Note: Where the term contractor appears, the name of your company/institution should be substituted.

***Use Institution/Company Letterhead***

***The italicized areas are meant to be informational only and should be deleted in final form.***

**MASTER SUBCONTRACTING PLAN**

The following, together with the attachment, is submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507, 103-355, 105-135 and 106-50 as implemented by the Federal Acquisition Regulation, the Defense Supplement thereto, Public Law 100-180 and 103-337.

1. **Goals (FAR 52.219-9(d)(2))**

Individual Small Business Program goals will be established for each solicitation/contract. The goals will include percentages, dollars and a description of products and/or services to be obtained from the following small business concerns; (including ANCs and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns as subcontractors; as indicated by Attachment (a).

2. **Estimated Dollar Value of Contract and Planned Subcontracting Dollars (FAR 52.219-9(d)(1))**

A statement of the total dollars planned to be subcontracted and a statement of the total dollars planned to be subcontracted to small business as a percentage of total subcontract dollars. For individual subcontracting plans only, a contracting officer may require the goals referenced in paragraph (1) to be calculated as a percentage of total contract dollars, in addition to the goals established as a percentage of total subcontract dollars.

3. **Principal Products, Services and/or Outcomes (FAR 52.219-9(d)(3))**

A description of the principal types of supplies and services to be subcontracted and an identification of types of supplies or services planned for subcontracting to small business (including ANCs and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes), and women-owned small business concerns.

4. **Description of the Method used to Develop the Subcontracting Goals (FAR 52.219-9(d)(4))**

The following method will be used to develop the above subcontracting goals *(i.e., statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted were established, how the areas to be subcontracted to SB,* VOSB, SDVOSB, *HUBZone SB, SDB, and WOSB concerns were determined, and how SB, VOSB,* SDVOSB, *HUBZone SB, SDB, and WOSB capabilities were determined).*

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5. **Description of the Method used to Identify Potential Sources for Solicitation Purposes (FAR 52.219-9(d)(5))**

Source lists utilized in developing the goals for individual contracts include:

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*(e.g., existing company source lists, the System for Award Management (SAM), 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, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in SAM as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a Small, VOSB, SDVOSB, HUBZone, SDB, and WOSB source list. Use of SAM as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities).*

6. **Indirect Costs (FAR 52.219-9(d)(6))**

Indirect and overhead cost \_\_\_\_ have \_\_\_\_ have not been included in the goals described in the attachment.

*If indirect and overhead costs are included, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB,* SDVOSB, VOSB, *HUBZone SB, SDB, and WOSB concerns and the products and services planned.*

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7. **Subcontract Plan Administrator (FAR 52.219-9(d)(7))**

The following employee will administer the subcontracting program:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These individual specific duties, as they relate to the firms subcontracting program, are as follows: *Delete those duties that do not apply.*

General overall responsibility for this company Small Business Program, to include the development, preparation, and execution of individual subcontracting plans, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, and including, but not limited to:

\* Developing and maintaining bidders lists of SB, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concerns from all possible sources.

\* Ensuring that procurement packages are structured to permit SB, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concerns to participate to the maximum extent possible.

\* Assuring inclusion of SB, SDVOSB, VOSB,HUBZone SB, SDB and WOSB concerns in all solicitations for products or services which they are capable of providing.

\* Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB, SDVOSB, VOSB,HUBZone SB, SDB, and WOSB concerns participation.

\* Ensuring periodic rotation of potential subcontractors on bidders lists.

\* Ensuring that the proposal review board documents its reason for not selecting lowest priced proposals submitted by SB, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concerns.

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

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

\* Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.

\* Monitoring attainment of proposed goals.

\* Preparing and submitting required periodic subcontracting reports.

\* Coordinating contractor activities during the conduct of compliance reviews by Federal agencies.

\* Coordinating the conduct of contractors activities involving its small and small disadvantaged business subcontracting program.

\* Additions to the duties specified above are as follows:

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8. **Equitable Opportunity (FAR 52.219-9(d)(8))**

a. Outreach efforts will include: *(Specify all that apply)*

* Posting solicitations to the Small Business Administration’s (SBA) Subcontracting Network (Sub-Net) @ [https://eweb1.sba.gov/subnet/client/dsp\_Landing.cfm](https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm//)
* Contacting minority and small business trade associations.

