

SMALL BUSINESS SUBCONTRACTING PLAN OUTLINE MODEL)

The VA provides this model as a tool to assist the contractors in completing the required subcontracting plan. It does not establish minimum requirements for an acceptable plan. The guidance reflects objectives the VA encourages contractors to adopt and include in their subcontracting plan.

The Plan should cover all the facilities and services which are to be provided during the contract period. The model is not intended to replace any existing corporate plan which is more extensive.

Please note that the Department of Veterans Affairs has subcontracting goals of **35%** for small business (SB), **5%** for Small Disadvantaged Business (SDB), **5%** % Women-Owned Small Business (WOSB), **3%** for HUBZone Small Business (HUBZ), **12%** for Veteran-Owned Small Business (VOB), and **10%** for Service-Disabled Veteran-Owned Small Business (SDVO)) for fiscal year **2015** – **2016**.

DO NOT SUBMIT THIS PAGE AS PART OF YOUR SUBCONTRACTING PLAN.

Subcontracting Plan

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The following guidance outlines the minimum requirements of Section 8(d) and the Federal Acquisition Regulation (FAR) Subpart 19.7. This subcontracting plan, and subsequent amendments thereto, is established to be consistent with the intent and requirements of FAR 52.219-9

This program applies to the following:

Company Name:

Company Address:

(Typed Name)

(Title)

(Signature)

(Date)

SOLICITATION FOR OFFERS VA249-15-R-0379

1. Type of Plan

- ☐ Individual Plan All elements developed specifically for this contract and applicable for the full term of this contract, including option period.
- ☐ Master Plan Goals developed for this contract; all other elements standard; must be renewed every three years
- ☐ Commercial Plan Used when the company sells large quantities of commercial off-the-shelf commodities to many Government agencies. Goals are negotiated on a company-wide basis.

2.0 Goals

For information purposes only. FAR 19.704(a)(1) requires separate dollar & percentage goals for using small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns as subcontractors; and a statement of the total dollars planned to be subcontracted to small, hubzone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns. NOTE: The dollar amounts planned for subcontracting to SB, HZSB, SDB, WOSB, VOSB, and to SDVOSB concerns must be expressed as percentages of the total subcontracting dollars as shown. Zero dollars is not an acceptable

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goal for the SB, SDB, WOSB, HUBZone, VOSB or SDVOSB categories since this does not demonstrate a good faith effort throughout the period of performance of the contract.

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GOALS -The following goals (expressed in both dollars and percentage of the total planned subcontracting dollars) are applicable to the contract awarded under the solicitation cited above. (Goals should be based on total contract dollar.)

DOLLARS PERCENT

- (a) Total planned subcontracting to all types of Business under this contract.

(Initial Term)	\$ _____	100%
(Renewal)	\$ _____	100%

- (b) Planned subcontracting to small business (including small disadvantaged businesses, women-owned small businesses, small veteran-owned and small service-disabled veteran-owned and small business concerns in historically underutilized business zones).

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (c) Planned subcontracting to small disadvantaged businesses.

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (d) Planned subcontracting to women-owned small businesses.

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (e) Planned subcontracting to small business concerns in historically underutilized business zones

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (f) Planned subcontracting to veteran-owned

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (g) Planned subcontracting to service-disabled veteran-owned

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

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GOALS -The following goals (expressed in both dollars and percentage of the total planned subcontracting dollars) **for construction and/or services** are applicable to the contract awarded under the solicitation cited above. (Goals should be based on total contract dollar.)

CONSTRUCTION ASPECT

DOLLARS PERCENT

- (c) Total planned subcontracting to all types of Business under this contract.

(Initial Term)	\$ _____	<u>100%</u>
(Renewal)	\$ _____	<u>100%</u>

- (d) Planned subcontracting to small business (including small disadvantaged businesses, women-owned small businesses, small veteran-owned and small service-disabled veteran-owned and small business concerns in historically underutilized business zones).

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (c) Planned subcontracting to small disadvantaged businesses.

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (d) Planned subcontracting to women-owned small businesses.

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (e) Planned subcontracting to small business concerns in historically underutilized business zones

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (f) Planned subcontracting to veteran-owned

(Initial Term)	\$ _____	_____ %
(Renewal)	\$ _____	_____ %

- (g) Planned subcontracting to service-disabled veteran-owned

(Initial Term)	\$ _____
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(Renewal) \$_____ %

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SERVICES ASPECT

DOLLARS PERCENT

- (a) Total planned subcontracting to all types of Business under this contract.

