

SMALL BUSINESS SUBCONTRACTING PLAN

PF-314
REV 1
Effective 12/20/2024

PART I GENERAL INFORMATION

The following, together with any attachments, is hereby submitted to satisfy applicable requirements of the below referenced Subcontract for a Small Business Subcontracting Plan ("Plan"). The meaning of terms used in this Plan shall be as defined in Subcontract.

Offeror/Subcontractor:

Street Address:

City:

State:

Zip Code:

Contact Name:

Contact's Email Address:

Telephone Number:

Solicitation/Subcontract Number:

Total Estimated Value of Award:

Period of Performance:

Place of Work Performance:

Description of Subcontract Requirements:

Does Offeror anticipate Subcontract offers subcontracting opportunities? *<Offeror shall choose Yes or No.>*

☐ Yes, Offeror anticipates Subcontract will offer subcontracting opportunities. *<Offeror shall complete Part II and III and return to procurement representative.>*

☐ No, Offeror DOES NOT anticipate subcontracting opportunities. *<Offeror shall provide supporting statement, sign waiver below, and return to procurement representative.>*

Subcontracting Plan Waiver

As an authorized representative of Offeror, Offeror's signatory certifies the question above has been answered truthfully and to the best of their knowledge. Based on the answer to the above question, a subcontracting plan is NOT required for this Subcontract.

Offeror's Signature, and Date:

Offeror's Title:

Procurement Representative's Signature and Date:

Company's Small Business Program Manager's
Signature and Date:

PART II SUBCONTRACTING PLAN AND REQUIREMENTS**Subcontracting Goals [FAR 52.219-9 (d)(1) & (2)]**

<Enter separate dollar and percentage goals, expressed in terms of percentages of total subcontracting dollars, for the use of small business categories as subcontractors. Offeror shall include all subcontracts/purchase orders contributing to Subcontract performance and may include a proportionate share of products and services normally allocated as indirect costs.>

Total estimated dollars of planned subcontracting for this Plan	A.	
	Subcontracting Planned Dollar Amount	Percentage of Total Estimated Planned Subcontracting Effort
Total planned and available with subcontracting to SB:		OF A
Total planned and available with subcontracting to SDB (included in SB concern numbers):		OF A
Total planned and available with subcontracting to WOSB (included in SB concern numbers):		OF A
Total planned and available with subcontracting to HUBZone (included in SB concern numbers):		OF A
Total planned and available with subcontracting to Veteran-owned SB (included in SB concern numbers):		OF A
Total planned and available with subcontracting to Service-Disabled Veteran-owned SB (included in SB concern numbers):		OF A
Total planned and available with subcontracting to OTSB:		OF A

Offeror's Statement as to the Inclusion of Indirect Costs in Establishing Subcontracting Goals [FAR 52.219-9(d)(6)]

<Check one below. >

___ Indirect costs have been included in dollar and percentage of subcontracting goals stated above. <If indirect costs have been included, provide description of method used to determine the proportionate share of indirect costs to in incurred with small business categories.>

___ Indirect costs have NOT been included in dollar and percentage of subcontracting goals stated above.

Description of Method used to Develop Subcontracting Goals [FAR 52.219-(d)(4)] <Provide description of the method used to develop subcontracting goals.>

Description of the Method Used to Identify Potential Sources for Solicitation Purposes [FAR 52.219-9(d)(5)]

<Examples include Offeror's existing source lists, the System for Award Management (SAM), the SBA's Dynamic Small Business Search (DSBS), 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, and small business trade associations. Offeror may rely on the information contained in SAM at www.sam.gov and DSBS as an accurate representation of a concern's size and ownership characteristics for purposes of maintaining a small business source list. Use of the 0585 and SAM as its source list does not relieve Offeror of its responsibilities (e.g. outreach, assistance, counseling, publicizing subcontracting opportunities) in this clause.>

Equitable Opportunity [FAR 52.219-9(d)(8)]

<Describe efforts Offeror will make to ensure small business categories will have an equitable opportunity to compete for subcontracts. Efforts include, but are not limited to, outreach efforts and internal efforts Outreach efforts include contacts with SBA, minority and small business trade associations, business development organizations, veterans service organizations, and women's business organizations, and attendance at small/minority/veteran/woman business procurement conferences and trade fairs. Internal efforts may include Offeror workshops, seminars, and training programs for Offeror's buyers and Offeror evaluating compliance with Plan as well as Offeror maintaining, for use in soliciting, sources lists, guides, and other data identifying all SB concerns.>

