

National Oceanic & Atmospheric Administration

SUBCONTRACTING PLAN OUTLINE

Last update: July 2016

The Federal Acquisition Regulation (FAR) Subpart 19.7, the Small Business Subcontracting Program, requires large business concerns (also known as other-than-small business concerns), who are apparently the successful offerors, to submit an acceptable subcontracting plan that identifies the total planned dollars and percentage of the acquisition to be subcontracted to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. This subcontracting plan outline is offered as guidance for developing a subcontracting plan that complies with Public Law 95-507 and FAR Subpart 19.7.

FAR 19.705-4(c) states that goals are to be set at a level that the parties reasonably expect can result from good faith efforts (attainable). It also states that goals are not to be unreasonably low (i.e. goals must be reasonable). Goals must be reasonable and attainable.

If assistance is needed to locate small business sources, contact the NOAA Small Business Office at (301) 628-1411.

Offeror/Contractor Identification Data

Company Name:	
Dunn & Bradstreet #:	
Address:	
Solicitation #:	Date Prepared:
Item/Service:	
Place of Performance:	

1. TYPE OF PLAN (Check only one)

_____ INDIVIDUAL PLAN: In this type of plan, all elements are developed specifically for this contract and are applicable for the full term of this contract (including option periods).

_____ MASTER PLAN: In this type of plan, goals are developed for this contract; all other elements are standard. The master plan shall be effective for a 3-year period after approval by the contracting officer. A master plan, when incorporated in an individual plan, shall apply to that contract throughout the life of the contract.

_____ COMMERCIAL PLAN: This type of plan is used when the contractor sells large quantities of off-the-shelf commodities to many Government agencies. Plans/goals are negotiated with the initial agency on a company-wide basis rather than for individual contracts. The plan is effective only during the year approved. The contractor must provide a copy of the initial agency approval, AND MUST SUBMIT THEIR ANNUAL SUBCONTRACTING REPORT DATA (via the federal government's web-based Electronic Subcontracting Reporting System...<http://www.esrs.gov>) TO COMMERCE WITH A BREAKOUT OF SUBCONTRACTING PRORATED FOR COMMERCE.

2. ACQUISITION COST

Total dollar value of the acquisition, including all options: \$ _____

Base Period	\$ _____
1 st Option Period	\$ _____
2 nd Option Period	\$ _____
3 rd Option Period	\$ _____
4 th Option Period	\$ _____

3. GOALS

FAR 19.704 (a) (1) and (2) requires separate dollar and percentage goals for using small business concerns, small disadvantaged, women-owned small, HUBZone small business concerns, veteran-owned, and service disabled veteran-owned small business concerns, as subcontractors for the base year and each option year. **PLEASE NOTE: Zero goals in any category will be heavily scrutinized for potential additional opportunities.**

A. Total estimated value of all planned subcontracting, including small and other than small business concerns, based on the overall value of the acquisition:

Base Period	\$ _____	_____ %
1st Option Period	\$ _____	_____ %
2nd Option Period	\$ _____	_____ %
3rd Option Period	\$ _____	_____ %
4th Option Period	\$ _____	_____ %

B. Estimated value* of planned subcontracting to **small business** concerns is:
 (*THIS FIGURE INCLUDES THE AMOUNTS IN C, D, E, F, and G BELOW.)

Base Period	\$ _____	_____ %
1st Option Period	\$ _____	_____ %
2nd Option Period	\$ _____	_____ %
3rd Option Period	\$ _____	_____ %
4th Option Period	\$ _____	_____ %

C. Estimated value of planned subcontracting to **small disadvantaged business** concerns is:

Base Period	\$ _____	_____ %
1st Option Period	\$ _____	_____ %
2nd Option Period	\$ _____	_____ %
3rd Option Period	\$ _____	_____ %
4th Option Period	\$ _____	_____ %

D. Estimated value of planned subcontracting to **women-owned** small concerns is:

Base Period	\$ _____	_____ %
1st Option Period	\$ _____	_____ %
2nd Option Period	\$ _____	_____ %
3rd Option Period	\$ _____	_____ %
4th Option Period	\$ _____	_____ %

