

2. The following individual will administer the subcontracting program:

NAME: _____
 TITLE: _____
 ADDRESS: _____

 TELEPHONE: _____

This individual's specified duties, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for this company's small business (SB) program, the development, preparation, and execution of individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, as required by the FAR, including but not limited to:

- A. Developing and maintaining bidders' lists of small business (SB), small disadvantaged business (SDB), women-owned small business (WOSB), HUBZone small business (HUBZ), service-disabled veteran-owned small business (SDVS), and veteran-owned small business (VOSB) concerns from all possible sources.
- B. Ensuring procurement packages are structured to permit SB, SDB, WOSB, HUBZ, SDVS, and VOSB concerns to participate to the maximum extent possible.
- C. Ensuring inclusion of SB, SDB, WOSB, HUBZ, SDVS, and VOSB concerns in all solicitations for products or services which they are capable of providing.
- D. Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB, SDB, WOSB, HUBZ, SDVS, and VOSB participation.
- E. Ensuring periodic rotation of potential subcontractors on bidders' lists.
- F. Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by SB, SDB, WOSB, HUBZ, SDVS, and VOSB concerns. (Required only for awards of more than \$100,000.)
- G. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- H. Attending or arranging for attendance of company counselors at business opportunity workshops, minority business enterprise seminars, women-owned business seminars, and trade fairs, etc.
- I. Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of Public Law 95-507.
- J. Monitoring attainment of proposed goals.
- K. Preparing and submitting required periodic subcontracting reports.
- L. Coordinating contractor's activities during the conduct of compliance review by Federal agencies.
- M. Coordinating the conduct of contractor's activities involving its SB, SDB, WOSB, HUBZ, SDVS, and VOSB subcontracting program.

N. Additions or deviations to the duties previously specified are as follows:¹

3. The following efforts will be taken to ensure that SB, SDB, WOSB, HUBZ, SDVS, and VOSB concerns will have an equitable opportunity to compete for subcontracts:

A. Outreach efforts will be made as follows:

- (1) Contact minority, women-owned small business, and small business trade associations.
- (2) Contact business development organizations.
- (3) Attend small, minority, women-owned small business procurement conferences and trade fairs.
- (4) Use the Procurement Marketing and Access Network (PRO-Net). PRO-Net is a procurement related Internet-based electronic search engine for locating SB, SDB, WOSB, HUBZ, SDVS, VOSB sources. The PRO-Net Internet address (URL) is <http://pro-net.sba.gov>. Companies that do not have access to the Internet may register for PRO-Net through your local SBA Office. PRO-Net is a free electronic gateway to Federal Business Opportunities, government agency home pages, and other sources of procurement opportunities.

B. Internal efforts will be made to guide and encourage buyers:

- (1) Conduct workshops, seminars, and training programs.
- (2) Monitor activities to evaluate compliance with this subcontracting plan.

C. SB, SDB, WOSB, HUBZ, SDVS, and VOSB concerns source lists, guides, and other data identifying SB, SDB, WOSB, HUBZ, SDVS, and VOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.

D. Other efforts in addition to those previously listed:

4. FAR 52.219.8, Utilization of Small Business Concerns, will be included in all subcontracts that offer further subcontracting opportunities, and all subcontractors (except small business concerns) who receive subcontracts in excess of \$500,000 will adopt a plan similar to the plan required by FAR 52.219-9, Small Business Subcontract Plan. Periodic reports will be submitted, and cooperation will be given in any studies or surveys as may be required to determine the extent of compliance with this subcontracting plan. Summary Subcontract Report, (SF-295) will be completed and submitted by this company and its subcontractors in accordance with the instructions on the back of the SF-295.

¹ Any deletions should have an appropriate explanation.

- 5. The contractor agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the SBA in order to determine the extent of compliance by the contractor with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns," contained in the contract. The contractor further agrees to annually submit a "Summary Subcontract Report" (SF-295), in accordance with the instructions on the back of the form.
- 6. The following types of records for all Federal contracts will be maintained to document compliance with this subcontracting plan, in accordance with FAR 52.219-9.
 - A. SB, SDB, WOSB, HUBZ, SDVS, and VOSB concerns, source lists, guides, and other data identifying SB, SDB, WOSB, HUBZ, SDVS, and VOSB concern vendors.
 - B. Organizations contacted for SB, SDB, WOSB, HUBZ, SDVS, and VOSB concerns.
 - C. Records on all subcontract solicitations over \$100,000, indicating on each solicitation (1) whether SB concerns were solicited, and if not, why; (2) whether SDB concerns were solicited, and if not, why; (3) whether WOSB concerns were solicited, and if not, why; (4) whether HUBZ concerns were solicited, and if not, why, (5) whether SDVS concerns were solicited, and if not, why; (6) whether VOSB concerns were solicited, and if not, why; and (7) reasons for the failure of solicited SB, SDB, WOSB, HUBZ, SDVS, or VOSB concerns to receive the subcontract award.
 - D. Records to support other outreach efforts: (1) contacts with minority and SB trade associations, etc.; and (2) attendance at small, minority, women-owned small business procurement conferences, and trade fairs.
 - E. Records to support internal activities to guide and encourage buyers: (1) workshops, seminars, training programs, etc.; and (2) monitoring activities to evaluate compliance.
 - F. Records to support subcontract award data to include names and addresses of subcontractors.
 - G. Additions or deviations to the records previously listed are as follows:

SIGNATURE: _____

TYPED NAME: _____

TITLE: _____

DATE: _____

PLAN ACCEPTED BY: _____

(CONTRACTING OFFICER)

DATE: _____