Description of Supplies and Services to be Subcontracted [FAR52.219 (d)(3)]

<Provide a description of all principal types of supplies and services to be subcontracted and the identification of small business categories planned to be subcontracted to. Check all applicable categories for each supply or service. >

1. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

2. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

3. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

4. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

5. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

6. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

7. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

8. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

9. Enter Supplies or Service

☐ SB ☐ SDB ☐ WOSB ☐ VOSB ☐ SDVOSB ☐ HUBZone

Offeror's Program Administrator [FAR 52.219-9 (d)(7)] *<Provide contract information of individual employed by Offeror administering Offeror's subcontracting program and a description of the duties of the individual.>*

Administrator's Name:

Administrator's Email:

Telephone Number:

Administrator's Title:

Administrator's Address:

Offeror's Program Administrator's Duties

The general overall responsibility for Offeror's Small Business Program Administrator is the development, preparation, and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in Plan, including but not limited to:

1. Developing and maintaining source lists containing all small business categories and Historically Black Colleges and Universities or Minority Institutions from all possible sources.
2. Ensuring Offeror's procurement packages are structured to permit all small business categories and Historically Black Colleges and Universities or Minority Institutions to participate to the maximum extent possible.
3. Ensuring inclusion of small business categories and Historically Black Colleges and Universities or Minority Institutions in all solicitations for supplies or services which small business categories can provide.
4. Reviewing Offeror's solicitations to remove statements, clauses, etc., with potential to restrict or prohibit small business categories and Historically Black Colleges and Universities or Minority Institutions participation.
5. Ensuring periodic rotation of potential subcontractors on Offeror's bidder lists.
6. Ensuring the establishment and maintenance of Offeror's solicitation records and subcontract award activity.
7. Attending, or arranging for attendance, Offeror's counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
8. Monitoring attainment of proposed Plan goals.
9. Preparing and submitting periodic subcontracting reports required.
10. Coordinating subcontractor's activities during the conduct of compliance reviews by Federal agencies.
11. Coordinating the conduct of Offeror's subcontractor activities involving Offeror's small business subcontracting program.
12. Additions to, or deletions from, duties specified above are as follows *<Enter additions or deletions.>*:

Flow-Down Clause [FAR 52.219-9(d)(9)]

Offeror agrees FAR 52.219-8 will be included in all Offeror's subcontracts offering further subcontracting opportunities, and all subcontractors, except small business concerns, receiving subcontracts in excess of \$750,000 (\$1,500,000 for construction) will be required to adopt and comply with a subcontracting plan similar to this Plan.

Reporting and Cooperation [FAR 52.219-9(d)(10)]

Offeror will cooperate in any studies or surveys as may be required; submission of periodic reports so Government and Company can determine the extent of compliance by Offeror with Plan; submission of Individual Subcontracting Report (ISR) and Summary Subcontract Report (SSR) via the Electronic Subcontracting Reporting System at www.esrs.gov; ensuring Offeror's subcontractors agree to submit ISR and SSR. Reporting due dates are as follows:

October 1 through March 31	ISR	Due April 30
April 1 through September 30	ISR	Due October 31
Final	ISR	Thirty (30) days after subcontract completion.
October 1 through September 30	SSR	Due October 30

All plans submitted to Company shall be submitted to: supplierESRS@srs.gov.

Recordkeeping [FAR 52.219(d)(11)]

The following is a recitation of the type of records Offeror will maintain concerning procedures adopted to comply with requirements and goals in Plan, including establishing source lists and a description of Offeror's efforts to locate small business categories. Records shall include at least the following:

1. Source lists (e.g. SAM, DSBS), guides, and other data identifying small business categories.
2. Organizations contacted to locate sources of small business categories.
3. Solicitations resulting in an award of more than \$250,000 indicating:
 - a. If small business concerns were solicited and, if not, why not,
 - b. If veteran-owned small business concerns were solicited and, if not, why not,
 - c. If service-disabled veteran-owned small business concerns were solicited and, if not, why not,
 - d. If HUBZone small business concerns were solicited and, if not, why not,
 - e. If small disadvantaged business concerns were solicited and, if not, why not,
 - f. If women-owned small business concerns were solicited and, if not, why not; and
 - g. If applicable, reason award was not made to a small business concern.
4. Records of any outreach efforts to contact:
 - a. Trade associations,
 - b. Business development organizations,
 - c. Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
 - d. Veterans service organizations.
5. Records of internal guidance and encouragement provided to buyers through:
 - e. Workshops, seminars, training, etc. and
 - f. Monitoring performance to evaluate compliance with Plan requirements.
6. On a subcontract-by-subcontract basis, records to support award data submitted by Offeror to the Government, including the name, address, and business size of each subcontractor.