E. Estimated value of planned subcontracting to qualified **HUBZone** small concerns is:

Base Period	\$ _____	_____ %
1st Option Period	\$ _____	_____ %
2nd Option Period	\$ _____	_____ %
3rd Option Period	\$ _____	_____ %
4th Option Period	\$ _____	_____ %

F. Estimated value of planned subcontracting to qualified **veteran-owned** small (which includes service disabled small) concerns is:

Base Period	\$ _____	_____ %
1st Option Period	\$ _____	_____ %
2nd Option Period	\$ _____	_____ %
3rd Option Period	\$ _____	_____ %
4th Option Period	\$ _____	_____ %

G. Estimated value of planned subcontracting to qualified **service disabled veteran-owned** small concerns is:

Base Period	\$ _____	_____ %
1st Option Period	\$ _____	_____ %
2nd Option Period	\$ _____	_____ %
3rd Option Period	\$ _____	_____ %
4th Option Period	\$ _____	_____ %

H. Estimated value of planned subcontracting to with **other than small business** concerns is:

Base Period	\$ _____	_____ %
1st Option Period	\$ _____	_____ %
2nd Option Period	\$ _____	_____ %
3rd Option Period	\$ _____	_____ %
4th Option Period	\$ _____	_____ %

Note: If any contract has more than five option periods, please attach additional sheets showing dollar amounts and percentages.

J. Provide a description of the method used to develop the subcontracting goals for SB, SDB, WOSB, HUBZone and SDVOSB concerns. Address efforts made to ensure that maximum practicable subcontracting opportunities have been made available for those concerns and explain the method used to identify potential sources for solicitation purposes. Explain the method and state the quantitative basis (in dollars) used to establish the percentage goals. Also, explain how the areas to be subcontracted to SB, WOSB, HUBZone, VOSB and SDVOSB concerns were determined, how the capabilities of these concerns were considered contract opportunities and how such data comports with the cost proposal. Identify any source lists or other resources used in the determination process. (Attach additional sheets, if necessary.)

K. Indirect and overhead costs _____ HAVE BEEN _____ HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above. (Check one)

L. If indirect and overhead costs HAVE BEEN included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small, small disadvantaged, women-owned small, HUBZone small, veteran- owned, and service-disabled veteran-owned small business concerns.

4. PROGRAM ADMINISTRATOR

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, position within the corporate structure and the duties of that employee.

Name: _____

Title: _____

Address: _____

Telephone: _____

E-Mail: _____

Duties: Does the individual named above have 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 those subcontracting plans and perform the following duties? (If NO is checked, please provide who in the company performs those duties, or indicate why the duties are not performed in your company on a separate sheet of paper and submit with the proposed subcontracting plan.)

- A. Developing and promoting company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns; and for assuring that these concerns are included on the source lists for solicitations for products and services they are capable of providing.

_____ YES _____ NO

- B. Developing and maintaining bidders' list of small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns from all possible sources.

_____ YES _____ NO

- C. Ensuring periodic rotation of potential subcontractors on bidders' lists.

_____ YES _____ NO

- D. Assuring that small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, 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.

_____ YES _____ NO

- E. Ensuring that subcontract procurement "packages" are designed to permit the maximum possible participation of small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business.

_____ YES _____ NO

- F. Reviewing subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business participation.

_____ YES _____ NO

- G. Ensuring that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns.
 _____ YES _____ NO
- H. Overseeing the establishment and maintenance of contract and subcontract award records.
 _____ YES _____ NO
- I. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
 _____ YES _____ NO
- J. Directly or indirectly counseling small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns on subcontracting opportunities and how to prepare responsive bids to the company.
 _____ YES _____ NO
- K. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small businesses 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
 _____ YES _____ NO
- L. Conducting or arranging training for purchasing personnel regarding the intent and impact of Public Law 95-907 on purchasing procedures.
 _____ YES _____ NO
- M. Developing and maintaining an incentive program for buyers which supports the subcontracting program.
 _____ YES _____ NO
- N. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals
 _____ YES _____ NO
- O. Preparing and submitting timely reports.
 _____ YES _____ NO
- P. Coordinating the company's activities during compliance reviews by Federal agencies.
 _____ YES _____ NO