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* Contacting with business development organizations.

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* Attending small and minority business procurement conferences and trade

fairs.

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b. Sources will be identified from the following automated systems:

* + SBA Dynamic Small Business Search
    - Link: [SBA - Dynamic Small Business Search](https://dsbs.sba.gov/search/dsp_dsbs.cfm?CFID=985301&CFTOKEN=b5d7c3225849d7ef-09D8AB2B-C0E7-B1A7-628523161DC9C917)
  + SBA Subcontracting Opportunities Directory
    - Link: [Directory of federal government prime contractors with subcontracting plans | U.S. Small Business Administration (sba.gov)](https://www.sba.gov/document/support-directory-federal-government-prime-contractors-subcontracting-plans)
  + The System for Award Management
    - Link: [SAM.gov | Home](https://sam.gov/content/home) SAM.gov
  + Apex Accelerators Program
    - Link: [APEX Accelerators](https://www.apexaccelerators.us/#/)

List other automated systems to be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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c. The following internal efforts will be made to guide and encourage buyers:

(List all that apply)

(1) Workshops, seminars, and training programs will be conducted.

(2) Activities will be monitored to evaluate compliance with this subcontracting

plan.

(3) Arrange interviews with SB/ SDVOSB/VOSB/ HUBZone SB/SDB/WOSB

concerns and HBCU/MIs.

(4) Small, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concern source lists, guides and other data identifying SB, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concerns will be maintained and utilized by buyers in soliciting subcontracts.

d. Describe extent to which offeror (contractor) plans to restrict competition to

HBCU/MIs.

e. Additions to the above listed efforts are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9. **Flowdown of Clauses (FAR 52.219-9(d)(9))**

The offeror (contractor) agrees that Federal Acquisition Regulation 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 the applicable threshold specified in FAR [19.702](https://www.acquisition.gov/far/19.702#FAR_19_702)(a) on the date of subcontract award, with further subcontracting possibilities to adopt a subcontracting plan that complies with the requirements of this clauseSuch 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, SDVOSB, VOSB, HUBZone small, small disadvantaged and women-owned small business 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 subcontracting program participants.

**10. Reports and Surveys (FAR 52.219-9(d)(10))**

The offeror (contractor) 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 bidder (contractor) with the subcontracting plan and with the clause entitled "Utilization of Small Business Concerns" contained in the contract and  include subcontracting data for each order when reporting subcontracting achievements for indefinite-delivery, indefinite-quantity contracts with individual subcontracting plans where the contract is intended for use by multiple agencies.

The contractor agrees to submit an Individual Subcontracting Report (ISR) in the Electronic Subcontracting Reporting System (eSRS) in accordance with the instructions on the eSRS website at [www.esrs.gov](file:///D:/Documents%20and%20Settings/susan.sutherland/Local%20Settings/Temporary%20Internet%20Files/Content.Outlook/TMTODDU0/www.esrs.gov). The ISR shall be submitted semi-annually during contract performance for the periods ending March 31 and September 30. A report is also required for each contract within 30 days of contract completion Regardless of the effective date of this contract, the report shall be submitted for the entire life of the contract within thirty (30) days after the close of each reporting period.

The contractor shall submit a Summary Subcontracting Report (SSR) in the Electronic Subcontracting Reporting System (eSRS) in accordance with the instructions on the eSRS website at [www.esrs.gov](file:///D:/Documents%20and%20Settings/susan.sutherland/Local%20Settings/Temporary%20Internet%20Files/Content.Outlook/TMTODDU0/www.esrs.gov). The SSR shall be submitted annually by October 30 for the twelve-month period ending September 30. When an SSR is rejected, the contractor is required to submit a revised SSR within 30 days of receiving the notice of SSR rejection. The Summary Report of DOD awards shall be submitted within thirty (30) days after the close of each reporting period to the Administrating Contracting Officer. The first report that includes this contract, shall be submitted after the first full reporting period of this contract in addition to any fractional part of the previous period in which this contract became effective.

The contractor shall also ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS.

In addition the contractor shall provide its prime contract number, its Unique Entity Identifier (UEI), and the e-mail address of the offeror’s official responsible for acknowledging receipt of or rejecting the ISRs to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their ISRs and shall require that each subcontractor with a subcontracting plan provide the prime contract number, its own UEI, and the e-mail address of the subcontractor’s official responsible for acknowledging receipt of or rejecting the ISRs, to its subcontractors with subcontracting plans.

