor’s eSRS reports to verify good faith efforts are made to meet the goals of this plan,
* Will insure a copy of the final award document is submitted to the SBA Area Director, Office of Government Contracting, where the contract will be performed,
* Will submit a copy of the final subcontracting plan to the SBA’s Commercial Market Representative (CMR). *(Refer to attached list of CMRs.*
* Am committed to assuring compliance with applicable contract requirements.

In accordance with FAR Part 19.705-4 and based upon the information noted above I have determined the Contractor’s proposed Subcontracting Plan is acceptable.

Additional Comments:

Signature:

Print Name: Date:

**Small Business Specialist, National Park Service - Denver Service Center**

The Subcontracting Plan has been reviewed and determined:

Acceptable.

Acceptable contingent upon the comments noted below.

Rejected. Revise per the comments noted below and resubmit.

Comments:

Signature:

Print Name: Date:

**Small Business Specialist, National Park Service – Headquarters (Washington Support Office)**

The Subcontracting Plan has been reviewed and determined:

Acceptable

Acceptable contingent upon the comments noted below.

Rejected. Revise per the comments noted below and resubmit.

Comments:

Signature:

Print Name: Date:

**Small Business Administration Procurement Center Representative**

The Subcontracting Plan has been reviewed and determined:

Acceptable. (Please retain a copy of this final negotiated subcontracting plan for SBA records to meet the requirement of FAR 19.705-6(c)(2)) and DOI-AAAP 0076.)

Acceptable contingent upon the comments noted below.

Rejected. Revise per the comments noted below and resubmit.

(Please retain a copy of this final negotiated subcontracting plan for SBA records to meet the requirement of FAR 19.705-6(c)(2)) and DOI-AAAP 0076.)

Comments:

Signature:

Print Name: Date:

***Commercial Market Representatives***

*CO/CS shall remove this attachment prior to issuing to Offerors or Contractors*

*CO/CS shall email, after award, a copy of the final subcontracting plan to the CMR whose address is in the same state the work will be performed. If no such address is listed the CO/CS shall email a copy to all CMR’s listed for the “Area” in which the work will be performed.*

**Area 1**

*Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, Commonwealth of Puerto Rico & the U.S. Virgin Islands*

**MR. CHRISTOPHER SAO**

Commercial Market Representative

U.S. Small Business Administration

Office of Government Contracting, Area I

10 Causeway Street, Room 265

Boston, MA 02222-1093

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Fax: (202) 481-4951

Email: [christopher.sao@sba.gov](mailto:christopher.sao@sba.gov)

**MR. EUGENE SPILLANE**

Commercial Market Representative

U.S. Small Business Administration

Office of Government Contracting, Area I

U.S. Army Contracting Command - New Jersey

Attn: SBA, Bldg. 1610

Picatinny Arsenal, NJ 07806-5000

Tel: (973) 724-6960

Fax: (202) 292-3664

Email: [eugene.spillane@sba.gov](mailto:eugene.spillane@sba.gov)

**MS. MALINDA CHEN**

Industrial Specialist for Size & COC Programs; Commercial Market Representative

U.S. Small Business Administration

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Fax: (202) 481-4286

Email: [malinda.chen@sba.gov](mailto:malinda.chen@sba.gov)

**MS. SANDY LIU**

Industrial Specialist for Size & COC Programs; Commercial Market Representative

U.S. Small Business Administration\

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Tel: (212) 264-2455

Fax: (202) 481-5490

Email: [sandy.liu@sba.gov](mailto:sandy.liu@sba.gov)

**Area 2**

*District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, West Virginia*

No commercial market representative available.  Email copy of subcontracting plan to Subcontracting Program Assistance at SPA@SBA.gov.

**Area 3**

*Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee*

**MS. ARNETTE L. MAYHEW**

Commercial Marketing Representative

U. S. Small Business Administration

Office of Government Contracting – Area III

233 Peachtree Street NE, Suite 225

Atlanta, Georgia 30303

Office: 404-331-0266

Cell: 404-977-7171

Fax: (202) 481-5163

Email: [arnette.mayhew@sba.gov](mailto:arnette.mayhew@sba.gov)

**MR. GARY W. HEARD, PH.D.**  
COC Coordinator/ Commercial Marketing Representative

U.S. Small Business Administration

Office of Government Contracting – Area III

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Huntsville, AL  35816

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**Area 4**

*Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, Wisconsin*

**MS. DEBORAH CRUMITY**

Commercial Market Representative

U.S. Small Business Administration

Office of Government Contracting, Area IV

1222 Spruce Street, Room 10.103

St. Louis, MO  63103

Tel:  (314) 539-6610

Fax: (202) 481-2231

Email:  [deborah.crumity@sba.gov](mailto:deborah.crumity@sba.gov)

**Area 5**

*Arkansas, Colorado, Louisiana, Montana, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, Wyoming*

**MS. SOPHIA CHOU**  
Commercial Market Representative  
U.S. Small Business Administration  
Office of Government Contracting, Area 5  
150 Westpark Way, Suite 245 (Mailbox 8)

Euless, TX 76040

Tel: (817) 684-5304; Cell: (817) 774-1426  
Fax: (202) 481-4850  
Email: [sophia.chou@sba.gov](mailto:sophia.chou@sba.gov)

**Area 6**

*Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Washington, Territories of Guam, and Northern Marianas Islands*

**Ms. Janice K. Nietes**  
Commercial Market Representative/Size Program Specialist  
Office of Government Contracting, Area VI

U.S. Small Business Administration455 Market Street, Suite 600

San Francisco, CA 94105

Tel: (415) 744-6844

Cell (415) 920-0377  
[janice.nietes@sba.gov](mailto:janice.nietes@sba.gov)

***eSRS Registration***

*CO/CS shall remove this attachment prior to issuing to Offerors or Contractors*

*The SBA is requiring that we provide documentation that COs are registered in the eSRS system before they will approve contractor's subcontracting plans. Thus, we are requesting that all DSC COs to please register in the eSRS system now so that there will not be any award delays later. Below is a list of DSC COs that are currently registered in eSRS. You can find a link to eSRS in the [Quicklinks](https://doimspp.sharepoint.com/sites/nps-dsc-cs/Quick%20Links/Forms/AllItems.aspx" \t "_blank" \o "https://doimspp.sharepoint.com/sites/nps-dsc-cs/Quick%20Links/Forms/AllItems.aspx) section on our SharePoint site. For your convenience I've also included an [eSRS link here.](https://www.esrs.gov/" \t "_blank" \o "https://www.esrs.gov) You can locate direction for registering on the eSRS home page.*