Q. Accessing various sources for the identification of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns to include the Central Contractor Registration (<http://www.ccr.gov/>), local small business and minority associations, local chambers of commerce and Federal agencies' Small Business Offices

_____ YES

_____ NO

R. Other duties:

5. EQUITABLE OPPORTUNITY

FAR 19.704 (a) (8) requires a description of the efforts your company will make to ensure that small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns will have an equitable opportunity to compete for subcontracts. (Check all that apply)

A. Outreach efforts to obtain sources:

_____ Contacting minority and small business trade associations

_____ Contacting business development organizations

_____ Attending small and minority business procurement conferences and trade fairs

_____ Requesting sources from the Small Business Administration's *Dynamic Small Business Search* (formerly known as PRO-Net)

B. Internal efforts to guide and encourage purchasing personnel:

_____ Presenting workshops, seminars and training programs

_____ Establishing, maintaining and using small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business source lists, guides and other data for soliciting subcontracts

_____ Monitoring activities to evaluate compliance with the subcontracting plan

C. Additional efforts: (Please describe)

6. CLAUSE INCLUSION AND FLOW DOWN

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 create a plan in compliance with FAR 52.219-9, “Small Business Subcontracting Plan.” Note: In accordance with FAR 52.212-5(e) and 52.244-6(c) the contractor is not required to include flow-down clause FAR 52.219-9 if it is subcontracting commercial items.

Your company agrees that the clause will be included and that the plans will be reviewed against the minimum requirements for such plans. The acceptability of percentage goals for small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns must be determined on a case-by-case basis depending on the supplies and services involved, the availability of potential small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business subcontractors and prior experience. Once the plans are negotiated, approved, and implemented, the plans must be monitored through the submission of individual and summary subcontracting reports via the federal government’s web-based Electronic Subcontracting Reporting System...<http://www.esrs.gov>.

7. REPORTING AND COOPERATION

* FAR 19.704 (a) (10) requires that your company (1) cooperate in any studies or surveys as may be required, (2) submit periodic reports which show compliance with the subcontracting plan; (3) (iii) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.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.

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
Contract Completion	Year End SDB Report	30 days after completion

8. RECORD KEEPING

FAR 19.704 (a) (11) requires a description 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. (Check all that apply)

- A. Small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns source lists, guides, and other data identifying such vendors
_____ YES _____ NO
- B. Organizations contacted for small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business sources.
_____ YES _____ NO
- C. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 which indicate for each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, and if not, why not; (3) whether women-owned small businesses were solicited, and if not, why not; (4) whether HUBZone small businesses were solicited, and if not, why not; (5) whether veteran-owned (including service disabled veteran-owned) small businesses were solicited, and if not, why not, and (6) reasons for the failure of solicited small, small disadvantaged, women-owned small, HUBZone small, and veteran-owned (including service-disabled veteran-owned) small business concerns to receive the subcontract award
_____ YES _____ NO
- D. Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small and minority business procurement conference and trade fairs
_____ YES _____ NO
- E. Records to support internal activities to (1) guide and encourage purchasing personnel, e.g., workshops, seminars, training programs, incentive awards, and (2) monitor activities to evaluate compliance
_____ YES _____ NO
- F. On a contract-by-contract basis, records to support subcontract award data including the name, address and business size and ownership status of each subcontractor. (This item is not required for commercial subcontracting plans).
_____ YES _____ NO
- G. Other records to support your compliance with the subcontracting plan: (Please describe)

9. TIMELY PAYMENTS TO SUBCONTRACTORS

FAR 19.702 requires company to establish and use procedures to ensure the timely payment of amounts due pursuant to the terms of your subcontracts with small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns.

Your company has established and uses such procedures: _____YES _____NO

10. DESCRIPTION OF GOOD FAITH EFFORT

Maximum practicable utilization of small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business 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. In order to demonstrate your compliance with a good faith effort to achieve the small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business subcontracting goals, outline the steps your company plans to take. These steps will be negotiated with the contracting officer prior to approval of the plan.

11. REQUIRED SIGNATURES

This subcontracting plan was **submitted** by:

Signature: _____
Typed Name: _____
Title: _____
Date: _____

This subcontracting plan was **accepted** by:

Signature: _____
Typed Name: _____
Title: ***Contracting Officer*** _____
Date: _____