## U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency ANNUAL SUBCONTRACTING PLAN FOR COMMERCIAL PRODUCTS

CONTRACTOR:		DATE:
ADDRESS:		
PERIOD COVERED:	ANNUAL SUBCONTRACTING PLAN <u>FISCAL YEAR 2005</u> OCTOBER 1, 2004 - SEPTEMBER 30, 2005	
PRODUCTS:		

The following, together with any attachments, is hereby submitted as an "Annual Subcontracting Plan for Commercial Products" to satisfy the applicable requirements of Public Law 95-507, as implemented by OFPP Policy Letter 80-2 and Article 28 of USDA-1, Revision No. 2, as amended, and the Federal Acquisition Regulations (FAR) Subpart 19.7.

1. GOALS. The following goals are expressed in rounded <u>dollars</u> and a <u>percentage</u> of the total planned subcontracting dollars. These goals are applicable to all Federal contracts made with the United States Department of Agriculture (USDA), Farm Service Agency (FSA), Commodity Credit Corporation (CCC), Kansas City Commodity Office (KCCO), which are awarded during the term of this plan.

DESCRIPTION	DOLLARS FY 2005	PERCENTAGE FY 2005
A. Total planned subcontracting for ALL COMPANY or DIVISION products.		100%
<ul> <li>B. Planned Subcontracting to Small Businesses (EXCLUDES Small Disadvantaged, Women-Owned Small, HUBZone Small, Service Disabled Veteran-Owned Small, and Veteran-Owned Small Businesses.)</li> </ul>		
<ul> <li>C. Planned Subcontracting to Small Disadvantaged Businesses</li> <li>("Woman-Owned Small" does not qualify as "Disadvantaged" unless qualified by SBA).</li> </ul>		
D. Planned Subcontracting to Women-Owned Small Businesses. $\% = D \div A$		
<ul> <li>E. Planned Subcontracting to HUBZone Small (Historically Underutilized Business Zone) Business.</li> <li>% = E ÷ A</li> </ul>		
F. Planned Subcontracting to <b>Service-Disabled Veteran-Owned Small</b> Business. $\% = F \div A$		
G. Planned Subcontracting to Veteran-Owned Small Business. $\% = G \div A$		
H. Total Planned Subcontracting to Small, Small Disadvantaged, Women-Owned Small, HUBZone Small, Service-Disabled Veteran-Owned Small, and Veteran-Owned Small Businesses (Dollars are Paragraphs B+C+D+E+F+G = H). % = H ÷ A		
<ul> <li>Planned Subcontracting to OTHER than Small Businesses (Dollars are Paragraphs A - H = I).</li> <li>% = I ÷ A</li> </ul>		

J. Method used to develop the subcontracting goals:						
κ. The following method(s) used to identify potential sources for solicitation purposes:						
	<ul> <li>(1) Existing Company Source Lists</li> <li>(2) Procurement Marketing and Access Network (PPO-Net) of the Small Business Administration (SBA)</li> </ul>					
<ul> <li>(2) Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA)</li> <li>(3) National Minority Purchasing Council Vendor Information Services</li> </ul>						
(4) The M	linority Business De	evelopment Agency	y in the Department of	of Commerce		
<ul> <li>(5) Small, Small Disadvantaged, HUBZone, Women-owned Small, Service-Disabled Veteran-Owned</li> <li>Small, Veteran-Owned Small Business Trade Associations</li> </ul>						
(6) Other	identification metho	ods:				
L. The following principle products and/or services will be SUBCONTRACTED under this subcontracting plan, and the distribution among small business, small disadvantaged business, women-owned small business, HUBZone small business, service-disabled veteran-owned small business, and veteran-owned small business concerns are reflected under the appropriate column:						
SMALL BUSINESS	SMALL DISADVANTAGED BUSINESS	WOMEN-OWNED SMALL BUSINESS	HUBZone SMALL BUSINESS	SERVICE- DISABLED VETERAN-OWNED SMALL BUSINESS	VETERAN-OWNED SMALL BUSINESS	
M. Indirect and ov	verhead costs (Che	eck one below):				
	HAVE been included in the goals specified in section 1.B. and 1.C.					
N. If indirect and overhead costs HAVE been included, the following method will be used to determine the share of these costs that will be allocated as subcontracting business to small business, small disadvantaged business, women-owned small business, HUBZone small business, service-disabled veteran-owned small business, and veteran-owned small business concerns:						
(1) Prorat	ed method:		(2) Other	method:		

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), womenowned 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:<sup>1</sup>

- 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 Internetbased electronic search engine for locating SB, SDB, WOSB, HUBZ, SDVS, VOSB sources. The PRO-Net Internet address (URL) is <u>http://pro-net.sba.gov</u>. 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.

 $<sup>\</sup>overline{}^{1}$  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:	