

Note: Where the term contractor appears, the name of your company/institution should be substituted.

Use Institution/Company Letterhead

The italicized areas are meant to be informational only and should be deleted in final form.

MASTER SUBCONTRACTING PLAN

The following, together with the attachment, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Acquisition Management System Clause 3.6.1-4 Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran-Owned Small Business Subcontracting Plan.

1. Goals:

Individual Small Business Program goals will be established for each solicitation/contract. The goals will include percentages, dollars and a description of products and/or services to be obtained from the following small business concerns: small (SB), small disadvantaged business (SDB), women-owned small business (WOSB) and service-disabled veteran-owned small business (SDVOSB) as indicated by Attachment (A).

2. Method Used To Develop Goals:

The following method will be used to develop the above subcontracting goals (*i.e., statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted to SB, SDB, WOSB and SDVOSB concerns were determined, and how SB, SDB, WOSB and SDVOSB capabilities were determined*).

3. Method Used to Identify Potential Sources:

Source lists utilized in developing the goals for individual contracts include:

Include all that applies including electronic databases.

4. Indirect Costs:

Indirect and overhead cost ____ have ____ have not been included in the goals described in the attachment.

If indirect and overhead costs are included, explain the method used in determining the

proportionate share of indirect and overhead costs to be allocated as subcontracts to SB, SDB, WOSB and SDVOSB concerns and the products and services planned.

5. Subcontract Plan Administrator:

The following employee will administer the subcontracting program:

Name: _____
Title: _____
Address: _____
Telephone No: _____ Fax No: _____
E-Mail Address: _____

These individual specific duties, as they relate to the firms subcontracting program, are as follows: *Delete those duties that do not apply.*

General overall responsibility for this company small business program, to include the development, preparation, and execution of individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, and including, but not limited to:

- * Developing and maintaining bidder's lists of SB, SDB, WOSB and SDVOSB concerns from all possible sources.
- * Ensuring that procurement packages are structured to permit SB, SDB, WOSB and SDVOSB concerns to participate to the maximum extent possible.
- * Assuring inclusion of SB, SDB, WOSB and SDVOSB concerns in all solicitations for products or services which they are capable of providing.
- * Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB, SDB, WOSB and SDVOSB concerns participation.
- * Ensuring periodic rotation of potential subcontractors on bidders lists.
- * Ensuring that the proposal review board documents its reason for not selecting lowest priced proposals submitted by SB, SDB, WOSB and SDVOSB concerns.
- * Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- * Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.

- * Monitoring attainment of proposed goals.
- * Preparing and submitting required periodic subcontracting reports.
- * Coordinating contractor activities during the conduct of compliance reviews by Federal agencies.
- * Coordinating the conduct of contractor's activities involving its small and small disadvantaged business subcontracting program.
- * Additions to the duties specified above are as follows:

6. Equitable Opportunity:

The following efforts will be taken to assure that SB, SDB, WOSB and SDVOSB concerns will have an equitable opportunity to compete for subcontracts.

- a. Outreach efforts will include: *(Specify all that apply)*

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

- b. Sources will be identified from the System for Award Management (www.sam.gov) and Department of Veterans Affairs (www.vip.vetbiz.gov). *List other automated systems to be used*

- c. The following internal efforts will be made to guide and encourage buyers:
(List all that apply)

- (1) Workshops, seminars, and training programs will be conducted.
- (2) Activities will be monitored to evaluate compliance with this subcontracting plan.

- (3) Arrange interviews with SB, SDB, WOSB and SDVOSB concerns.
- d. SB, SDB, WOSB and SDVOSB concern source lists, guides and other data identifying SB, SDB, WOSB and SDVOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.

e. Additions to the above listed efforts are as follows:

7. Flowdown of Clauses:

The contractor agrees that Acquisition Management System Clause 3.6.1-4 entitled “Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran-Owned Small Business Subcontracting Plan” will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of \$700,000 (\$1,500,000 for construction of any public facility) will be required to adopt and comply with the requirements of this clause. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential SB, SDB, WOSB and SDVOSB subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports.

8. Reports and Surveys:

The contractor agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency in order to determine the extent of compliance by the contractor with the subcontracting plan and with the clause entitled Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran-Owned Small Business Subcontracting Plan contained in the applicable contract.

In accordance with Acquisition Management System Clause 3.6.1-4 the contractor assures it will submit “Individual Subcontracting Reports (ISR)” within the Electronic Subcontracting Reporting System (eSRS) located at <http://www.esrs.gov>. Regardless of the effective date of this contract, the report will be submitted for the entire life of the contract within thirty (30) days after the close of each reporting period.

In accordance with Acquisition Management System Clause 3.6.1-4, the contractor assures it will submit the "Summary Subcontracting Report" within the Electronic Subcontracting Reporting System (eSRS) located at <http://www.esrs.gov>. The Summary Report of awards will be submitted within thirty (30) days after the close of each reporting period.

9. Maintenance of Records:

The contractor agrees that it will maintain at least the following types of records to

document compliance with this subcontracting plan.

a. Source list, guides, and other data identifying SB, SDB, WOSB and SDVOSB concerns.

b. Organizations contacted to locate SB, SDB, WOSB and SDVOSB concerns.

c. On a contract-by-contract basis, records on all subcontract solicitations indicating for each solicitation (1) whether SB concerns were solicited, and if not, why not; (2) whether SDB concerns were solicited and if not, why not; (3) whether WOSB concerns were solicited and if not, why not; and (4) whether SDVOSB concerns were solicited and if not, why not.

Signed: _____ Date _____
Typed Name: _____
Title: _____

Approved by: _____ Date _____
Administering Contracting Officer
Typed Name: _____
Organization: _____
Address: _____

Attachment (A)

Please use Company/Institution Letterhead

INDIVIDUAL SUBCONTRACT PLAN GOALS

As described by *institution/company's* Master Subcontracting Plan, individual goals for this solicitation/contract are indicated below. The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with small, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business veteran owned small business concerns. The small disadvantaged business goal includes participation of historically black colleges and universities and minority institutions.

Entities	Percentage	Dollars
Small Business	%	\$
Small Disadvantaged Business	%	\$
HBCU/MI (subset of SDB goal)	%	\$
Women-Owned Small Business	%	\$
Service-Disabled Veteran-Owned Small Business	%	\$

Products and Services **SB SDB WOSB SDVOSB**
(Indicate entities providing each item)

Signed: _____

Date: _____

Title: _____