**11. Maintenance of Records (FAR 52.219-9(d)(11))**

The offeror (contractor) agrees that it will maintain at least the following types of records to document compliance with this subcontracting plan,

a. Source list, guides, and other data identifying SB, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concerns.

b. Organizations contacted to locate SB, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concerns.

c. On a contract-by-contract basis, records on all subcontract solicitations resulting in an award of more than the simplified acquisition threshold, as defined in FAR [2.101](https://www.acquisition.gov/far/2.101#FAR_2_101) on the date of subcontract award, indicating for each solicitation (1) whether SB concerns were solicited, and if not, why not; (2) whether SDVOSB concerns were solicited, and if not, why not; (3) VOSB concerns were solicited, and if not, why not; (4) whether HUBZone SB concerns were solicited, and if not, why not; (5) SDB concerns were solicited, and if not, why not; (6) whether WOSB concerns were solicited, and if not, why not, and (6) reasons for the failure of solicited SB, SDVOSB, VOSB, HUBZone SB, SDB, and WOSB concerns to receive the subcontract award.

d. Records of any outreach efforts to contact:

(1) Trade associations;

(2) Business development organizations;

(3) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and

(4) Veterans service organizations.

e. Records of internal guidance and encouragement provided to buyers through:

(1) Workshops, seminars, training, etc.; and

(2) Monitoring performance to evaluate compliance with the program’s requirements.

f. On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.

12. Assurance of Good Faith Effort **(FAR 52.219-9(d)(12))**

The contractor 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 that the offeror used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal. Responding to a request for a quote does not constitute use in preparing a bid or proposal. This applies to any small business that:

The contractor used in preparing the bid or proposal, if the small business concern is identified as a subcontractor in the bid or proposal; or associated small business subcontracting plan, to furnish certain supplies or perform a portion of the contract; or

The contractor used the small business concern's pricing or cost information or technical expertise is used in preparing the bid or proposal, where there is written evidence of an intent or understanding that the small business concern will be awarded a subcontract for the related work if the offeror is awarded the contract.

13. Assurance of Explanation of Failure to Acquire **(FAR 52.219-9(d)(13))**

The contractor will provide the contracting officer with a written explanation if the contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work as described in section (12). This written explanation will be submitted to the contracting officer within 30 days of contract completion.

14. Assurance to Not Prohibit Subcontractor Payment or Utilization Discussions **(FAR 52.219-9(d)(14))**

The contractor will not prohibit a subcontractor from discussing with the contracting officer any material matter pertaining to payment to or utilization of a subcontractor.

15. Assurance of Payment to Small Business Subcontractors **(FAR 52.219-9(d)(15))**

The contractor will pay its small business subcontractors on time and in accordance with the terms and conditions of the subcontract and notify the contracting officer if the offeror pays a reduced or an untimely payment to a small business subcontractor.

Master plans shall be effective for a 3-year period after approval by the contracting officer/administrative contracting officer; however, it is incumbent upon contractors to maintain and update master plans. Changes required to update master plans are not effective until approved by the contracting officer/administrative contracting officer. A master plan shall apply to that contract throughout the life of the contract.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Administering Contracting Officer

Typed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Copy to: SBA PCR (if applicable)

*Please use Company/Institution Letterhead*

INDIVIDUAL SUBCONTRACT PLAN GOALS

As described by *institution/company's* Master Subcontracting Plan, individual goals for this solicitation/contract are indicated below. The total percentage of planned subcontracting with small business concerns includes total dollars planned to be subcontracted with small, veteran owned small business, service disabled veteran-owned, HUBZone small business, small disadvantaged and women-owned small business concerns*.* The small disadvantaged business goal includes participation of historically black colleges and universities and minority institutions.

Entities Percentage Dollars

Small Business % $

Service-Disabled Veteran-Owned % $

Small Business

Veteran-Owned Small Business % $

HUBZone Small Business % $

Small Disadvantaged Business % $

HBCU/MI (subset of SDB goal) % $

Women-Owned Small Business % $

Products and Services SB VOSB SDVOSB HUBZ SDB WOSB

*(Indicate entities providing each item)*

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Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Attachment (A)