SMALL BUSINESS SUBCONTRACTING PLAN
Individual Plan for Basic Ordering Agreements (BOAs)

This template has been designed to be consistent with FAR 19.704, Subcontracting Plan Requirements and FAR clause 52.219-9, Small Business Subcontracting Plan ("Subcontracting Plan"), Deviation 2019-00005. Failure to include the essential information as exemplified in this template may be cause for either a delay in acceptance or the rejection of an offer where the clause is applicable.

DATE:

SUBCONTRACTOR:

ADDRESS:

SOLICITATION OR SUBCONTRACT NUMBER:

ITEM/SERVICE:

PROCUREMENT REPRESENTATIVE:

PLAN SUBMITTED BY:

Signature: ___________________________ Date: ______________________

Printed Name: ___________________________

REVIEWED:

____________________________________  ______________________
Small Business Liaison Officer  Date

ACCEPTED:

_______________________________  ______________________
SUBCONTRACTING PLAN

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the requirements of Federal Acquisition Regulations (FAR) 19.704. The following goals are established for the Base Period and/or all proposed items including all option periods. This contract does not contain option periods. Use Attachment (1) for showing the breakdown of the base year and option periods. Percentages may be rounded to nearest tenth of a percent.

1. 
   a. Total Basic Ordering Agreement Estimated Value (including options): $___________________________
   b. Total Subcontracted: $_______________________   % of 1.a
      (inclusive of all planned subcontracting to all businesses, regardless of size)
   c. Total Prime-performed: $____________________   % of 1.a

2. The following dollars and percentage goals are applicable to the contract cited above. (See FAR 19.704(a)(1) and (2)).
   a. Large Business (LB) $________________________          ____________% of 1.b
      This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are large business concerns.
   b. Small Business (SB) $________________________          ____________% of 1.b
      This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns**.

      **Includes all small businesses, including Small, Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Underutilized Business Zone (HUBZone), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns.

      (Include 2.c, 2.d, 2.e, 2.f, and 2.g below).

Notes:
- Lines 2.a + 2.b = 100% of Line 1.b
- Lines 2.c, 2.d, 2.e, 2.f, and 2.g, are calculated against Line 1.b, the total value of overall subcontracting dollars.
- Subcontracts to companies that qualify in multiple categories of SB must be reported under each category.
- The sum of 2.c through 2.g does not automatically equate to the value of 2.b.
- Designated HUBZone Small Businesses must be certified by the Small Business Administration (SBA).

   c. HUBZone SB $________________________          ____________% of 1.b
      This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are
qualified HUBZone small business concerns certified by SBA.

d. **Woman-Owned SB** $________________________  ____________% of 1.b
   This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are WOSB.

e. **Small Disadvantaged Business** $________________________  ____________% of 1.b
   This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by Socially and Economically Disadvantaged individuals.

f. **Veteran-Owned SB** $________________________  ____________% of 1.b
   This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by VOSB (include in this category the planned subcontracting dollars to SDVOSB shown in 2.g below).

g. **Service-Disabled Veteran-Owned SB** $________________________  ____________% of 1.b
   This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by SDVOSB.

3. **The following principal products and/or services will be subcontracted under this contract. Additional sheets may be added as required. (See FAR19.704(a)(3).**

   a. **Products/services planned for subcontracting to LB concerns:**
      
   b. **Products/services planned to be subcontracted to SB, SDB, WOSB, HUBZone, VOSB, SDVOSB concerns:**
      
4. **Source lists utilized in making the determinations in paragraph 4, above are as follows: (See FAR 19.704(a)(5).**

5. **Indirect and overhead costs have not been included in the goals specified in 1. and 2. above. If “have” is checked, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB**
concerns, and the products and services planned: (See FAR 19.704(a)(6).)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. The following employee will administer the subcontracting program: (See FAR 19.704(a)(7))

NAME: ________________________________________________________________
ADDRESS: _____________________________________________________________
TELEPHONE NO.: ______________________ FAX NO.: _______________________
EMAIL: ________________________________________________________________
TITLE: _________________________________________________________________

This individual's specific duties, as they relate to the firm's subcontracting plan, are general overall responsibility for this company's Small Business Program. This person should have knowledge of the federal small business programs and be knowledgeable about federal procurement practices. If the prime decides to change the person in this position, they must notify the Procurement Representative and the Small Business Liaison Officer. The administrator is responsible for the development, preparation, and execution of this subcontracting plan, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including, but not limited to:

a. Developing and maintaining bidders lists of SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB concerns, (hereafter referred to as the small business community) from all possible sources.

b. Ensuring that procurement packages are structured to permit the small business community to participate to the maximum extent possible. Assuring inclusion of the small business community in all solicitations for products or services, which they are capable of providing.

c. Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit the small business community participation.

d. Ensuring periodic rotation of potential subcontractors on solicitation lists.

e. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.

f. Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.

g. Monitoring attainment of proposed goals.

h. Preparing and submitting required periodic subcontracting reports.

i. Coordinating contractor's activities during the conducting of compliance reviews by Federal agencies.

j. Coordinating the conduct of contractor's activities involving its small business subcontracting program.

k. Additions to (or deletions from) the duties specified above are as follows:

________________________________________________________________________
7. The following efforts will be taken to assure that the small business community will have an equitable opportunity to compete for subcontracts. (See FAR 19.704(a)(8))

a. Outreach efforts will be made by identifying:
   • Contacts with minority and small business trade associations.
   • Contacts with business development organizations.
   • Attendance at small and minority business procurement conference and trade fairs.

b. Sources will be requested from the System for Award Management (SAM) website available at https://www.sam.gov on the Internet. Automated data base sources to be used, other than SAM, will be as follows.

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

   c. The following internal efforts will be made to guide and encourage buyers:
      (i) Workshops, seminars, and training programs will be conducted.
      (ii) Activities will be monitored to evaluate compliance with this subcontracting plan.
      (iii) Arrange interviews with the small business community.

   d. Describe how your small business data base, source lists, guides, and other data will be maintained and utilized by buyers in soliciting subcontracts, e.g., rotation of firms in the data base, keeping data base current and useful, etc.

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

   e. Additions to (or deletions from) the above listed efforts are as follows:
    ______________________________________________________
    ______________________________________________________
    ______________________________________________________

8. The offeror (subcontractor) agrees that the FAR clause 52.219-8 entitled "Utilization of Small Business Concerns" 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) will be required to adopt and comply with subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of P.L. 95-507 and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and small disadvantaged subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to review subcontracting program progress. (See FAR 19.704(a)(9))

9. The offeror (subcontractor) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the offeror (contractor) with the subcontracting plan and with
10. The offeror (subcontractor) agrees to: (See FAR 19.704(a)(10)(iii)-(vi))

a. Submit the Individual Subcontract Report (ISR) and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) at http://www.esrs.gov, following the instructions in the eSRS and FAR Clause 52.219-9;

First reporting period – Oct 1 through March 31, submit NLT 30 April.
Second reporting period – Oct 1 through September 30, submit NLT 30 October.

A separate “Final” ISR is required at contract completion.

Per Class Deviation 2019-O0005, Revision 1, because the eSRS does not support the submission of an ISR for orders placed against BOAs and BPAs, subcontractors must submit the Standard 294, Subcontracting Report for Individual Contracts, to the Procurement Representative while eSRS is being modified to support the submission of ISRs.

Upon award of the contract, the identity of the individual(s) responsible for acknowledging receipt or rejecting the ISR and the SSR will be provided to the awardee.

b. Ensure that its large business subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;

c. Provide its prime contract number and its UEI number, and the e-mail address of the Contractor official responsible for acknowledging or rejecting the reports, to all first-tier large business subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports.

d. Require that each large business subcontractor with a subcontracting plan provide the prime contract number and its own UEI number, and the e-mail address of the Contractor official responsible for acknowledging or rejecting the reports, to its large business subcontractors with subcontracting plans.

e. Ensure that the identified Procurement Representative and Small Business Liaison Officer assigned to the subcontract are included on the eSRS email notification distribution upon submission of each report.

11. The offeror (subcontractor) agrees to maintain at least the following types of records to document compliance with this subcontracting plan: (See FAR 19.704(a)(11))

a. Source lists, guides, and other data identifying small business, HUBZone small business, women-owned small business, small disadvantaged business, veteran owned small business and service-disabled veteran owned small business.

b. Organizations contacted to locate small business, HUBZone small business, women-owned small business, small disadvantaged business, veteran owned small business and service-disabled veteran owned small business.

c. On a contract-by-contract basis, records on all subcontract solicitations over $250,000 and indicating for each solicitation.

d. whether small business, HUBZone small business, women-owned small business, small disadvantaged business, veteran owned small business and service-disabled veteran owned small business were solicited, and if not, why not; and

e. reason why the award was not made to a small business concern.
f. Records to support other outreach efforts, e.g., contacts with small business trade associations, business development organizations, and attendance at small business procurement conferences and trade fairs, and frequency of accessing SAM.

g. Maintain records of internal guidance and encouragement to buyers through:

h. Workshops, seminars, training; etc.; and

i. Monitoring performance to evaluate compliance with the program’s requirement.

j. On a contract-by-contract basis, records to support award data submitted by the contractor to the Government including the name, address, and business size of each subcontractor.

*****END OF PLAN*****
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