(Initial Term) \$ _____ 100%
(Renewal) \$ _____ 100%

- (b) Planned subcontracting to small business (including small disadvantaged businesses, women-owned small businesses, veteran owned business, service-disabled veteran-owned and small business concerns in historically underutilized business zones)

(Initial Term) \$ _____ %
(Renewal) \$ _____ %

- (c) Planned subcontracting to small disadvantaged businesses.

(Initial Term) \$ _____ %
(Renewal) \$ _____ %

- (d) Planned subcontracting to women-owned small businesses.

(Initial Term) \$ _____ %
(Renewal) \$ _____ %

- (e) Planned subcontracting to small business concerns in historically underutilized business zones

(Initial Term) \$ _____ %
(Renewal) \$ _____ %

- (f) Planned subcontracting to veteran-owned

(Initial Term) \$ _____ %
(Renewal) \$ _____ %

- (g) Planned subcontracting to service -disabled veteran-owned

(Initial Term) \$ _____ %

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(Renewal) \$_____ %

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Description of Products and/or Services

For information purposes only. FAR 19.704(a)(3) requires a description of ALL of the principal types of construction and/services to be subcontracted and an identification of the types planned for subcontracting to SB, HZSB, SDB, WOSB, VOSB; and to SDVOSB concerns. Note: The plan will be rejected if this information is not included.

(Check all that apply).

Construction Aspect:

BUSINESS CATEGORY OR SIZE

PRODUCT/SERVICE	NAICS	LARGE	SMALL BUS.	SDB	WOSB	HUB- ZONE	VO SMALL	SDVO SMALL

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(Attach additional sheets if necessary.)

Service Aspect:

BUSINESS CATEGORY OR SIZE								
PRODUCT/SERVICE	NAICS	LARGE	SMALL BUS.	SDB	WOSB	HUB- ZONE	VO SMALL	SDVO SMALL

(Attach additional sheets if necessary.)

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4. Provide a NARRATIVE description of the methods used to develop the subcontracting GOALS.

For information purposes only. FAR 19.704(a)(5) requires a description of the method used to identify potential sources for solicitation purposes. Identify all source lists used in the determination.

Explain how the capabilities of SB, VOSB, SDVOSB, HSB, SDB, and WOSB and the types of supplies and services to be subcontracted to them were determined. Identify any source lists used. Include attachments as needed.

5. Provide a NARRATIVE description of how you identified potential sources for solicitation purposes:

For information purposes only. FAR 19.704(a)(5) requires a description of the method used to identify potential sources for solicitation purposes. Identify all source lists used in the determination.

Explain what existing source lists; System for Award Management (SAM) Database; veterans service organizations; 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, SDB, and WOSB trade associations, or any other resources used to identify potential sources.

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6. Indirect and Overhead Costs

For information purposes only. FAR 19.704(a)(6) requires a statement as to whether or not your company included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with SB, HZSB, SDB, WOSB, VOSB; and SDVOSB concerns.

Indirect Costs (Check one): ☐ have been included ☐ have **not** been included in the goals specified in within this plan.

6(a). If direct costs **have been included**, provide a **NARRATIVE** explanation of the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB, VOSB, SDVOSB, HSB, SDB, and WOSB.

7. Program Administrator

For information purposes only. FAR 19.704(a)(7) requires information about the company employee who will administer the subcontracting program. Please provide the name, title, address, telephone number, fax machine number, position within the corporate structure, and the duties of that employee. Provide alternate point of contact responsible for subcontracting PLAN.

The **Company** Small Business Liaison Officer (SBLO) who will **administer** the Plan is as follows:

Name:

Title:

Position:

Telephone:

FAX:

Address:

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The Plan Administrator is required to perform the following duties and coordinate the company's activities during compliance reviews by Federal agencies.

- A. Developing and promoting company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns.
- B. Developing and maintaining bidders' lists of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns from all possible sources.
- C. Ensuring periodic rotation of potential subcontractors on bidders' lists.
- D. Assuring that small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
- E. Ensuring that subcontract procurement "packages" are designed to permit the maximum possible participation of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses.
- F. Reviewing subcontract solicitations to remove statements, clauses, etc. which might tend to restrict or prohibit small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses.
- G. Ensuring that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses.
- H. Overseeing the establishment and maintenance of contact and subcontract award records.
- I. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- J. Directly or indirectly counseling small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business concerns on subcontracting opportunities and how to prepare bids to the company.