Small Business Program Good Faith Effort [FAR 52.219-9(d)(12) and (e)]

Assurances Offeror 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 Offeror uses in preparing the bid or proposal, in the same or greater scope, amount, and quality Offeror used in preparing and submitting the bid or proposal. Responding to a request for a quote or proposal does not constitute use in preparing a bid or proposal. In order to effectively implement this plan to the extent consistent with efficient contract performance, Offeror shall perform the following functions:

1. Assist business concerns of small business categories by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules as to facilitate the participation by such concerns. Where Offeror's lists of potential business concerns of small business categories are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.
2. Provide adequate and timely consideration of the potential of business concerns of small business categories, in all "make-or-buy" decisions.
3. Counsel and discuss subcontracting opportunities with representatives of business concerns of small business categories.
4. Confirm subcontractor's representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the System for Award Management (SAM) or by using the SBA's DSBS.
5. Provide notice to subcontractors regarding penalties and remedies for misrepresentations of business status as a small business category for the purpose of obtaining subcontracts to be included as part or all of a goal contained in Plan.

Note [FAR 52.219-9(h)&(i): Prior compliance of Offeror with other subcontracting plans under previous subcontracts with Company will be considered by procurement representatives in determining responsibility of Offeror for award of subcontract. Failure of Company or Offeror to comply in good faith with the clause of Subcontract entitled "Utilization Of Small Business Concerns" or an approved Plan required by this clause, shall be a material breach of Subcontract.

Notification of Failure to Use Small Business [FAR 52.219-9(d)(13)]

Offeror will provide procurement representative with written explanation if Offeror fails to acquire articles, equipment, supplies, services, and materials or obtain the performance of construction work as described in within thirty (30) days of Subcontract completion.

Communication [FAR 52.219-9 (d)(14)]

Offeror will not prohibit its subcontractors from discussing with procurement representatives any material matter pertaining to or utilization of a subcontractor.

Payment to Small Business Subcontractors FAR 52.242-5 and 52.219-9(d)(15)

Offeror will pay its small business subcontractors on time and in accordance with the terms and conditions Subcontract and notify procurement representative when Offeror makes either a reduced or an untimely payment to its small business subcontractors.

The following acronyms are used throughout this form:

SB	Small Business	SDB	Small Disadvantaged Business
WOSB	Women-Owned Small Business	HUBZone	Small Business
VOSB	Vetran-Owned Small Business	SDVOSB	Service-Disabled Veteran-Owned Small Business
OTSB	Other Than Small Business (OTSB are any business NOT qualifying as "small" for the provided NAICS code, to include government, academia, non-profits, and large businesses.)		

For Plan, the use of "small business categories" will be used in lieu of the following: small business, small business disadvantaged business, women-owned small business, HUBZone small business, veteran-owned small business and service-disabled veteran-owned small business concerns.

The approved Plan for use with this Subcontract is an individual plan. An individual plan is a subcontracting plan covering the entire subcontract period of performance (including option periods and extensions), applies to this Subcontract, and has goals based on Offeror's planned subcontracting in support of this Subcontract, except indirect costs incurred for common or joint purposes may be allocated on a prorated basis this Subcontract.

Proposals submitted response to this Solicitation shall include a subcontracting plan separately addressing subcontracting with each small business category listed above. If Offeror is submitting an individual subcontracting plan, Plan shall separately address subcontracting with all small business categories with a separate part for the basic subcontract and separate parts for each option, if any. The approved Plan shall be included in, and made a part of, Subcontract resulting from Solicitation. Failure of Offeror to submit and negotiate Plan shall make Offeror ineligible for award of a subcontract.

Additional definitions may be found in terms and conditions of Subcontract.

PART III SIGNATURES

As an authorized representative of Offeror, Offeror's signatory certifies proposed Plan information has been submitted truthfully and to the best of their knowledge.

Offeror's Signature, Date, and Title:

Procurement Representative's Signature and Date:

Company's Small Business Program Manager's
Signature and Date:

<By signing, Company's Small Business Program Manager has reviewed and approved Offeror's Plan.>