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- K. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, or service-disabled veteran-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the contractor's subcontracting plan. Small disadvantaged and HUBZone small business concerns shall provide a copy of their Small Business Administration (SBA) certification. (Each SB, WOSB, VOSB, and SDVOSB concern on record as a potential subcontractor shall complete a self-certification form stating their business size. A penalties clause for falsifying information will also be on the form according to the legal statute 15 U.S.C. 645(d). Note, the following notice will read near the business owner's signature. "NOTICE: In accordance with U.S.C. 645(d), any person who misrepresents a firm's proper size classification shall (1) be punishable by imposition of a fine, imprisonment, or both, (2) be subject to administrative remedies, and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.")
- L. Conducting or arranging training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act on purchasing procedures.
- M. Developing and maintaining an incentive program for buyers, that supports the subcontracting program.
- N. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals.
- O. Preparing and submitting timely reports.
- P. Other duties: **NARRATIVE**

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8. Equitable Opportunity

For information purposes only. FAR 19.704(a)(8) requires a description of the efforts the contractor will make to ensure that SB, HZSB, SDB, WOSB, VOSB, and SDVOSB concerns will have an equitable opportunity to compete for subcontracts.

We will make the following efforts to ensure that SB, VOSB, SDVOSB, 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 veterans service organizations;
3. Contacting business development organizations;
4. Attending small and minority business procurement conferences and trade fairs; and
5. Using CCR.

B. Internal efforts to guide and encourage purchasing personnel:

1. Presenting workshops, seminars, and training programs;
2. Establishing and maintaining SB, VOSB, SDVOSB, HSB, SDB, and WOSB source lists, guides, and other data for soliciting subcontracts; and
3. Monitoring compliance with the subcontracting plan.

C. Additional efforts: **NARRATIVE**

9. Flow Down Clause

For information purposes only. FAR 19.704(a)(9) requires that your company include FAR 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities. Your company must require all subcontractors, except small business concerns, that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of the clause at FAR 52.219-9, "Small Business Subcontracting Plan."

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 \$650,000 (\$1.5 million for construction of a public facility) to adopt a subcontracting plan that complies with the requirements of the clause at FAR 52.219-9. Small Business Subcontracting Plan.

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10. Reporting and Cooperation –

For information purposes only

* FAR 19.704 (a) (10) requires assurances that the offeror will:

- (1) Cooperate in any studies or surveys as may be required,
- (2) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
- (3) submit the Individual Subcontracting Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://esrs.gov>), following the instructions in the eSRS;
- (4) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;
- (5) Provide its prime contract number and its DUNS number and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and
- (6) Require that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans.

These reports must be received within 30 days after the close of each calendar period. That is:

<u>Calendar Period</u>	<u>Report Due</u>	<u>Date Due</u>	<u>Send Report To</u>
10/01--03/31	ISR	04/30	contracting officer with copy to LaMeshia.Billington@va.gov
04/01--09/30	ISR	10/30	contracting officer with copy to LaMeshia.Billington@va.gov
10/01--09/30	SSR	10/30	contracting officer with copy to LaMeshia.Billington@va.gov

11. Recordkeeping –

FAR 52.219-9(d)(11) requires a list of the types of records your company will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records include, but are not limited to, the following:

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

- A. Source lists, guides, and other data that identify SB, VOSB, SDVOSB, HSB, SDB, and

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WOSB;

- B. Records that identify organizations contacted in an attempt to locate SB, VOSB, SDVOSB, HSB, SDB, and WOSB sources;
- C. Records on each subcontract solicitation resulting in an award of more than \$150,000 indicating: (1) whether SB were solicited, and if not, why not; (2) whether VOSB were solicited, and if not, why not; (3) whether SDVOSB were solicited, and if not, why not; (4) whether HSB were solicited, and if not, why not; (5) whether SDB were solicited, and if not, why not; (6) whether WOSB were solicited, and if not, why not; and (7) 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, business development organizations, veterans service 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 address, and business size of each subcontractor
- G. Additional Records: **NARRATIVE**

This subcontracting plan was submitted by:

This subcontracting plan was submitted by:

Signature:

Typed Name:

Title:

Date:

This subcontracting plan was accepted by:

Signature:

Typed Name:

Title: Contracting Officer

Date:

This subcontracting plan was reviewed by:

Signature:

Typed Name:

Title: Small Business Technical Advisor

This subcontracting plan was reviewed by:

Signature:

Typed Name:

Title: SBA PCR

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Date:

Date: